

TTAO Board Meeting
5 pm – Wednesday, January 25, 2017
Moody Gardens Hotel, Galveston

I, Call to Order

Board Members Present: Alison Frost, Kathy Love Harvey, Cathy Huvar, Jerry Ivins, Rachel Mattox, Ezekiel Morgan, Mark Pickell, Ricky Ramon, Robin Robinson, Travis Springfield

Board Members Absent: None

Guest: Luis Munoz, State Theatre Director

Approval of Summer Meeting Minutes – Minutes were approved as corrected.

II. Officer Reports

a. Chair Report

- Not as many agenda items were submitted as in previous years
- Online Recertification process was discussed
- New adjudicators concern about getting jobs

b. Chair-Elect Report

Since our last meeting TTAO has held only one adjudicator certification workshop in Plano, Texas November [11-12 2016](#). We were hosted by Greg Arp and the adjudicators serving on the panel were Lisa Hale, Kelly Parker, and Ginger Gilbert Matthews. We certified 16 new members.

Because this contest was only budgeted for a single adjudicator I was grateful that TTAO provided small honorariums for the other two adjudicators compensating them for their time. In the future we will try and schedule workshops that coincide with panel contests.

Upcoming workshops are in Houston in February and in El Paso in March. We will also host an adjudication workshop in Austin as part of the state meet.

c. Past President Report

- Travis reported that he is working with the February Certification Training

d. Treasurer Report

- IRS report – We need to refile under a different status
- Discussion of delay in making deposits. Ricky will check the Austin PO Box and make deposits since he lives in the area.

Financial Report As of 12/31/2016

Cash on Hand:

Wells Fargo Checking	25,743.81
Wells Fargo Savings	7,703.19

Pay Pal	144.75
	33,591.75
For the Twelve Months Ended 12/31/2016	
Revenue	
Membership Dues	22,247.25
Interest Income	2.07
	22,249.32
Expenses	
Program Expenses	
Training Expenses	3,439.41
Scholarships paid	2,000.00
Travel	1,921.26
Supplies	818.25
Awards	575.00
Operations	
Bank and PayPal fees	693.20
Accounting	500.00
Postage and mailings	395.40
Dues	300.00
Business registration fees	275.00
Website	253.40
	11,170.92
Net Income	11,078.40

e. Communications Director Report

TTAO Membership

- a. Annual 406
- b. Annual Active 351
- c. Annual Renewal Overdue 46
- d. Annual Lapsed 38
- e. New 18
- f. Lifetime 25
- g. UIL Administrator 2
- h. Adjudicators 379
- i. Contest Managers 115
- j. Total Membership: 433
- k. Total Active: 376

- Purchased stationary, letterhead, and envelopes.
- Posted 2017 nominees online / Received 5 online nominees
- Discussion of determining eligibility of online nominees and whether or not they are willing to serve

III. Updates

a. Luis Munoz

- Luis gave an update on the UIL Legislative Council's actions from this summer. He thanked all those who spoke before the Council as representatives of various organizations including TTAO.
- He also gave an update on the 2017 State One-Act Play Contest.
- Online certification issues were discussed. They are working on a solution.
- Judging procedures for film and design were discussed
- Luis thanked TTAO for all of their work

III. Old Business

a. Adjudicator Online Re-certification

- Jerry gave a brief history of the process
- Discussion followed concerning the best way to make sure that Adjudicators were aware of the OAP changes that would impact them including:

Having S&P create questions for an exam similar to the one for Contest Managers based on OAP changes that impact Adjudicators

Create a checklist of reminders for Adjudicators to be included with renewals

Seasonal emails to all members from the Communications Director

Add videos and information links to our website

Create a calendar of important dates for reminders and deadlines

Motion: Travis moved that we implement a best practices section to this coming renewal season. Ricky seconded. Motion passed.

b. Manual of Operations Changes

- Travis will review and make recommendations for revisions of the Manual of Operations. He will report this summer.
- Luis stated that the UIL office has not sent out evaluations to Adjudicators. Discussion followed.

Motion: Mark moved that for this year, the Directors at Large on the Board of Directors will handle the distribution of Adjudicator and Contest Manager evaluations. Kathy Love Harvey seconded. Motion passed.

c. Nominations

- Jerry stated that in addition to the online nominations, we can also take nominations from the floor.

- Discussion followed regarding following deadlines for posting nominations and voting.

d. Following through with commitments (Super Conferences and TETA Workshops)

- Members need to put these commitments on their calendars and follow through
Motion: Mark moved that we post all workshops for the year on the TTAO website immediately following the summer meeting. Travis seconded. Motion passed.
- Luis stated that workshops for the Super Conferences need to be more structured
- S&P could do this annually based on needs
- There is a need for more Master level workshops for Adjudicators
- Alison suggested the creation of a TTAO calendar perhaps through Google calendar based on the deadlines in the Manual of Operations. Travis will make a check list of dates as he reviews the Manual of Operations and will have it ready this summer.

e. Scholarships and Awards - Travis

- We need a historical list of the awards given on the TTAO website
- Currently only three members of the Board of Directors do not participate in the selection of awards

Motion: Travis moved that we change the composition of the Awards Committee to include all of the Board of Directors. Jerry seconded. Motion passed.

- We shouldn't nominate current S&P or Board of Directors for awards
- TTAO Service and Legacy Awards are presented at the State Meet
- We don't have to limit the award to one recipient
- Discussion of a special recognition of Tim Thomas for his service to TTAO through his work on Talk Tab.

Motion: Mark moved that we give special recognition to Tim Thomas for his service to TTAO. Ricky seconded. Motion passed.

- Recommendation that we write description for the two awards (Service and Legacy)
- The following awards were chosen:

Legacy Award – George Sorensen and Lou Ida Marsh
Service Award – Ron Dodson

- Travis will order awards, contact the recipients and which night is best for them to attend.
- The possibility of awarding more than two scholarship to students was discussed

Motion: Travis moved that we add two additional at large scholarships for students this year only. Mark seconded. Motion passed

- Luis talked about endowed scholarships and said he would investigate that possibility
- Discussed Emeritus status and how to recognize those recipients. A letter has been sent in the past. We need to do more to recognize them. A decision was made to announce the recipients at the Business Meeting and to include it in the newsletter. Alison will take care of that.

V. New Business

a. Proposal Discussion: Critiques (15 minute max) immediately after the performances with advancing plays receiving critiques from remaining Adjudicators (15 minute max) after the awards. For one Adjudicator contest, advancing plays would receive additional detailed critiques after awards.

- While there could be logistical issues, there are also some advantages to this proposal. Luis stated that he didn't object as long as it didn't increase the length of the contest. He also stated that this proposal would have to go to the Executive Council which is about a 2-3 year process.

Motion: Travis moved that we bring this proposal to the Business Meeting to get feedback for S&P to consider this summer. Mark seconded. Motion passed?

b. Adjudicators never received evaluations

- This has been addressed

c. Closing the Middle School Teacher judging loop hole

Motion: Mark moved that S&P will look at the language of requirements for judges this summer. Kathy Love Harvey seconded. Motion passed.

d. TTAO position on Background Checks for adjudicators

- We should allow Adjudicators to release themselves from contest without penalty if they do not want to participate in the background check requirements.
- Adjudicators are encouraged to clarify all requirements with Contest Managers early on to avoid this situation

Motion: Mark moved that we add a FAQ to our website that states the TTAO position on criminal background checks. Mark will develop the wording and send it to Alison. Jerry seconded. Motion passed.

e. Moving forward on creation of a new website to manage Adjudicators and contracts

- Mark requested approval to work with Tim Thomas to create a new database for our websites that coordinates all data and contracts for Adjudicators. It would replace Wild Apricot. Mark will get a quote for the initial creation of the database as well as maintenance fees. Approval was given to move forward with this investigation.

f. Certification and the minimum requirements

- Concern was expressed about students who have just graduated from college being certified to Adjudicate. Should there be an additional requirement for a minimum level of life experience for undergraduates?

Motion: Travis moved that the question of changing our requirements should be taken up at the Business Meeting. Mark seconded. Motion passed.

g. TTAO should support clinics for film making.

h. Mandate securing a CM prior to the first OAP meeting

Motion: Mark moved that we take no action on this. Travis seconded. Motion passed.

V. Adjournment

The meeting adjourned at 7:45 pm

January 25, 2017

TTAO Board Meeting
Report of the Communications Director

1. TTAO Membership
 - a. Annual 406
 - b. Annual Active 351
 - c. Annual Renewal Overdue 46
 - d. Annual Lapsed 38
 - e. New 18
 - f. Lifetime 25
 - g. UIL Administrator 2
 - h. Adjudicators 379
 - i. Contest Managers 115
 - j. Total Membership: 433
 - k. Total Active: 376
2. Purchased stationary, letterhead, and envelopes.
3. Posted 2017 nominees online / Received 5 online nominees
4. Future Business
 - a. Prepare for online vote to take place in 2017.
 - b. Meet with Cathy Huvar to discuss roles and responsibilities of Secretary and Communications Director

Respectfully submitted,
Alison Frost
TTAO Communications Director
January 25, 2017

**Texas Theatre Adjudicators and Officials
Financial Report**

As of 12/31/2016

Cash on Hand:

Wells Fargo Checking	25,743.81
Wells Fargo Savings	7,703.19
Pay Pal	144.75
	<u>33,591.75</u>

**For the Twelve
Months Ended
12/31/2016**

Revenue

Membership Dues	22,247.25
Interest Income	2.07
	<u>22,249.32</u>

Expenses

Program Expenses

Training Expenses	3,439.41
Scholarships paid	2,000.00
Travel	1,921.26
Supplies	818.25
Awards	575.00

Operations

Bank and PayPal fees	693.20
Accounting	500.00
Postage and mailings	395.40
Dues	300.00
Business registration fees	275.00
Website	253.40

11,170.92

Net Income

11,078.40

No assurance is provided on these financial statements.