



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

Incorporated 2004

Board of Directors Meeting
Agenda for
Monday, July 15, 2024
Mountain View Middle School

1. Meeting Called to Order: 9:12AM
2. Roll Call:

Board of Directors: Jocelyn Long (President Elect), Jason Kofmehl (Executive Director), Josh Pennington (Past-President), Diana Rickert (Technology Coor.), Judy Hawthorn (Secretary), Sarah Kline, (Treasurer), Marie Leatherman (SOT Advisor), Lauren Lapinski (State Conference Director), Korbin Shearer (Member at large), Matt Kline (fill in for Brandt Hutzel-PDE Advisor), Molly Miller (Scholarship), Ryan Ferry (Alumni), Mike Flowers (Scholarship).

Region Representatives: Molly Miller (Region 2), Bob Dwyer (Region 3), Clint Rickert (Region 5), Jon Jarrett (Region 7), Matt Kline (Region 8), Matt Rimbey (Region 9)

Student Officer Present:

President: William Reisner, Vice President: Boyi Chen, Secretary: Harper House, Treasurer: McKenna Smith, Reporter: Ava Carmichael, Historian: Haley Mosorjak, Parliamentarian: Anvita Kallam

Not present: Sergeant-at-Arms: Narayani Sakthinathan

3. Reorganization of Board
 - a. None

4. Meeting Announcements
 - a. State Officer team join at some point

5. Minutes January 2024:

Motion to approve minutes - Josh Pennington, 2nd; Matt Rimbey - APPROVE

Treasurers' Report –

Sarah Kline will review all accounts. PNC Bank is changing the way they allow access. Regional reps -see Sarah with a new passcode. Do not use your own passcode (assigned to your personal account).

Suggestion that we change banks due to the difficulty of working with PNC (no remote banking, difficulty in depositing money, etc...). Suggestions were to look into M&T.

Concerns with state conference registration – schools registering past March, some schools send one check for students, one for advisors, parent checks, no access to iServices to see where the checks come from, etc...

How can this be streamlined or more efficient for the treasurer?

Lauren – copy of registration sent along with check will help, one check per school (if they can...one check per district)

Diana – put iService ID on checks (personal and school/district issued)

Jason – personal checks from parents (could be included with school check if possible) But, Diana said her district will not allow a parent payment included with a school payment (tax issue)

ACS Donation process – what is the process? Please clarify the donation process. Stephanie McDonald is the contact at ACS (Molly will take the lead on this item) Molly will create a form listing how much was raised and who it will go to. Contact: Stephaine McDonald (Director, Corporate Relations), 717-727-0421/ m: 610-223-0894 or cancer.org or 1-800-227-2345

Insurance information: liability insurance. Let Sarah know all activities associated with TSA so they it can be included in the insurance information.

Tax Exempt Status: Sarah would like to move forward with tax exempt status due to the fact that Vail charges tax on all we do. \$2500 to file paperwork and about \$600 to have CPA help.

Get quotes to assure best business practices

- a. Balance Sheet

- b. Treasurer's Transactions
- c. Accounts
- d. Submit Reimbursements for Travel
 - i. \$.66 per mile

Motion: Accept the treasurer's report; JHawthorn, 2nd; J Pennington – APPROVE

Balance sheets and treasurer's accounting are filed for audit

6. Regional Reports

- a. [Region 1/6](#) - Tim Linkenheimer (1) and Jim Hausman (6) – conf-Jan 20, 2025
- b. [Region 2](#) - Molly Miller – Conf.- Jan 25, 2025
- c. [Region 3](#) - Bob Dwyer – Conf – Jan 18, 2025
- d. Region 4 - Inactive
- e. Region 5 - Clint Rickert – ongoing problems with size and location – tentative location – Downingtown. Continue to monitor numbers (1009-region number)
- f. Region 7 – Jon Jarrett – regional conference- Feb 3, 2025
- g. [Region 8](#) - Matt Kline – conf – Feb 1, 2025
- h. [Region 9](#) - Matt Rimbey – conf – Jan 25, 2025

7. State Officer Proposal

- a.

8. Team Reports

- a. [State Officer Team](#) - Marie Leatherman – working on student bio's and head shots. Fall Leadership retreat is end of September and attending a Middle school forum in October (at IU), new pins contest resulted in a new design. Pins sold out at Nationals. Concerns about budget for pins and t-shirts (Lauren said her budget takes care of that cost). Pins are part of general operating budget (money in-money out). Shirts came out of SOT budget and the excess money that they made went to ACS.

Propose a March meeting at Mountainview to SOT versus hotel, etc...Mileage should come from the planning meeting.

Student Reports:

Alumni outreach/contact- This proposal aims to introduce an Alumni Contact Initiative to strengthen Pennsylvania TSA's connections with its alumni and leverage these relationships for mutual benefit

The purpose of this proposal is to grow social media engagement *Instagram engagement* - from chapters across the state. In showcasing positive work done by chapters, an incentive to not only participate in the hopes of highlighting one's own achievements but a greater appreciation for Pennsylvania TSA members as a whole is created.

Med Tech proposal - The goal of this proposal is to introduce a PA-only version of Medical Technology at the high school level to expand opportunities for TSA high school students interested in the field of medicine to compete. Judging will be virtual and judged by Alumni. A draft of the rules are needed by August to Jason K.

Chapter and Member Assistance proposal - The goal of PA-TSA Chapter and Member Assistance is to ensure chapters are updated on state level activities and to assist chapters or individual members with specific aspects of TSA. The board will send out a form to potential candidates interested in assistance.

Josh – concern – it would be concerning to have all the alumni show up and no students attending. Instead, have students submit questions and video the answers for all students to see.

Judy – asks SOT to think more about how to get students to attend these sessions.

Jason – Guidance form - email is easy but post everything on the social media accounts

Event gallery – make an open discussion on Discord. Rules change and advisors need to make sure the info is accurate

b. State Conference Team - Lauren Lapinski

All good so far.

Conference feedback – the shortest list of feedback that Lauren has had in a while.

Asking advisors to email the reservation forms. Payment comes later. Schools that share, send the forms together if possible.

State conference lodging list – if you are on a school list, please tell Lauren so she does not double up on the rooms.

Reservation form – need an email from the reservation person

Numbers went up – Seven Springs asks if we can do away with single night reservations. We will.

Date of conference – April 23-26, 2025

- c. Technology Team - Diana Rickert – corrected errors on the website (corrected in June), domain name (linked to Jeff Seamans) created a problem with information on the website. Slowly corrections are being made and the account is re-assigned to us once more. Make sure all info is sent to a PATSA email versus a personal email. As of June, we have moved our account to Image1 where we have a dedicated server (thanks to Ryan Ferry). We are no longer with GoDaddy. Instead of a weekly email, many people are going to the website for information. Suggests that student board be placed under Student page
Regional reps can edit their own pages

- d. FLEX Leadership Conference - Jana Bonds – no report

9. Committee Reports

- a. [Communication](#) - Jason Kofmehl – social media is down this time of year but is very active during conferences. Big hot spots are April and June. Posts are scheduled Monday –Fridays. Asking students to use Canva or WeVideo or Adobe CC. Cannot use .mov files. Post ‘something’ on Twitter or we may lose the account to another group (within a year).

- b. [Scholarship](#) - Molly Miller – many applicants for Outstanding Tech Student but only one applicant for FTT. No award for FTT this year. Deadline for applications-March 15th
- c. Bylaws - Jason Kofmehl – nothing from students
- d. Finance - Sarah Kline
- e. Redistricting - Jason Kofmehl/Jocelyn Long
 - i. Region 5 will attempt to run our conference as is; we will continue to assess throughout the fall to see if we need to make a change for the following school year. We will continue to talk to the northern schools in Region 5 to see if they would like to move to Region 9 to help with their numbers. Currently, those chapters are Pottsgrove, the Hill School, and Quakertown. Looking at Region 9 at smaller schools to compete with Region 5.

10. Advisory Reports

- a. [Foundation](#) - Mike Flowers ([Region 2](#); [General Funds](#); [HIGH Grant](#); [Scholarship](#)) – 1st year there were 3 scholarship checks, *Extraordinary Give* – money comes into the Foundation acct. then distributed into the other funds. Paid for new website and new neck lanyards last year. Donations go into the General Fund but there hasn't been many lately. Encourage people to give a donation.
 Region 2 Fund – Clark still send some money for Region 2
 High Grant – not a lot of changes
 Scholarship – paying for 2 scholarships this year.
 Do we want to increase the scholarship to entice students?
Motion: to increase the Future Technology Teacher (Terry Schwalm Scholarship) scholarship to \$2500 – JHawthorn, CRickert. – APPROVE
 Discussion – Lauren suggested \$3000, Mike \$5000.
Korbin - Amend the motion to change the Future Technology Teacher scholarship (Terry Schwalm Scholarship) to \$5000, M Miller, 2nd RFerry. – APPROVE
- b. Alumni - Ryan Ferry

- c. [PDE Curriculum Specialist](#)- Brandt Hutzel – responded to Nationals questions, will go visit programs, will help new chapters
- d. PDE State Educational Advisor - Raina Haubert
- e. National TSA (State Advisor) - Brandt Hutzel – 15 National champions, 100 top ten finishers – PA did well. Next year June 27- July 1, 2025. Brandt was elected onto the National board. Attendees from PA (members 14662, total chapters 138). Adding a Robotics event. Looking into 'e' sports. Nationals hired 3 new staff (one is to increase chapters). Trying to get 500 new chapters before 2028 (50th anniversary). This year, there were over 300,000 members.

11. Corporate Member Reports

12. [Executive Director Report](#) - Jason Kofmehl – stipend from PDE is to come in August.

Robotics event - Kirk Marshall designed Nationals Robotics event.

T-shirt designs – students are submitting designs in the wrong file format.

Logo design must be PDF. Students could submit separations (a 4 page PDF). Portal submit: Upload a PDF portfolio, 'AI' file? We already seek out the advisor after the winner is chosen for all of the files but that is a hassle. Lauren- the event needs to clarify that the expectation of the final submission must meet the needs of the screen printer. Keeping aligned, the submission of the TSA banner (header) needs to change also. Recording the history of the project is a way to make sure it is original work versus produced by AI. Josh P will check over event details. Ryan Ferry will do whatever is needed for event submission.

Robotics – Remove printout from submission

RC-Rules interpretations – minimum distance from rear most part of the vehicle to the center of the cradle/cup is 3 inches.

Delta Dart/Sky Eagle – Cut Delta Dart from rulebook and accepted (in 2026 totally Sky Eagle) materials. Materials will not be provided.

Motion to accept all reports – Korbin Shearer, 2nd Bob Dwyer - APPROVE

13. Executive Committee Concerns

14. Old Business

- a.

15. New Business

- a. *Budget* – File Maker – wants to sign a contract for 3 or 4 years. Chris Miller wants to stay with 3 years. Most likely pull from savings to pay for this contract.

Budget items – we stayed within the budget for 2023-24 but some items need to be placed in other categories (ex., SOT versus BOD items), Technology –

Board meetings – go virtual with winter board meeting to cut cost for mileage, food and hotels. Address by-law changes and SOT concerns (Jan 11, 2025)

Budget line items-Sarah would like to break travel/mileage line items for each meeting/conference

Motion – Purchase FileMaker Pro for 3 years at the amount of \$14,939.64 – Sarah Kline, 2nd; Ryan Ferry - APPROVE

- i. Presentation

- 1. FileMaker Pro Contract

- a. 3 year contract - \$14,939.64
 - b. 4 year contract - \$19,223.10

- 2. Stipends –

Motion to increase the stipends by \$1000 each – Molly Miller, 2nd; KShearer

Motion to approve the budget for 2025 as presented –K Shearer, 2nd; M

Miller - APPROVE

- b. Adoption of Fees/Dates

- i. Affiliation Fees

- 1. Current CAP

- a. Chapter - \$160.00

- 2. Current Individual

- a. Member - \$8.00
 - b. Advisor - \$0.00

- 3. Current Late Fee (to be paid to region; prior to states)

- a. Chapter - \$75.00

Motion to accept affiliation fees for 2025-26 – Josh Pennington, 2nd; Diana Rickert - APPROVE

ii. Dates

1. BoD Meeting Dates

- a. Winter Board Meeting - January 11th, 2025 - Virtual
- b. Summer Board Meeting - July 14th, 2025, Mountain View Middle School

2. Regional Conferences

- a. Region 1/6 - January 25th, 2025 - Blackhawk High School
- b. Region 2 - January 25th, 2025 - Conestoga Valley High School
- c. Region 3 – January 18, 2025 - Mountainview
- d. Region 4 - Inactive
- e. Region 5 - January 25th, 2025 - Marsh Creek 6th Grade Center, Downingtown
- f. Region 7 – Feb 3, 2025 – Muncy Jr/Sr HS
- g. Region 8 - February 1st, 2025 - Cambria Heights HS, Patton
- h. Region 9 - January 25th, 2025 Stroudsburg Jr High School

3. State Conference Dates

- a. April 23 - 26, 2025; Seven Springs Resort, Seven Springs PA
- b. April 15 - 18, 2026; Seven Springs Resort, Seven Springs PA

4. National Conference Date

- a. June 27 - July 1, 2025; Gaylord Opryland Resort & Conference Center, Nashville, TN
“Tune into Technology”

Motion to approve the dates for conferences and meetings for 2024-25 – JHawthorn, 2nd; BDwyer - APPROVE

16. Financial Approvals

- i. Organization Auditor/Accountant - OknonakDeanLechner

(Marc Sackett)

- ii. Organization Banking - PNC Bank (Savings and Checking) –
1. *Permission for Sarah Kline to explore other banks*
- iii. Authorized Account Signatures (Bank Cards) -
 - 1. Treasurer, Executive Director, and Jeff Seamans
Current signers are Jeff Seamans, Judy Hawthorn and Sarah Kline, Brandt Hutzler. Other signers are needed versus retirees.
 - 2. To be updated at next physical meeting/execution
- iv. Non-profit and tax exempt status-Sarah will be working on submitting this paperwork directly.

Motion to approve financial approvals and changes as needed – R Ferry, 2nd; M Miller - APPROVE

17.Action Items

- a. BoD clearances - send to JHawthorn prior to Regional conferences

18.Adjournment (List next meeting date and location)

- a. Winter Board Meeting - January 11th, 2025, Mountain View Middle School
- b. Summer Board Meeting - July 14th, 2025, Mountain View Middle School

Motion to adjourn – M Miller, 2nd; K Shearer - APPROVE