

**PTRA Oversight Committee Meeting Minutes**  
**Monday February 20, 2017 7:30-9:00 AM**  
**Marriott Marquis Hotel, Atlanta GA**

**Committee Members:**

**Present:** Pat Callahan (Chair), Robert Morse, Larry Cook, Tom O’Kuma, Kelly O’Shea, Earl Blodgett , Karen Jo Matsler (Director ex-officio member), Robert Hilborn (ex-officio), Rebecca Vieyra (ex-officio), Tommi Holsenbeck (incoming member)

**Absent:** Ed Price

**Friends of Committee in Attendance:**

Jan Mader (PTRA and AAPT Board of Directors), George Amann (PTRA and AAPT Board of Directors), Richard Gelderman (Western Kentucky Univ), Dave Todd (PTRA), Ann Robinson (PTRA), Bob Powell (Univ of West Georgia), Jim Nelson (PTRA), Sharon Kirby (PTRA), Wolfgang Christian (AAPT Board of Directors), Steve Henning (PTRA), Bill Reitz (PTRA), Trina Cannon (PTRA), Duane Merrell (PTRA), Elaine Gwinn (PTRA), Dan Crowe (AAPT Board of Directors), Bruce Mason (Compadre)

Meeting was called to order at 7:30 AM

1. Committee members were briefly introduced
  - a. Robert Morse and Larry Cook were recognized for their work on the committee since their terms expired at the end of WM17
  - b. Ann Robinson and Sharon Kirby were recognized and congratulated on being honored with the AAPT Homer Dodge Citation for Distinguished service to AAPT
  - c. Janie Head and Tommi Holsenbeck were recognized for being the new members to the board
  
2. Karen Jo Matsler presented the Director’s report – see attached report
  - a. To date there are 22 applicants for Summer Leadership Institute in Cincinnati
  - b. Karen Jo attended workshop at Institute for Quantum Computing (IQC) in November 2016. IQC will be attending Summer Leadership sessions to show PTRA Workshop leaders how to incorporate material into workshops.
  - c. Tom O’Kuma, Ramon Lopez and Karen Jo are in the process of seeking grants to assist in dissemination of IQC materials.
  - d. It was suggested that future surveys gather data to distinguish public charter school participants from public schools in general and to distinguish between religious and unaffiliated private school participants.
  - e. It was pointed out that recruitment of future PTRA workshop leaders emphasize underrepresented populations, “bring someone who doesn’t look like you”
  
3. Financial Report – Continuation Fund balance as of November 2016 was \$167,078.51 – see attached report
  
4. Action items that Committee has addressed since SM16 meeting

- a. The PTRA Oversight Committee approves of the use of PTRA Continuation Funds to support Karen Jo Matsler's attendance at the Institute for Quantum Computing workshop being held in Waterloo, Ontario, Canada November 24-27, 2016. The support will cover costs related to her transportation to and from the workshop site and associated lodging expenses during the workshop.

Approved Nov 15, 2016

Note: No funds were ever needed since the Institute for Quantum Computing covered all of Karen Jo's expenses.
  - b. Lowell McCann from University of Wisconsin - River Falls (UWRF) has requested that the committee approve up to \$3000 to be used to offer incentives for teachers to attend the two week workshop series on Inquiry Methods for Physics and Physical Science with NGSS - Electromagnetic Forces and Interactions.

Approved Oct 30, 2016
  - c. The UWRF workshop site leadership has requested additional support from the Continuation Fund in order to provide workshop leader Elaine Gwinn with an assistant. A motion was made to use \$2500 from the PTRA Continuation Fund to support a mentee for the PTRA workshop leader. The mentee will also attend the PTRA Leadership Institute prior to SM17 in order to continue the process of becoming a certified PTRA.

Approved with a unanimous vote Feb 20, 2017
5. Meeting attendees were then split into 5 groups to consider the following issues. Oversight Committee members served as group moderators, each group then shared ideas with entire meeting. Some of the comments and suggestions are listed below each question.
- a. Where do you see the PTRA program headed in the next 5 years?
    - i. Need deeper pockets and better funding
    - ii. More workshops that last 2-3 weeks
    - iii. K-8 expansion is necessary
    - iv. Identify sessions presented by PTRAs at AAPT meetings by using PTRA: in session or workshop title
    - v. In-kind support mechanisms (discounts to workshops for PTRAs) controlled within the association
    - vi. Partner with HS, pre HS and possibly senior physicists committees for workshops and sessions.
    - vii. Need to modernize and make info accessible digitally
    - viii. Need connections with other groups associated with AAPT
    - ix. Need more new PTRAs and incentives, lower requirements to allow more to participate, develop a mentor/mentee partnership.
    - x. Ask AAPT to give a one year membership to new PTRAs
    - xi. Noted that funding is difficult and directed towards block grants to states
    - xii. Local or industrial funding, sections may be more supportive

- xiii. Need to produce a document outlining the PTRA model, objectives, and success to use for securing funding
  - b. Future Summer Leadership Institutes
    - i. Have successful workshops (e.g. West Georgia) spend more time sharing what they did.
    - ii. Newer members should get more financial support as well as mentee and mentor pairing
    - iii. If they come and have to come to AAPT meeting, there should be sessions at AAPT meeting they are encouraged to go to
    - iv. Continue to require PTRAs to be AAPT members and attend the meeting
    - v. Team up with universities to receive college credit for workshops
    - vi. Continue to teach “how to be a leader”
  - c. Using Continuation Fund to seed startup workshops
    - i. Slight differences of opinion about how long support should last, varied from 2 to 4 years.
    - ii. Host sites should provide workshop space at no charge and help in recruiting of new PTRA workshop leaders
    - iii. Leftover money from workshops should go to continuation fund
  - d. PTRA Publications
    - i. Author rights—out of print copyrights need to be returned to the author
    - ii. Negotiate 2<sup>nd</sup> edition agreement with AAPT, how you want to proceed
    - iii. Wolfgang Christian offered advice on copyrights
    - iv. Author can retain copyrights
    - v. PTRA name needs to be removed from old, outdated resources.
- 6. The Oversight Committee Chair will be seeking interested parties to serve as members of the following subcommittees to assist the Director and Committee Chair with PTRA planning.
  - a. Funding
  - b. Outreach Workshops
  - c. Recruitment
  - d. Communications
  - e. Workshop procedures and documentation
  - f. AAPT Sessions and Workshops

7. Trina Cannon suggested that the Board of Directors be reminded of the goals and mission of the PTRA program that has existed since the time when it was funded via grants. Trina volunteered to serve on a committee to draft a document to be sent to the Board.
  - a. It is believed that the issues that Trina brought up have been addressed in the Review process that PTRA has been undergoing since SM16.
  
8. Physics Master Teacher Leadership Task Force update
  - a. Nine of the Oversight Committee meeting attendees were involved at some level with the task force
  - b. Report was sent to AAPT Board of Directors seeking support to carry on with planning
    - i. The “Aspiring to Lead” report was endorsed, with a few changes, by the Board of Directors at its meeting on Tuesday February 21.
    - ii. The final report will be shared with the Oversight Committee when changes have been approved for public release.
  
9. Workshops have been scheduled in the following states for 2017. More information about each can be found at [www.aaptptrra.org](http://www.aaptptrra.org)
  - a. Maryland – NEW
  - b. Alabama
  - c. Pennsylvania
  - d. Texas
  - e. Wisconsin
  - f. Massachusetts
  - g. Idaho

The meeting was adjourned at 9:00 AM

Respectfully submitted:

Patrick Callahan  
AAPT/PTRA Oversight Committee Chair

Many thanks to Tommi Holsenbeck and Karen Jo Matsler for their detail notes that allowed these minutes to be developed.

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS  
PTRA CONTINUATION FUND - E5045  
Nov-16**

**BALANCE SHEET**

ASSETS

|                     |              |                     |
|---------------------|--------------|---------------------|
| INVESTMENTS         | \$196,342.51 |                     |
| <i>TOTAL ASSETS</i> |              | <u>\$196,342.51</u> |

LIABILITIES & FUND BALANCE

|  |               |                       |
|--|---------------|-----------------------|
| RESTRICTED                               |               |                       |
| TEMPORARILY RESTRICTED                   | \$196,342.51  |                       |
|  | \$196,342.51  | Balance at 12/31/2015 |
| NET INCOME                               | \$(29,264.00) |                       |
| <i>TOTAL LIABILITIES &amp; FUND BAL.</i> |               | <u>\$167,078.51</u>   |

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**INCOME  
STATEMENT**

INCOME

|        |                     |            |                   |
|--------|---------------------|------------|-------------------|
| 500000 | CONTRIBUTION        |            |                   |
| 500001 | ANNUAL GIVING       | \$1,360.00 |                   |
| 500300 | ADVERTISING         |            |                   |
| 500800 | DUES ALLOCATION     |            |                   |
| 501200 | REGISTRATION        |            |                   |
| 501400 | SPECIAL EVENTS      |            |                   |
| 501500 | WORKSHOPS           | \$3,220.00 |                   |
| 502400 | PUBLICATIONS        | \$-        |                   |
|        | DORM ROOM REVENUE   | \$-        |                   |
| 504200 | REIMBURSEMENT       | \$-        |                   |
| 504300 | GRANT RECEIPTS      |            |                   |
|        | <i>TOTAL INCOME</i> |            | <u>\$4,580.00</u> |

EXPENSES

|        |                               |            |
|--------|-------------------------------|------------|
| 600000 | SALARY                        | \$538.00   |
| 600100 | SALARY NOT AAPT STAFF         | \$-        |
| 600200 | BENEFITS                      | \$-        |
| 600300 | BENEFIT NOT AAPT STAFF        | \$-        |
| 600400 | SUPPLIES                      | \$7,424.00 |
| 600500 | POSTAGE & SHIPPING            | \$593.00   |
| 600600 | TELEPHONE                     | \$-        |
| 600700 | PHOTOCOPYING & PRINTING       | \$-        |
| 601500 | AWARD                         | \$-        |
| 601560 | CONTRIBUTIONS-CORPORATE       |            |
| 601600 | COMPLIMENTARY                 |            |
| 601700 | COMPUTER SOFTWARE/MAINTENANCE | \$-        |
| 602050 | HONORARIA                     | \$6,429.00 |
| 602300 | INSURANCE                     | \$-        |
| 602500 | MARKETING                     |            |
| 602750 | EXHIBIT FEES AND EXPENSES     | \$-        |

|   |                                 |              |                             |
|---|---------------------------------|--------------|-----------------------------|
| 603100  | PROFESSIONAL FEES               | \$-          |                             |
| 603300  | REGISTRATION FEES CONF/SEM      | \$2,500.00   |                             |
| 603400  | SPECIAL EVENTS                  | \$-          |                             |
| 603500  | WORKSHOPS                       |              |                             |
| 603800  | TRAVEL                          | \$9,105.00   |                             |
| 603810  | TRAVEL-LODGING                  | \$1,138.00   |                             |
| 603850  | TRAVEL-MEALS                    | \$-          |                             |
| 603900  | PARTICIPANT SUPPORT TRAVEL      | \$-          |                             |
| 604000  | PARTICIPANT SUPPORT SUBSISTENCE | \$2,000.00   |                             |
| 604300  | SUBCONTRACT                     | \$-          |                             |
| 604400  | CONSULTING FEES                 | \$-          |                             |
| 608200  | EDITORIAL OFFICE                | \$-          |                             |
|   | Tempory help                    | \$-          |                             |
| 608900  | INVESTMENT EXPENSE              | \$1,190.00   |                             |
| 609600  | ROYALTY EXPENSE                 |              |                             |
| 609700  | AUDIO VISUAL                    | \$-          |                             |
| 701000  | MISCELLANEOUS:                  | \$-          |                             |
| 702700  | FACILITY EXPENSES               | \$-          |                             |
| <i>TOTAL EXPENSES</i>                               |                                 |              | \$30,917.00                 |
| <u><i>NET INCOME BEFORE INVESTMENT ACTIVITY</i></u> |                                 |              | <u><u>\$(26,337.00)</u></u> |
| 500100  | INTEREST INCOME                 | \$-          |                             |
| 500150  | DIVIDENDS                       | \$(2,955.00) |                             |
| 500160  | UNREALIZED CAPITAL GAINS        | \$(301.00)   |                             |
| 500200  | CAPITAL GAINS/LOSSES            | \$-          |                             |
| 800000  | INDIRECT COSTS                  | \$6,183.00   |                             |
| 800100  | UNREIMBURSED INDIRECT COSTS     | \$8,382.00   |                             |
| <i>TOTAL INVESTMENT ACTIVITY</i>                    |                                 |              | \$2,927.00                  |
| <i>NET INCOME</i>                                   |                                 |              | <u><u>\$(29,264.00)</u></u> |

20% of Direct Costs are charged as Administrative Fee/Indirect Costs