

January 26, 2018

TTAO BUSINESS MEETING

Galveston, Texas

Board Members Present: Carrie Klypchak, Mark Pickell, Robin Robinson, Cathy Huvar, Kathy Harvey, Rachel Mattox, Alison Frost, Craig Hertel

MINUTES

Travis Springfield motions to accept Agenda.
Jay Thomas second.
All approve.

Kathy Harvey motions to accept minutes.
Karen King seconded.
All approve.

OFFICER REPORTS

Mark Pickell: Chair

Notes:

Established Short Term goals at summer meeting.

- TTAO membership will look like the pool of students we adjudicate.
- Create a membership platform: WEB CONNECT
- Create a CM Certification Program. UIL has agreed we should implement the CM training of all CMs.
- Develop a communication strategy that will assist information from UIL, TTAO, etc...
- Refining procedures and strategies

Established Long Term goals

- Film
- Professional learning pathways
- Role model for national organizations
- Recruit and support new adjudicators effectively

Voting Quorum:

- Is 10% too low? Too high?

TTAO Connect: Online System that will connect CMs and Adjudicators

- Will work easily to save time, simplify
- Working with web guy in Austin / \$5000 paid and will follow up with another \$5000 after Beta version. Hope to up and running June/July/August 2018.

Pilot Program

- Critiques after contest and before awards—went well at an unofficial Plano contest.
- People liked it.
- We are telling UIL we support critiques before awards.

Adjudicator Evaluation Form

- Altered slightly with an evaluation bar

Recommendations to UIL after meeting with Luis Munoz and David Stevens

- Critiques before awards
- Requires a constitutional change and would require UIL process and procedures. TTAO simply supports this move at the moment.
- Raised standards of Adjudicator
 - Bachelors
 - Masters or 3 years professional experience or 3 years post-degree educational experience
- Discussed tab system—no changes recommended
- UIL support new web system for contracts/TTAO Connect
- Stage Combat—we asked UIL to look at language
- Master schedule of contests—educational benefits lost when contests are too close together.
- 2019 adjudicator pay is being raised
- Changes to the Manual of Operations
 - Thank you, Travis Springfield, for the work
 - Line by line changes
 - Biggest changes include:
 - Adding a Code of Ethics,
 - Grievance Policy,
 - Executive Committee (Chair, Chair-Elect, Past-Chair) to oversee initial grievances.

To afford members and concerned parties a platform to share concerns and grievances TTAO has adopted a formal grievance policy. While TTAO respects the need for privacy, and will keep matters confidential, the board will not accept any anonymous grievances.

Discipline Grievance

Poor performance or unprofessional behavior

Unless the chair or chair-elect feels it is time sensitive these submissions would be taken

up by the Executive Committee at their next meeting.

If chair or chair-elect believe there is sufficient evidence of wrongdoing they would gather

any information needed and refer the grievance to the Executive Committee.

The official in question would be made aware of the allegations against them and invited

to give a formal written response due within one week of notification.

Any grievance would be brought before the Executive Committee and with a majority vote

the the committee can choose to take no action or choose from a range of discipline

outlined below.

After adjudicating the issue and determining the course of action the Executive Committee

would respond to initial submitter with an update of whether action taken, but not the

specific nature of the action.

Range of Discipline

Level 1 - Take No Action - The grievance will be kept in the custodial care of the current

Chair. If additional complaints are received action may be taken at a later date.

Level 2 - A private letter of reprimand will be sent to the adjudicator only and a copy kept

in the custodial care of the current Chair.

Level 3 - If the issue is more serious and/or the member has shown a pattern of level 2

behavior a level 3 penalty may include:

probationary period of up to three years and may include any reasonable conditions which, if not fulfilled, may result in a more stringent penalty.

ii. Removal from Area/Region/State Recommended list.

iii. Requiring the member to go through the certification process again or other

professional development

iv. Any other reasonable penalty short of expulsion that the committee chooses.

These are meant to be examples and not limitations.

Level 4 - If the Investigation results show a complaint is of a serious nature, (This could

also include repeated complaints of a Level 2 or Level 3 violations or failure to complete a

probationary period or actions taken) the member can be expelled from TTAO

membership.

Non-Discipline Grievance - issues, concerns, recommendations

If non-discipline submission is from member in good standing then it is automatically put on the

Standards and Practices Committee agenda for their next meeting.

If non-discipline submission is from a non-member the Chair-elect will determine whether or not to

include the issue on the Standards and Practices Agenda during their next meeting.

The chair-elect must provide a written response to the original submitter within 30 days of decision

to take any action.

Appeals Process

In order to allow for due process, if action has been taken against a member they may appeal that decision

up to two times. Only members who have had action taken against them by the Executive Committee may

appeal.

First Appeal

The member has seven days from being notified of any action taken against them to

appeal the decision by the Executive Committee. If the decision is appealed the TTAO

*board would adjudicate the appeal at their next scheduled meeting.
 The chair would preside over the appeal and will provide the board with the relevant*

information to adjudicate the appeal.

The member appealing may submit a letter or appear before the board in person.

A majority vote of the full board may uphold the decision with the possibility of changing

the range of discipline or reverse the decision.

The member who has appealed would be notified within 7 days of the board's decision.

If the member does not appeal the accuser would be notified within 30 days that action was taken.

Final Appeal

The member has seven days from being notified of any action taken against them to

appeal the decision by the TTAO Board. If the member appeals the decision of the Board

of TTAO then the Standards and Practices Committee would adjudicate the appeal at their

next scheduled meeting.

The chair-elect would preside over the appeal and will provide the the Standards and

Practices committee with the relevant information to adjudicate the appeal.

A majority vote of the Standards and Practices Committee may uphold the decision with

the possibility of changing the range of discipline or reverse the decision.

The member who has appealed would be notified within 7 days of the board's decision.

The accuser would be notified within 30 days that action was taken.

The decision of the Standards and Practices Committee is final. There is no avenue to

appeal the decision after it has been made.

- By-Laws will need to change to create a standing committee for this Executive Committee so it will be a permanent feature of our organization.
- Attorney will be hired to evaluate grievance policy

- Committee of Robin, Craig and Jerry to explore CM training.
- Summer meeting voted to award honorarium. Winter Board Meeting voted to reverse this decision. Board Members may not receive payment for job duties.
- Awards Decision for 2018:
 - Legacy Awards: Charles Jefferies and C. Lee Turner
 - Service Award: Travis Springfield
- Pursuing Board insurance
- TTAO Workshop Communication improved
- Voting will be from a more secure system

- Background Checks will be headed our direction from the State (already in athletics) We have an ad hoc committee pursuing what this might look like in the future.
- TTAO Staff Member: Board will explore an external staff member for pay.. We currently pay an accountant. Membership could be handled by someone with technical skills.
- Sept 26-29, 2018 will be the next TETA meeting. This may change how TTAO meets.
- Board approved purchasing a projector for Adjudicator training.
- Ad Hoc: Rachel Mattox, ---to explore ways to help new adjudicators network and increase visibility
- Board accepted the resignation of Ricky Ramon, At Large Board Member

Carrie Klypchak: Chair-Elect

8 new adjudicators certified in Plano, Tx.
 Still searching for a Valley location for 2nd adjudicator training in March.
 3rd Adjudication workshop will be held at State in April.
 Fine-tuning the adjudicator training process.

Kathy Harvey: Treasurer

Financial Report

As of 12/31/2017

Cash on Hand:

Wells Fargo Checking	24,179.02
Wells Fargo Savings	9,505.79
Pay Pal	-
	33,684.81

For the Year Ended 12/31/2017

Revenue

Membership Dues	21,089.44
Interest Income	2.60
	21,092.04

Expenses

Program Expenses	
Travel and board meetings	7,277.40
Website	5,457.40
Scholarships paid	3,000.00
Training Expenses	1,874.30
Awards	1,025.98
Supplies	271.98
Operations	
Accounting	1,132.50
Bank and PayPal fees	714.10
Postage and mailings	195.32

Business registration fees 50.00
 20,998.98
Net Income 93.06

Fees are registered quicker and easier if membership pays via Wild Apricot/PayPal.

Alison Frost: Communication Director

Member list ([Summary](#) | [Keyword search](#) | [Advanced search](#) | [Saved searches](#))

Level	Total	Active	Renewal overdue	Lapsed	Pending		New in last		
					New	Renewal	Level change	7 days	30 days
Annual Membership	<u>417</u>	<u>353</u>	<u>60</u>	<u>46</u>	<u>17</u>	<u>1</u>	-	<u>3</u>	<u>7</u>
Lifetime Membership	<u>29</u>	<u>28</u>	-	<u>1</u>	-	-	-	-	-
UIL Administration	<u>2</u>	<u>2</u>	-	-	-	-	-	-	-
Total	<u>448</u>	<u>383</u>	<u>60</u>	<u>47</u>	<u>17</u>	<u>1</u>	-	<u>3</u>	<u>7</u>

Luis Munoz: UIL State Theatre Director

- Thank you to TTAO for the work everyone is doing. The streamling process of booking and contracting will be welcome.
- Background Checks: the sports officials will be our go-to for us
- Looking into Gender Awards: Best Actor / Best Actress /
 - League is being Pro-active into looking into this: Best Performer, Best Supporter, etc...
 - It’s about the kids.

OLD BUSINESS

Adjudicator evaluations (2 years worth were mailed this summer.)
 We hope this process will be more efficient in the future.
 Hopefully in the future, evaluations could be tied to TTAO Connect
 Adjusted minimum requirement to become an adjudicator

NEW BUSINESS

Nominations:

BOARD OF DIRECTORS

Communication Director-Elect

Brad Nies
 Jill Ludington

Treasurer-Elect/Historian

Lisa Hale

Director at Large

Scott Allen
 Rick Garcia

Director-At-Large

Deb Shaw
Omar Leos

STANDARDS AND PRACTICES

Region 1: Contest Manager

Tana Howard
Gary Davis
Tim Tatum
Cy Scroggins

Region 1: Adjudicator

Aaron Adair
Denise Green

Open Nominations from the floor:

Comm Director-Elect

No nominations from floor.
Travis Springfield moves to close
Kathy Harvey seconds.
All approve.

Treasurer-Elect

Billy Drago nominated by Robin Robinson
Kathy Harvey moves to close
Jay Thomas seconds.
All approve.

Director at Large

Freddy Buckner nominated by Yvonne Philips Dupree
Rachel Smith moves to close
Pam Wilson seconds.
All approve.

Director at Large

No nominations.
Eric Scott moves to close
Yvonne seconds
All approve.

Region 1 CM

No nominations.
Travis Springfield moves to close.
Jared Barry second.

All approve.

Region 1 Adjudicator

Alana Patterson nominated by John Spanko.

Kathy Harvey moves to close.

Michael Avila seconds

All approve.

ANNOUNCEMENTS

- Eric Geyer died about 2 weeks ago. Remember his family.
- Goodbye to Bobby Robinson, Deb Shaw, and Jay Thomas who served on Standards and Practices. Thank you for your service!
- Goodbye to Robin Robinson, Kathy Harvey, and Alison Frost who served on the Board. Thank you for your service!
- All were moved—especially by Mark’s haikus.

Questions/Comments from the floor:

Should judges only be allowed to take 5 contests a year? This may free up contests for new adjudicators.

Kathy Harvey moves to adjourn.

Jay Thomas seconded.

All approve.

Meeting adjourned 12:18 p.m.

Respectfully submitted,

Alison Frost

Communications Director

January 26, 2018

Mark Pickell: Grievance Report (See page 21)

Consulted with Robert Floyd at TMEA about their grievance policy.

Consulted with Texas Music Adjudicators as well.

Recommendation:

1. We retain an attorney / non-profit lawyer in Austin

2. Executive Committee: Chair, Chair-Elect, Past-Chair
3. Incorporate a Code of Ethics for Adjudicators and CMs
4. Chair / Chair-Elect both receive NAMED complaint (no anonymous)
5. Grievance Process will need to be added to Manual of Operations Section 6.

Discussion of Grievance process.

Craig Hertl: Ad Hoc Tabulation Committee (see page 25)

Tabulation Tool

History rooted in speech events

Robin Robinson: Middle School Teachers as Adjudicators

Middle school teachers were contacted

Discussion to allow them or not allow them to adjudicate

Carrie Klypchak: Chair-Elect

8 new adjudicators certified in Plano, Tx.

Feedback positive from respondents at the 9th grade contest.

Still searching for a Valley location for training.

3rd Adjudication workshop will be held at State in April.

Spring: packet of history, background of TTAO, etc...

Action Item: Need to determine whether we recommend to UIL that we recommend critiques before awards or no.

Action Item: Need to determine a 2nd training session—if not the Valley, where?

Mark Pickell: Manual of Operations

Discussion of language edits

CLOSED SESSION MEETING

Present: Luis Munoz, Jerry Ivins, Craig Hertel, Carrie Klypchak, Mark Pickell, Robin Robinson, Cathy Huvar, Kathy Harvey, Rachel Mattox, Alison Frost

BOARD MEETING CONTINUES

Completed Moo changes.

Mark: motions to discuss Middle School teachers as adjudicators at the summer meeting.

Seconded Cathy Huvar

Approved.

Process for Grievances will be added :

Jerry moves to accept.

Rachel seconds

All approved.

Executive Committee added to Committee Section in the Manual of Operations

D.Executive Committee will be comprised of chair, chair-elect, past-chair. This committee will be the initial group to review grievances.

Mark motions to approve this Executive Committee for the manual of operations.

Kathy seconds.

All approved.

Mark: moves that jerry, robin, and craig for a committee to organize a plan for CM training by TTAO.

Cathy Huvar seconds

All approves.

Mark moves that we inform UIL that TTAO supports critiques before awards, but after all performances, at one-act play contests.

Craig seconds.

All approved.

Mark: moves that board members do not receive honorarium/payment for duties of the job. This does not, however, preclude board members from being reimbursed for expenses incurred during the job.

Robin seconds.

All approved.

Board Insurance: Kathy Harvey will explore the paperwork/application for Board Insurance.

Finalize Nominees:

Carrie nominates Jill Ludington to replace Ricky Ramon to run for Communication Director-Elect

Mark, Kathy will serve as an ad hoc committee to investigate background checks.

Discussion: TTAO Staff Member to assist with workload.

Mark moves that the Board allow the Executive Committee to investigate the possibilities to hire contract labor for contract periods not lasting longer than a year at a time.

Robin seconds.

All approve.

Mark moves that TTAO purchases a digital projector to be used for adjudicator training.

Carrie seconds.

All approve.

Mark moves that an Ad Hoc committee is formed to explore ways TTAO can help new adjudicators get more judging assignments. The committee should be volunteers from the Board or S&P.

Rachel seconds.

All approved.

Rachel Mattox and Cathy Huvar volunteer for this committee.. Mark would like Mandy Epley to volunteer as well.. Cathy Huvar will ask her.

Mark moves the Board Accept Ricky Ramon's letter of resignation.
Craig seconds.
All approved.

Kathy moves that we do not replace the At-Large position before the summer meeting.
Mark seconds.
All approves.

Mark moves we adjourn.
We all second.
We adjourn.

11:00 p.m.

Notes:

OTHER BUSINESS

Topic Heading

Notes: