

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 2nd 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
 - 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
NET INCOME	\$(29,264.00)	12/31/2015
<i>TOTAL LIABILITIES & FUND BAL.</i>		<u>\$167,078.51</u>

**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

AAPT/PTRA Oversight Committee Virtual Meeting
March 23, 2017
7:00 PM-8:00 PM Eastern Time

The major reason for the meeting was to discuss the support that would be provided to participants at the 2017 PTRAs Leadership Institute to be held prior to AAPT SM17.

Committee members in attendance: Pat Callahan (Chair), Tom O’Kuma, Tommi Holsenbeck, Janie Head, Karen Jo Matsler (PTRAs Director, ex-officio member), Bob Hilborn (AAPT Associate Executive Officer, ex-officio member) and Rebecca Vieyra (AAPT K-12 Program Manager, ex-officio member)

Committee members not in attendance: Kelly O’Shea and Ed Price

The committee was in full support of continuing the requirement that participants in the PTRAs Leadership Institute be members of AAPT and register to attend the AAPT summer meeting held immediately after the Leadership Institute. Activities planned for the Leadership Institute will result in the number of participants being limited to between 30 and 35.

Three motions were made during the meeting, voting took place via email, all committee members received notifications and were asked to cast votes on each motion:

Motion A: PTRAs workshop leaders, who have conducted PTRAs professional development programs that have contributed a minimum of \$200 to the PTRAs Continuation Fund since July 2016, will be reimbursed up to \$500 for travel expenses related to the 2017 PTRAs Leadership Institute. PTRAs workshop leaders, who have conducted and reported professional development programs on behalf of PTRAs that have contributed less than \$200 to the PTRAs Continuation Fund since July 2016, will be reimbursed up to \$250 for travel expenses related to the 2017 PTRAs Leadership Institute.

Motion Approved 3/30/2017 Yes Votes – 6 No Votes – 0 Did not vote - 1

Motion B: Up to \$30,000 from the PTRAs Continuation Fund will be used to cover expenses related to the 2017 PTRAs Leadership Institute.

Motion Approved 3/30/2017 Yes Votes – 6 No Votes – 0 Did not vote - 1

Motion C: Up to \$10,000 from the PTRAs Continuation Fund will be used to support PTRAs workshop sites to be used either as a safety net or incentive for workshop success.

Motion Approved 3/30/2017 Yes Votes – 6 No Votes – 0 Did not vote - 1