

First Officer Meeting Minutes

9/16/09 2:47 PM

Officers Present:

Phil Hayes- President
Allison Mclaughlin- Vice President
Liza Atillasoy- Secretary
Jessica Herrmann- Reporter
Dhurv Pillai- Treasurer
Hunter Landau- Historian
Mr. Lehman- Advisor
Ms. Christine Kiley- Advisor
Ms. Marie Occhiogrosso- Advisor
Mr. Justin Occhiogrosso- Advisor

Officers Not Present:

Ines Tebas- Sergeant-at-Arms

First on the agenda was the planning for the next day's RAM TSA table. Each officer present was assigned a lunch period to sit at the table to answer any questions about TSA and get people to sign up.

RAM Lunch Schedule:

Phil & Jessi- A Lunch
Ally & Liza – B lunch
Dhruv & Hunter- C lunch

The officers and advisors decided that anyone may come down to help *set-up* the TSA table tomorrow but mainly the A Lunch students are in charge.

Next on the agenda was tomorrow evening's Open House from 6pm-7pm. The officers and advisors agreed that there should be a TSA table set up with or without officers present. No officer was sure of their availability to stay and run the booth, but Jessi and Liza said they could possibly volunteer. The officers decided to leave brochures, trophies and robots out for parents to view anyway. Jessi also volunteered to make business cards to leave out.

After discussing tomorrow's events, the officers and advisors brought up the important topic of next week's informational meeting (Wednesday

September 30th) for potential and returning TSA members. One of the main things that they need to accomplish by the informational meeting is getting people aware of TSA with posters and video announcements. Mr. Lehman also brought up the idea of Ms. Marcusen reading an announcement at the end of the day about it. The officers made the decision to discuss what to say to the new members during a RAM period next week. Before we moved on to the next topic, Phil suggested that each officer have a group at next week's meeting where they can address any questions about TSA on a more personal level. Everyone agreed. He also said we should print up a letter to give to everyone who comes to the meeting to ensure with information about Harriton TSA for them and their parents to sign. The officers should ask incoming members to bring in \$25 dollars as to ensure they stay with the club. This payment will go towards the regional competition and club funds. Everyone agreed.

Mr Ochiogrosso brought up the topic of getting this year's TSA members to keep the officers and advisors posted with the status of members projects by having a show and tell like Lower Merion (every month? The officers did not come to a decision on this but they did agree that it depends when the project is due). Mr. Lehman said the officers should be the committee that the students present their projects to. Dhruv brought up the point that if the officers have to listen to everyone's projects then it gets tiresome. Mrs. Ochiogrosso suggested that we not make a decision about this topic right now as we had other topics to discuss.

The advisors brought up the issue of events. The majority of officers and advisors wanted a team captain for each event. The other officers were worried about tension that may arise with the problem of choosing a team captain. The officer team decided to bring up this topic at a later time.

Dhruv leaves at 3:30pm.

Mr. Lehman and Ms. Kiley brought up the topic of keeping extra information in event binders. After much discussion everyone came to the conclusion that event binders should include the following:

- information about the event in the binder
- a reflection sheet "what do you think about this project"
- photos about the project
- honest opinions to help next year's members
- all modifications or adjustments are noted

This brought up the topic of how the officers and advisors should decide who gets to be on what team. Everyone agreed that experience with particular events mattered the most but what would happen if only seniors knew how to do a project? When they left, who would do the project instead? Ally suggested the idea of a team of only seniors. Jessi suggested having a "shadow team", which included younger members watching how older members complete projects. Liza suggested the idea of having a least one younger member on each team like Welsh Valley so someone would have experience when upperclassmen graduated. With the limited time for our meeting we decided to complete all unfinished business next week and set up for tomorrow's table.

UNFINISHED BUSINESS TO DISCUSS NEXT WEEK DURING RAM:

- Need to develop a system where new members report to officers. Maybe they report to that person in charge of the event? Incorporating one mandatory meeting every month (the first Wednesday)
- Is the mandatory meeting is the show and tell meeting?
- Should we set team-captains or have a leader gradually emerge?
- When we're meeting weekly
- Get the word out about the informational meeting
- Decide who goes on each team for events

REMINDER: All OFFICERS sign up for Mr. Lehman or Ms. Kiley's RAM Monday, Tuesday AND Wednesday RAM!!!

