

**Pennsylvania Science Teachers Association**  
**Board of Directors Meeting Minutes**  
**January 14th, 2017**  
**Holiday Inn Harrisburg/ Hershey**  
**Grantville, PA**

Members Present: Kathy Jones, Andy Walton, Christine Royce, Don Kline, Sunny Weiland, Jason Petula(virtually), Miranda Crotsley, Michael Cullin, Laura Micco, Todd Smeltz, Cathy Stephenson, Cheryl Capozzoli, Keith Butler, Sr. John Ann Proach, Karen Avery, Dave Baumab, Herb Crawford, Galen Kriesier

Members Absent: Todd Hoover, Doug Lombardi, Carol Fay Hadaway-Nelson, Patty McGinnis, Lauren Beal,

1. Call to Order- Kathy Jones called the meeting to order at 12:12 pm.
2. Affirmation of appointments made in December
  - a. Miranda Crotsley – Western College Representative; Karen Avery, Midwestern Region, Lauren Beal – Central Region, Todd Smeltz – Northeastern Region
3. Affirmation of Vice President: Andy Walton
4. Affirmation of Treasurer Don Kline to fill out term until 2019.
5. Lunch and Introductions
6. Approval of December 2016 Board Minutes
  - a. Correction: Galen Kreiser should be social media representative not presentation
  - b. Motion: A motion was made by Sr. John Ann Proach and seconded by Cheryl Cappazzoli to approve the board minutes with changes noted for the December 2016 meeting. Motion passed.
7. President's Report: Kathleen Jones
  - a. Reported on the good initial meeting with SCORE
    - i. Mentors complemented Christine Royce on her business knowledge and how we need to move the organization toward a business model
    - ii. Suggested we need a stronger web presence as one of the first focal points for the organization.
  - b. Requested we offer Don Keys Treasurer Emeritus based on his long time dedication and service to PSTA.
  - c. There is a need for members to RSVP when they receive the board meeting notices so that we have a count for lunch and know who is coming to the meeting.
  - d. All communications for board discussion must include the Executive Secretary for record keeping
    - i. Christine Royce requested to change the subject line when the topic of the emails change.
8. Treasurer's Report: Christine Royce and Don Kline
  - a. Quickbooks for taxes has been purchased and is being used
  - b. Preliminary budget report was passed out to the board for 2017

- i. Christine shared the journey to get to the budget. At the September board meeting, the board requested Todd Hoover to ask for Don Keys resignation. Don had never messed a board meeting since the 1980's but recently came under health issues that interfered with his duties as Treasurer. He retired from the board at the end of December 2016 and sent all budget items to Christine to make a budget draft. This is the first presented budget for PSTA in a long time.
          - ii. Looking at the budget, the items starting in 4's are income and numbers starting in 6's are expense. The budget was created based off of rough numbers over the past 1 and ½ years from bank statements and predictions of expenses. This will help the board to see where we have expenses and what it costs to run the organization. The budget will keep adjusting as we work through it. We are presently projecting a \$9,000 deficit for the 2017 fiscal year, so we need to find ways to increase revenue or cut expenses.
          - iii. At the end of November, before all conference numbers have been included, PSTA currently has in bank: \$41,240.37 in the general account, \$6,671.16 in the convention account and \$48,238.99 in Education Fund
          - iv. Request was made to wait until March to adopt 2017 budget.
        - c. Karen Avery commends for all the hard work put forth by Christine and Don helping to get us to this point.
        - d. Requested a motion to move the location of our bank to an institution for PSTA accessible by the Treasurer and Executive Secretary. Don looked at Members First Credit Union, Wells Fargo and PSECU.
          - i. A recommendation was made that PSECU be used as it is accessible for now and the future.
        - e. Kathleen Jones thanked Christine again for all the time and work to get a budget for the first time in a long time.
9. Executive Secretary's Report: Christine Royce
    - a. Nothing additional beyond the information from the Treasurer's information.
  10. PDE Report: Dave Bauman
    - a. The curriculum framework is on the front side of the SAS website but they still needs some work
    - b. PDE has been on a SAS tour around the state.
      - i. Feedback has been that it is more accessible and they are able to see what is available.
    - c. The state has no plans for new standards or assessments at this point. A request was made that we utilize our civic duty to contact Secretary Rivera and Deputy Secretary Matthew Stem to request new standards and assessment.
    - d. Environmental Advisor position will open again soon.
    - e. Shared information about the House Bill that allows a computer science class to substitute for math or science class in high school.
    - f. NGSS will build in Pennsylvania from the teacher community and we can be the leaders of that.
  11. Nominations and Elections:

- a. We will need a member at large for the executive committee.
12. Horizons: Jason Petula
- a. Shared recommendations for the future of PSTA
    - i. Three prong approach
      - 1. Worst case: Dissolve the organization
      - 2. Be a conference only organization
      - 3. PSTA 2.0: Offering professional development across the state.
    - ii. September will be the presentation of proposals to the board
  - b. Talked about proposed changes to the board structure to grade bands from present regional model.
  - c. Reflection on the meeting with SCORE: It was a good meeting. They challenged us to think about what value we are giving our members. Things like liability insurance as part of membership, pro-development, early career advice, etc.
  - d. Karen Avery and Cheryl Cappazzoli volunteered to be added to the Horizons committee
13. Auditing: Cathy Stephenson
- a. Our tax return is due in February
14. Legislative – Joseph Shane
- a. None
15. Membership: Keith Butler
- a. End of year report of 2016: 292 members of which 88 are life members, 179 active yearly members, 10 student members, and 15 retired members
  - b. Regional data base was shared with regional representatives for their use only to contact with PSTA information.
16. Awards
- a. All award application must go to Christine by Sept 1. This keeps a consistent address available. She will forward applications to the Awards Chair.
  - b. We should communicate with membership to nominate people in the respective categories.
  - c. Dave Bauman requested PSTA take over the Presidential Awardees Fund that has been managed by Dave and Herb and is to be used for presidential award winners, currently \$800 dollars. To be used for mementos until the funds are gone.
17. Budget and Finance: Don Kline
- a. Requested if you need funds to use current procedures until changes are made.
18. Convention Committee: Don Kline:
- a. Theme for 2017: The Future of Science Education in Pennsylvania.
  - b. We will ask members to have students design the logo.
  - c. Dates Thursday November 30th and Friday December 1st 2017, at the Penn Stater Conference Center
    - i. It will be two conferences at the same time: One Professional Development for School Leaders and One general Conference on both days.
  - d. There will be no dinner, but a convention hall reception.
    - i. Need a sponsor for reception.
  - e. The board will have a dinner meeting after the exhibit hall reception.

- f. General meeting will be at 8 am Friday
- g. Attendance has been declining. Our goal for 2017 is 300 full paying attendees. Would Give us 55000 income (rough number)
- h. We will need to look at registration costs by March
- i. Budgeted Expenses of the conference: \$42,000 (rough)

19. Ad Hoc Committee Report: Social Media Galen Kreiser

- a. Galen looked at many hosts for our websites. He found the best to be Wild Apricot. On top of all the normal website information, it allows for membership, contacts, and collecting money. We can also do registrations online.
  - i. [HTTPS:\psta.wildapricot.org](https://psta.wildapricot.org)
  - ii. Cost will be \$70 per month for up to 500 members. It allows for 10 administrators
- b. **Motion:** Todd Smeltz moved to adopt Wild Apricot as our new web host at a cost of \$70 per month ongoing. Mike Cullin seconded the motion. Motion passed unanimously
- c. Galen is looking for Twitter and Facebook content to share. More shares keeps us in the spotlight.
- d. Kathy will take recommendations for additional people to help with this task.

20. Rep & Affiliated Group Report:

- a. None

21. Old Business

- a. Ideas for 2018 conference location.
  - i. Board members can look into other options and can send information to Christine Royce to contact.
- b. Electronic meetings should be considered for April, June, July, August, Oct or Nov dates.
- c. Nominations for executive committee member at large
  - i. Sr. John Ann was nominated
  - ii. Karen Avery moved to close nominations
  - iii. Motion passed unanimously

22. New Business:

- a. Professional Development Saturday drive-ins (East and West)
  - i. Cathy Stephenson will look into IUP as a possible venue Coffee chat and possible Partnership with state parks. Cheryl could host in Harrisburg.
  - ii. Kathleen Jones asked for February time frame for proposals
  - iii. Committee formed and Andy Walton will chair the committee
- b. **Motion:** Cathy Stephenson moved to award Don Keys Treasure Emeritus for his many years of loyal service to PSTA.
  - i. Seconded by Keith Butler
  - ii. **Motion passed unanimously**
- c. **Motion:** Keith Butler moved to appoint Don Kline as Treasurer for PSTA through Dec 31, 2019
  - i. Seconded by Sr. John Ann Proach

- ii. **Motion passes unanimously**
  - d. **Motion:** Sunny Weiland moved to name PSECU as the bank of PSTA.
    - i. Seconded by Todd Smeltz
    - ii. **Motion passes unanimously**
  - e. **Motion:** Todd Smeltz moved to appoint Don Kline and Christine Royce as signatories for PSTA with PSECU accounts.
    - i. Seconded by Keith Butler
    - ii. **Motion passes unanimously**
  - f. **Motion:** Christine Royce moved to accept non PSTA Presidential award funds to be used only for presidential award winners, until time when funds run out.
    - i. Seconded by Sr. John Ann Proach
    - ii. **Motion passes unanimously**

23. Good of the order:

- a. Keith Butler reminded to be careful with the membership information and that it is to be used only for PSTA business.

24. Adjournment

- a. **Motion:** Todd Smeltz moved to adjourn at 3:33 pm
  - i. Seconded by Cheryl Cappazzoli
  - ii. **Motion passes unanimously**