

PTRA Oversight Committee Meeting Minutes
Monday July 27, 2015 8:30-10:00 PM
Stamp Student Union Benjamin Banneker A
University of Maryland, College Park, MD

Committee Members:

Present: Pat Callahan (Chair), Elaine Gwinn, Robert Morse, Larry Cook, Steve Shropshire, Karen Jo Matsler (Director ex-officio member), Beth Cunningham (ex-officio), Robert Hilborn (ex-officio)

Absent: Lillian McDermott, Ed Price

Friends of Committee in Attendance:

Janet Lane (AAPT), Tiffany Hayes (AAPT), Jan Mader (PTRA), George Amann (PTRA), Trina Cannon (PTRA), Bob Powell (GA), Jay Bagley (PTRA), Steve Speer (PTRA), Gene Easter (PTRA), Bill Reitz (PTRA), Dave Todd (PTRA), Ann Robinson (PTRA), Sharon Kirby (PTRA), Nancy Easterly (PTRA), Mari Hayes (PTRA), Christine Audo (PTRA), Gay Stewart (AR, WV), Steve Henning (PTRA), Evely Restivo (PTRA), Nina Morley Daye (PTRA), Michael Strange (PTRA), Jennifer King (PTRA), Dave McCachren (PTRA)

Meeting was called to order at 8:30 PM.

1. Members of the Committee were introduced and meeting attendees who were not at PTRA Leadership Institute were introduced.
 - a. Congratulations were extended to Committee member Bob Morse on receiving the Millikan Medal.
 - b. It was noted that Homer Dodge awardees Al Thompson and Kathy Harper have strong ties to the PTRA program.
 - c. Janet Lane was introduced to remind PTRA that she is our contact at AAPT office to send paperwork.
 - i. Workshops are to be reported regardless of money received to get credit
 - ii. Current list of available workshops will be reviewed by Karen Jo Matsler, Janet Lane, and Pat Callahan and revised to eliminate obsolete workshops

2. Karen Jo Matsler presented her PTRA Director's report (see SM15 PTRA Director's Report)
 - a. Guidelines for PTRA workshops was approved by AAPT Board in May (See PTRA Workshop Guidelines)
 - b. Document sent to Executive Board to explain "What is a PTRA" in July (See What is a PTRA)
 - c. Discussion included methods to gather data concerning "inactive" PTRAs giving workshops inspired by PTRA workshops
 - d. PTRA listserv will be used to attempt to encourage "inactive" PTRAs to become active again as designated in above documents.

- e. Workshop forms will be reviewed, revised and/or eliminated based upon Guidelines approval by AAPT Board
3. Bob Hilborn provided information from the Executive Office
- a. AAPT K-12 Program Manager Rebecca Vieyra will come on board August 3
 - b. Executive Office will verify whether income from assessments shown on financial report (Appendix H) was added to PTRA Continuation Fund over the last three years.
 - c. Executive Office will investigate the lack of Continuation fund income from publications during 2013-2015 (Appendix H) in spite of evidence that at least some sites have purchased PTRA Resource Materials. The agreement was that PTRA would receive \$5/manual regardless of price of the manual.
4. Additional information concerning workshops
- a. Alabama (APEX) – two participants were included in Leadership Institute at Maryland
 - b. West Georgia – Workshop leaders included Ann Robinson, Sharon Kirby, Dave Todd, and Bill Reitz. Nancy Easterly served as an additional workshop leader, Rebecca Vieyra served in apprentice role for workshops for part of time. Nancy was paid by the grant money and Rebecca was allocated money for travel from the continuation fund since she could not accept payment due to current job responsibilities.
 - c. Idaho State – Workshop leaders were Jan Mader, Duane Merrell, and Lars Johnson. Mari Hayes served in apprentice role and was paid by money from the continuation fund. The leaders were paid by the grant monies.
 - d. Oklahoma – Christine Audo, a new PTRA, served as workshop leader and was assisted by Evelyn Restivo. Evelyn was paid a partial travel allocation from the continuation fund.
 - e. Fee for Service
 - i. Dallas Independent School District – Workshop leaders were Karen Matsler, Evelyn Restivo, and Stacy Gwartney. Michael Strange and Kenric Davies assisted and were paid by money from the continuation fund.
 - ii. Wisconsin River Falls – Workshop leader was Elaine Gwinn who was paid by the tuition money collected by participants. Marge Cotton served in apprentice role and was paid by the continuation fund.
 - iii. Central PA—Pat Callahan and Dave McCachren presented fee based workshops at their section meetings.
 - iv. New York – Steve Henning and George Amann presented workshop on TiPERS at section meeting

5. 2016 Budget for PTRA
 - a. Elaine Gwinn made a motion for the Committee to approve up to \$40,000 of the PTRA Continuation Fund to be used to support a PTRA Leadership Institute in Sacramento CA to be held prior to the 2016 Summer Meeting of AAPT. Motion seconded by Bob Morse. **The committee members present voted unanimously to approve the motion**
 - b. Steve Shropshire made a motion for the Committee to approve up to \$30,000 of the PTRA Continuation Fund to be used to support workshop sites to be used either as a safety net or incentive for workshop success. Larry Cook seconded the motion. **The Committee members present voted unanimously to approve the motion**
 - c. Steve Shropshire made a motion for the Committee to approve up to \$5,000 of the PTRA Continuation Fund to be used for marketing PTRA to AAPT/NSTA/AAS/etc. members in order to improve their awareness of PTRA programs and opportunities. Bob Morse seconded the motion. **The Committee members present voted unanimously to approve the motion**

6. Electronic access to PTRA resources
 - a. The Executive Office will investigate the possibility of making the electronic files of PTRA resources available to PTRA leaders with password protection to use in preparation for workshops.
 - b. The Executive Office will investigate the keeping the electronic files for participants in the Alabama workshops (APEX) on the AAPT website rather than a local site in Alabama

Meeting was adjourned at 10:00 PM

Respectfully Submitted,
Patrick Callahan, AAPT/PTRA Oversight Committee Chair

Note: A sincere thanks to Jan Mader on her meticulous note taking that allowed the production of these minutes.