

**Minutes of the AAPT-CPS Fall Executive Board Meeting
Harrisburg Area Community College
Saturday, November 22, 2008**

MEMBERS PRESENT:

Gregory Dolise, Michael Doncheski, Abul Hasan, Sardari Khanna, Kelly Kriebel, Dave McCachren, John Reid, and Kip Trout

MINUTES:

President John Reid called the meeting to order at 11:16 am.

I. Review Minutes

John distributed the meeting agenda, and Kip distributed the minutes from the Spring 2008 Executive Committee Meeting held on April 5, 2008 at Lock Haven. After everyone had a chance to review the minutes, the minutes from the Spring 2008 Executive Committee Meeting were approved (motion: Kelly, second: Dari).

II. Section Representative's Report (Kelly Kriebel)

Kelly distributed a packet of documents.

One document was a section representative survey that needs to be filled out and returned to AAPT National.

Another document contained Motions to AAPT Council regarding future national meeting sites. The council approved the following meeting dates and locations:

- Summer 2010, July 15-22 in Portland, OR
- Summer 2011, July 22-28 in Omaha, NE
- Winter 2011, January 6-13 in Jacksonville, FL
- Winter 2012, January 17-26 in Ontario, California

Kelly mentioned there was also some discussion at the national level about going to one national meeting per year (summer) rather than two meetings per year. The rationale is that many faculty cannot attend the winter meeting because it is during the school year. However, for now the decision was made to stay with two national meetings per year. Kelly reported that the national meetings are still losing money!

He reported that the Southeast PA Section is having their section meeting on April 24-25 at Villanova. They are still interested in combining section meetings with us in the future, perhaps in 2010.

Kelly also shared the meeting times for the upcoming winter meeting in Chicago:

- Section Officers, Feb. 13, 5:30 - 6:30pm.
- Section Reps, Feb. 13, 6:30 – 8:00 pm
- Council, Feb. 14, 4:00 – 5:30 pm

He also shared an email note from Pat Callahan and Alan Gibson regarding the availability of High School Physics Teacher Grant and the print out from the AAPT website regarding the grants.

Kelly was asked by the committee how our section is doing in comparison with other sections around the country. He said he thought our section was middle of the road on attendance and success, or perhaps just below that.

Greg suggested that AAPT National list our local dues because the online renewal page asks if you would like to join your local section, but doesn't mention dues.

Kelly reminded everyone that he will be stepping down as section representative because of restrictions on his time over the next couple of years. We will need to vote on a new section representative at the Spring 2009 meeting. Kelly will write a description of the section representative's duties and John will email it around to everyone. John will also create an email distribution list of those members that attended that Spring 2008 meeting and send this email to them in hopes of finding a volunteer. The section representative is a five-year term, and Kelly has served faithfully for 6 years. Everyone acknowledged their gratitude for his service.

III. Treasurer's financial report and membership report (Dari Khanna)

Dari updated us on the details of the budget. He reported the balances:

CD account	\$3500.00
Checking account	\$ 790.52
Total	\$4290.52

Dari said that we had started at 508.94 in the checking account in spring, but thanks mostly to John, we actually made \$281.44 at the spring section meeting at Lock Haven.

Dari gave a copy of all the treasurer's information, account numbers, etcetera, to John so that there are two officers with this information in case of emergency. Abul suggested that we have a lock box for the keeper of records - probably the secretary in our case - to keep all the important information like this for AAPT-CPS. It should be passed on to the new secretary each year. He said he will forward all of the information he has to Kip, and suggests that information from the Lock Haven Meeting last spring and Mont Alto meeting this coming spring be forwarded to the secretary as well.

John pointed out that much of this information can be archived online as we develop a web site.

The question was raised whether all the minutes from the meetings can be posted on our website. John said he will check the by-laws to see if we can post the minutes from the executive committee meetings on the website.

IV. High School Representative's report (Dave McCachren)

Dave reported that the PTRA workshop yesterday had 20 participants and that it was really good – probably the best participation yet. People came from all over, from the New York border to the southern part of the state, and it was a good mix of experience. For example, there were 3 college professors, a first year teacher, and a teacher with 36 years experience. He said he is looking forward to the workshop this spring at Mont Alto.

Dave said that he thinks the topic is not the most important reason people attend. The people who attend seem to come mostly for the collegial networking. They really appreciate the chance to talk with each other.

When asked, he reported that a survey is not always done at the end of the PTRAs anymore because it is no longer required to submit since the PTRA funding is ending soon, probably by this spring. After a lengthy discussion about the implications of this, it was concluded that the PTRA funding money was used mostly for training PTRA workshop leaders nationally, and that even though the PTRA money is drying up, nothing will really change for us. We can continue to offer PTRA workshops (for probably the same \$60 fee) by recycling the 50 or so PTRA workshops that have already been developed. The money for these workshops will still be forwarded through AAPT National.

At this point in the meeting, 12:09 pm, the meeting was suspended for lunch.

The meeting was called back to order at 1:00 pm.

V. Two-year College Representative's report (Gregory Dolise)

Greg distributed and reviewed some highlights from his report.

He reported that the 2-yr college professors list has been updated and that the high school list is somewhat updated. He has not put together a rejection list yet, but of the 791 flyers sent out about the PTRA workshop this fall, about 40 came back. John said he updated the colleges. The mailing list is relatively up to date.

Greg said we need to do a better job of reaching out to high schools and that he has found some high school students who would do really well at our meetings. He asked if we pay for the registration fee and banquet meal for high school students if they present posters. The answer from John was yes.

He mentioned that April is not a very good time for high school faculty and students to attend workshops because state testing occurs during April and they already miss a lot of their regular class time. But high school physics teachers want a place to get together and talk, so Greg suggests we consider holding seminars every other month to help the high school and college teachers get together. We could take turns holding them in our respective areas, and hopefully that will help them see us as an important resource.

Greg mentioned that we need to get our website off the ground. It should have a blog or discussion section and perhaps a WIKI type site that will allow people to post their own material and for people to modify it. It was asked whether ComPADRE offered nationally through AAPT accomplishes this. Greg said that ComPADRE is not fully open like a WIKI site would be. He is hoping that our local AAPT-CPS site will be more interactive, local, and very easy to use. Greg has information regarding domain registration and web hosting that he will share later.

Finally, Greg noted that he heard many positive comments yesterday about the PTRA workshop. Questions arose as to whom has the latest mailing list now, and it was determined that John has the latest mailing list now.

VI. Past President's Report (Abul Hasan)

Abul thanked John for the success at Lock Haven this past spring. He said we shouldn't

wait until the last minute to recruit a secretary. Kip and Mike mentioned that Mike Gallis at PSU-Schuylkill Campus has expressed some interest in becoming involved with AAPT-CPS as secretary. Abul suggested we should write a job description for each office and explain how the officer promotion process works so that people understand. He also re-emphasized the importance for the secretary to be given a folder for each spring meeting with all the planning information, receipts, and all documentation to be kept in the lock box.

Abul is working on the newsletter, and he asked each board member to send bio information about themselves to him, including a photo, if they haven't already. Also, he encouraged each to submit an article for the newsletter if they want something posted.

John stated that he has a prepared article for the newsletter summarizing the Spring 2008 meeting at Lock Haven. He will send this to Abul.

VII. Old Business

A) Electronic Database of Section

B) Review of databases for mailing

John will review the database before the next mailing. Dave questioned how many people are paying the \$6 annual member dues. He expressed concern that 800 mailings are costing a lot of money and that we only get about 75 people coming to the meetings. Perhaps mailing to that many people every time is not necessary. He pointed out that email costs nothing. John said that the hope is that the mailings can be phased out and we can make the mailings electronic. Abul said our constitutional goal is to reach every high school and college physics faculty. Greg says that the host organization picks up the expense of the mailings. Dari says that if the host institution doesn't pay for mailings, we will lose money.

C) Website issues

John said that the website will provide a way for people to feel connected. Greg shared all the different website options he researched. Everyone agreed we want a website and our own domain name. Greg said we need to lock in the domain name aaptcps.org while it is still available, preferably no later than the end of December. Everyone agreed to let Greg and John work out the details on the website plans and to get back to us via email so that we can get this website going. Greg says that we should try to have our website linked to a lot of different places: AAPT National, teachers' organizations, resource areas, etcetera. John suggests that Jim Bogart link the Juniata AAPT website to our new site because some people may still be using that site. He also suggested that we could have a virtual lock box on the website with documents for members, minutes, a way for people to update their address, and so forth.

After a discussion lead by Greg and John on the various web hosting options, the committee agreed to let them proceed on their own to finalize a choice of webhost and, with Dari's help, pay for it. The committee agreed that the first priority is to get a web site up before the first mailing for the Spring 2009 meeting that has basic information about the AAPT-CPS and the Spring 2009 meeting.

D) Executive Committee Membership update

Previously discussed.

VIII. New Business

A) Summary of Survey Regarding New Conference Format

John shared survey details from the Spring 2008 meeting. One survey was for the AAPT-CPS members and the other was for the vendors. He says that he received 10 responses in total from the members, and 5 were from members of the executive committee. He received 2 responses from the vendors. The general feedback was that the new meeting format was good. The committee concluded that, with minor changes, we will stick with the new format.

B) Newsletter

Already discussed.

C) Spring PTRA Workshop at Mont Alto

The topic is “Moving Physics Education Research into the Classroom”. It will run from 8:30 am – 3:00 pm with ½ hour for lunch. There was a question about the software that Dave needs to have installed on the computers. It was agreed that he will get the software to Mike ahead of time for the PSU Mont Alto IT people to install.

D) Spring Conference at Mont Alto

Mike shared a packet of information that showed a successful request to University Park for funds for the spring 2009 meeting. We were fully funded, so we have more than enough money to pull off a fine spring meeting. The meeting will be March 27-28. Mike reported that rooms are reserved, the speaker is secured, PTRA is ready to go, vendors are ready, and everything is on the same floor!

- It was agreed that the head of the institution do their 5-minute welcome at the start of the Friday evening talk.
- It was agreed that the executive meeting be held on Saturday at lunch.
- It was agreed that the general membership meeting be held just before lunch on Saturday rather than in the morning. The drawings for door prizes should be held at that time also.

So the general order for the meeting will be: Friday day - PTRA workshop; Friday afternoon - registration for the meeting and possible tours of campus; Friday evening – banquet and keynote talk; Saturday morning – breakfast followed by talks; Saturday before lunch – general meeting and drawings; Saturday afternoon – talks; Saturday late afternoon - closing meeting. Mike will work out the exact timeline and whether parallel sessions are necessary, although everyone agreed that parallel sessions should be avoided if possible.

Mike will do the first mailing in January, if not earlier. The mailing will include the PTRA newsletter, the registration form, and the invitation letter.

After some discussion (and with the understanding that John will check the by-laws to be sure we are allowed to do it), Greg made a motion to raise the registration fee for the spring meeting from \$7 to \$10 to help cover the cost of the website. Mike seconded the motion. The motion passed, 7 yeas, 1 nay.

It was also moved and seconded to raise the membership dues from \$6 to \$7, pending John's check of the by-laws (motion: Mike, second: Abul). The motion passed unanimously.

The following are rationale for the increases:

- The committee acknowledged that we rely heavily on host institutions to support the spring conferences. While these institutions have come through with sufficient funding in the recent past, that may not be so easy for future hosts. The additional support for the spring conferences from AAPT-CPS may be needed and may help to encourage members to be future hosts.
- The increase will finance a commercial web host.

E) Future Spring Meetings

Fall 2009

Spring 2010

Both of these meetings are still up in the air as to where they will be held. Past minutes indicate the possibility of Dave or Greg hosting the Spring 2010 meeting since Kip is from PSU York and they just hosted in 2007. The other possibility is to do a combined meeting with the Southeast section in Spring 2010, preferably at an institution that is on the edge of their boundary with us. John will contact Southeast to see if they are interested. Kip would be in charge of the hosting for our section in this case and working with the Southeast Section. John said he will also ask the membership at the Spring 2009 for their input regarding holding a joint meeting. Mike and John agreed to contact Mike Gallis at PSU-Schuylkill since he had expressed interest in hosting future meetings. Here is a summary of future meeting plans:

Spring 2009	Conference/PTRA:	PSU- Mont Alto
Fall 2009	PTRA	possibly PSU-Schuylkill
Spring 2010	Conference/PTRA:	possibly joint meeting with SE Section
Fall 2010	PTRA	unknown
Spring 2011	Conference/PTRA	possibly PSU-Schuylkill

IX. Other Business and Adjournment

John thanked Greg for the great job of hosting today's meeting, the great lunch, and the great hospitality. There was no other business, and there was a motion for adjournment (motion: Mike, second: Abul). The meeting adjourned at 1:27 pm.

Respectfully submitted,

Kip Trout
Secretary, AAPT-CPS