



Pennsylvania Technology Student Association and Foundation, Inc.
Learning to Live in a Technical World

Incorporated 2004

Board of Directors Meeting
Minutes - July 15, 2019
Red Lion Hotel - Harrisburg, PA

1. Meeting Called to Order – 9:05
Call to order – Chris Miller
2. Roll Call- Establish a Quorum- 9:08 am

A quorum was established.

Board of Directors: Chris Miller (Past-President, Technology Coor.), Judy Hawthorn (Secretary), Jason Kofmehl (President), Jeff Seamans (Treasurer/ACT 48 Coor.), John Bratton (Executive Director),-Jana Bonds (Member at Large), Shelley Evans (SOT Advisor), Chris Roth (State Conference Coordinator), Ryan Ferry (Alumni), Mike Flowers (Foundation).

Region Reps: Lindsey Wagner (Region 2), Bob Dwyer (Region 3), Chris Weaver (Region 5), Matt Kline (Region 8), Josh Pennington (Region 9)

Student Officer Present: Sam Catania (President), Charisma Hasan (Vice President), Emily Wright (Secretary), Evan Grove (Treasurer), Dhruv Agarwal (Reporter), Casey Sharpe (Historian), Jonah Proepper (Parliamentarian)

3. Reorganization (Take place in July)
 - a. Executive Committee (every two years: on odd years only- open nominations)
 - i. President Elect - Current Nomination(s) - Josh Pennington – Motion to Approve - **APPROVED**
 - ii. Secretary - Current Nomination(s) - Judy Hawthorn - Motion to Approve - **APPROVED**
 - iii. Treasurer - Current Nomination(s) - Jeff Seamans - Motion to Approve - **APPROVED**

At this time all officers are installed for the 2019-2021 sessions. Jason Kofmehl will now take over the meeting.

Jana Bonds will step down as Member at Large. A member in good standing may take this position and a nomination process will take place. Chris Roth and Liza Atillasoy are interested in the positions.

b. Board Vacancies

i. Member at Large

1. ARTICLE II BOARD OF DIRECTORS

a. Section 1. Three corporate members at large elected by a majority vote of all corporate members.

2. ARTICLE III CORPORATE MEMBERS

a. Section 1. The majority of corporate members at large shall be active chapters of Pennsylvania Technology Student Association who are members in good standing, with dues paid, and TSA State and National Affiliation serving as PA-TSA Regional Coordinators or teacher representatives.

b. Section 2. With a maximum of 3 allowable exceptions, all other corporate members at large must be former TSA members.

3. ARTICLE XI MANNER OF ELECTION OF DIRECTORS

a. The Executive Director and President Board of Directors shall appoint the members of the corporation at large on or before July 30 of each calendar year. The Board of Directors and the Executive Committee shall be elected or appointed as set down in the corporate bylaws.

4. Elections for Members at Large

a. Pennsylvania TSA, Inc. shall conduct election of Members at Large when a position is open. If the position becomes open as through natural expiration of term, nominations and elections will be handled in the following manner:

i. Nominations open 1st of May

ii. Nominations close the 14th of May

iii. Elections open the 1st of June

iv. Elections close the 14th of June

v. Member takes office at summer Board of Directors meeting (usually 1st week in July)

5. (2019-2022)- Jana Bonds (Resignation)

6. (2017-2020)- Vacant

7. (2018-2021)- Vacant

Motion to adopt the increase in fees as posted for the 2020 year – C Miller/J Bonds – APPROVED

Amendment to the motion – (Jeff Seamans/R Ferry) to raise the CAP and Member to \$160 and \$8.00 respectively for the 2021 year – APPROVED

CAP - \$160

Individual Member - \$8

Advisor - \$0

Late Fee - \$75

c. Adoption of Fees/Dates

i. Affiliation Fees (Individual and Chapters)

1. CAP
 - a. Chapter - \$150.00
2. Individual
 - a. Member - \$7.00
 - b. Advisor - \$0.00
3. Late Fee (to be paid to region (prior to states))
 - a. Chapter - \$75.00
4. State Conference Fees (Plan A/B and Registration)
 - a. Conference Registration - \$60.00 (student/advisor/guest)- [Price per student breakdown](#) (We are trying to set up enough money to purchased pins, lanyards and trophies in the future versus straining the budget. It is suggested that the cost be reviewed withing 2 years if a cost increase is again necessary.)
 - i. Compared to:
 1. PA-FBLA- \$85
 2. PA- DECA- \$70

Motion- Chris Miller moves to adopt the increase in fees as posted. Second: Jana Bonds - APPROVE

- b. Hotel and Meals - [Rates & Dates](#)

ii. Dates

1. BOD Meeting Dates
 - a. Fall/TEEAP BoD Meeting- No meeting
 - b. Saturday, January 11, 2020 - 9am to 4pm - Red Lion Hotel, Harrisburg PA
2. Fall Leadership Conference (SOT) Dates
 - a. Registration Opens:
 - b. Conference: November 3-4, 2019- Red Lion Hotel, Harrisburg, PA
3. Regional Conference Dates
 - a. Region 1 - January 18, 2020
 - b. Region 2 - <Date>
 - c. Region 3 - February 1, 2020
 - d. Region 4- <Date>
 - e. Region 5 - February 8, 2020
 - f. Region 6- See Region 1
 - g. Region 7 - February 2, 2020
 - h. Region 8 -February 1, 2020
 - i. Region 9 - February 1, 2020
4. State Conference Dates
 - a. April 15-18, 2020
 - b. April 14-17, 2021
 - c. April 20-23, 2022
 - d. April 19-22, 2023

5. National Conference Date

- a. June 27-July 1, 2020
- b. Gaylord Opryland Resort & Convention Center
- c. Nashville, TN
- d. "Inspire a Shared Vision"

4. Financial Approvals

- a. Organization Auditor/Accountant - OknonakDeanLechner (Marc Sackett)
- b. Organization Banking - PNC Bank (Savings and Checking)
- c. Authorized Account Signatures (Bank Cards) -
 - i. Jeff Seamans, Judy Hawthorn, John Bratton
 - ii. To be updated Summer 2020 if needed

Move to approve the financial updates – C Miller/R Ferry - APPROVE

5. Adjourn for Committee Meetings (if needed) – resume meeting at 10:10

6. Minutes (Motion to Approve) –APPROVED as submitted

- a. [March 2019](#)

7. Treasurer's Report (File for audit) - [Detail Report](#), [Account Summaries](#) and [Balance Sheet](#)

The Treasurer's report has been filed for audit.

8. Regional Reports – All reports are archived in Google Drive.

- a. Region 1 - [Report](#)
- b. Region 2 - [Report](#)-submitted and archived
- c. Region 3 - [Report](#)
- d. Region 4- **<Report>** -no report submitted
- e. Region 5 - [Report](#)
- f. Region 6- Vacant
- g. Region 7 - **<Report>** - no report submitted
- h. Region 8 - [Report](#)
- i. Region 9 - [Report](#)

Motion to accept all regional reports – C Miller/J Seamans - APPROVE

9. Team Reports

- a. State Officer Team - [Report](#) and [Proposals](#) – Shelley Lapinski

Dates scheduled for cabin – early October, working on video for the web page, an email will go to advisors concerning the SOT and contact.

The five SOT proposals are all archived.

1. Outreach Committee– corporate sponsorship outreach, college outreach, other state TSA groups
2. Social Media – Snapchat connection (use a geo-filter at state conf.) – cost=\$125
3. Feedback – suggested that Pa. use the model that Nationals uses (a scoring rubric based on points). It is suggested that if a feedback form was submitted for the top 10, etc... it may work better.
4. Affordable Clothing – collecting and re-selling apparel at a reasonable price (especially Class 'A')

5. Collective By-Law discussions with other state officers and members across the state in an open forum. Individual members can discuss what can be proposed and what has been proposed along with officers helping students with the process of proposing an amendment.
6. Updates: social media improvements (videos), establish better consistency on the web page, website re-design, state officer blog (increasing posting, adding multimedia, advertise more), expand regional representatives committee, seeking member input and engagement (surveys, etc...), continue the Town Hall special interest session at states, better reporting of ACS contributions for Nationals, working on re-design of state pins.

b. State Conference Team (After Lunch)- [Report](#)

Chris Roth will give the report on behalf of Lauren Lapinski.

Qualifiers from Regionals to States – the number that students that qualify in an event is based on the number of students enrolled in that event. Some regions max out the region which drive up the numbers at states (which drive up the need for more judges, materials, etc...). Do the qualifier ratios need to be adjusted to reflect the actual submissions?

Request: Change the number of qualifiers from regionals to states to be based on submissions versus registrations.

It is suggested to track the 'no-show' rate and report the average percent of 'no-show' rate back to the region and the advisors. This will help to reduce the number of 'no-shows' and inadequate entries.

Ryan is doing a good job with online testing so creating tests (paper copies) may be reduced.

c. Technology Team- [Report](#) on file

Students voted in RCV (rank choice voting) which will do elections much easier for a cost of \$30. Officers can staff it with an adult also. Voting can happen Friday after lunch on the stage. One set of votes will be done. It can bump up the Business meeting because less time will be needed.

ByLaw amendments will be voted on the same way.

Motion to accept TEAM reports; J Pennington, second: C Miller –APPROVE

Lunch break – 12 -12:50

10. Committee Reports

a. Communication- [Report](#) –

Facebook and other social media are up since the conference and Instagram is up. Social Media had over 40 posts. YouTube +94, Twitter +34, Instagram +362, Facebook +27 since fall.

State pages function as student generated content, adult controlled posting and access with content on Facebook, Instagram, Twitter & YouTube.

b. Publication - [Report](#) – report on file

c. STEM –

The TEEAP Conference will be held at IU 13 on October 30 & 31. The theme is: *STEM through Integrative Learning Opportunities for All Students.*

Focus on 4 strands will include: Meaningful STEM Partnerships, Methods for Integrating STEM, Equity in STEM & Tech Tools for STEM. Proposals to present were requested by June 30 but there may still be openings in these four strands.

- d. Scholarship - [Report](#) – it is suggested that all submissions be turned into a PDF for sharing among those judging for the scholarships
- e. Bylaws- [Report](#)
- f. Finance-
- g. Redistricting - [Map](#), Regional Conference Data: [2015](#), [2016](#), [2017](#), 2018, [2019](#)
- h. Leadership Conference- [Report](#)

Leadership Conference – November 3 & 4, 2019. The students don't like the name "Leadership Academy" but will suggest a name change. They want an acronym.

T-shirt design – one of the winners (HS or MS) will go for the Leadership t-shirt. This year, SOT will design.

For next year, any candidate for state office must attend the Leadership Conference.

Sessions – still need to take the tasks and create sessions from them for the LC.

11. Act 48-

- i. Hours for State Conference were uploaded to PDE
- ii. Hours for National TSA conference were uploaded to PDE (43 attendees)
- iii. We have not heard if PDE will approve TEEAP for Professional Development for the next 3 years, so far not looking good.

Move to accept the committee reports – R. Ferry/J.Seamans – APPROVE

12. Advisory Reports

- a. Foundation -[Report](#), [Scholarship & Capital Funds](#), & [Region 2 Funds](#)

\$17K left in Foundation account after purchasing new equipment for the 2019 conference.

\$45,342 after transfer of money. Starting a Capitol Fund for large expenses that come up. This will help to designate money for large expenditures.

- b. Alumni- Ryan Ferry – Solar Sprint Timing Gate. Works inside and outside - done. Ran 700 individual tests with no problems. Revisiting electronic scoring.
- c. PDE (Curriculum Specialist)- Brandt Hutzler will start at PDE on July 22, 2019
- d. National TSA (State Advisor) - State Advisor- [Report](#) Dale Moll will step down as PA TSA Advisor.

Move to accept Advisory Reports – J Pennington/C Miller – APPROVED

13. Corporate Member Reports-

14. National Report-

15. Executive Director Report- [Report](#) – John Bratton

16. Executive Committee Concerns

17. Old Business

- a. Website Redesign- Zollman (1pm- 2pm)

Droople 7 is no longer supported but the website and it may not function after a while. Any questions should go through Chris or Jason to be forwarded to Dan Z.

18. New Business

- a. Capital Allocation Funds

Motion: Scholarships and Paying Registrations – C Miller/R Ferry - APPROVED

How is it different than what we do now? Due to discrepancies in the minutes (from a long time ago) a dollar amount was not defined. Now each year a specific amount will be designated for the scholarships.

KOFMEHL- Due to discrepancies in the minutes (from a long time ago) the counting figure was not defined as in off student registration, total paying registrations, etc. This is to define the another of registrations.

Motion: Capitol Expenditures and Paying Registrations – C Miller/J Pennington – APPROVED

Discussion in May 2019 on what to call the account and what the expenditures were that would be covered by this account. So, instead of fluctuating costs in the state conference, we are trying to save for the large expenditure purchases when needed (lanyards, pins, track...only confernece items). It will normaize the bdget by designating this money for those large expenses. The Foundation will hold the money until needed. It is only State Conference designated.

Motion: PATSA Foundation for Software Purchases – C Miller/R Dwyer – APPROVED

Right now it is set up as a \$1 transfer from Regionals. But it will not cover the money needed for purchases of software to run the competitions.

b. Budget- [Worksheet](#) & [Summary](#)

An increase in costs make the budget proposal \$161,000.

Motion: Move to adopt the budget as described – C Miller/R Ferry – APPROVED

c. PA-Robotics – C. Weaver

d. State Advisor – currently vacant – applicant will be appointed by the PATSA BOD.

Motion – Move that in the event of a vacancy in PDE for the State Advisor/Facilitator or designee, the PA-TSA Executive Director or designee shall fill the vacancy until filled by the PDE. - C Miller/R Ferry - APPROVED

e. Regional Social Media Pages

i. State pages function as student generated content, adult controlled posting and access with content on Facebook, Instagram, Twitter, & YouTube. Hootsuite can be used to post to all three social medias simultaneously

ii. It is encouraged but not required that Regions having their own page if the prior statement is held true

iii. Additional: Regions would appoint the adult in charge of the social media page, but also provide the Social Media Director the account information

iv. Suggested Username: patsa_r#

f. Trading pins – we need to order new pins. Bring designs to BOD for approval prior to purchases

g. Scholarship change – can we look into changing the amount from \$1500-\$2000

Motion: move to change the scholarship amount from \$1500-\$2000 in 2020. Ryan Ferry/Chris Weaver - APPROVED

h. Qualifying Numbers and Registrations:

Motion: Regionals will send qualifiers from regionals to states based on the total number of student submission turned in at the regional conference, not based on the number of entires registered in iSerivces. The state conference qualifiers will be reflected as such:

Entries State Conference Qualifiers

5 or less • 1st, 2nd & 3rd places

6 to 9 • 1st, 2nd & 3rd places + One (1) Qualifier

10 to 13 • 1st, 2nd & 3rd places + Three (3) Qualifiers

- 14 to 17 • 1st, 2nd & 3rd places + Five (5) Qualifiers
- 18 to 21 • 1st, 2nd & 3rd places + Seven (7) Qualifiers
- 22 to 25 • 1st, 2nd & 3rd places + Eight (8) Qualifiers
- 26 to 29 • 1st, 2nd & 3rd places + Nine (9) Qualifiers
- 30 plus • 1st, 2nd & 3rd places + Ten (10) Qualifiers

Jana Bonds/Chris Miller - APPROVED

19. Action Items

- a. Dan Zollman will provide updates weekly or bi-weekly on the website design
- b. Proofread PA-Robotics rules changes – let C Weaver know
- c. Make sure all social media is approved

20. Adjournment (List next meeting date and location)

Motion: Adjourn – R Ferry/Cweaver -APPROVE

- a. Fall/TEEAP BoD Meeting- October 30-31, 2019 - No meeting
- b. Winter BoD Meeting- Saturday, January 11, 2020 - 9am to 4pm - Red Lion Hotel, Harrisburg PA
- c. Sumer BOD Meeting – Monday, July 13, 2019 – 9am – 4pm – Red Lion Hotel, Harrisburg, PA