



January 29, 2015

Board Members Present: Travis Springfield, Alison Frost, Mark Pickell, Perry Crafton, Charles Hukill, Jerry Ivins, Ezekiel Morgan, Ricky Ramon

Board Members Absent: None

Guests: Luis Muñoz, State Theatre Director

MINUTES

STANDING REPORTS

CHAIR'S REPORT, Travis Springfield

- There was a fall adjudicator certification workshop held in Plano, Texas during the district's non-UIL affiliated 8th and 9th grade one-act play festival. There was not a great turnout for adjudicator attendance, but it was a great experience. The structure of the training went well and the trainees were able to serve as a 3rd judge on the festival panels. At the June TTAO meeting, this training format should be discussed for other opportunities and locations. For example, Houston ISD has a middle school contest that could possibly work.
- Travis Springfield and Jerry Ivins met several times after the June 2014 TTAO meeting to create some working documents for the TTAO By-Laws and the TTAO Manual of Operations. The By-Laws have been presented to all TTAO Members and will be voted upon at the January 2015 TTAO Business Meeting. The Manual of Operations needs more editing and tweaking at the June 2015 TTAO meeting.

CHAIR ELECT REPORT, Jerry Ivins

- Jerry Ivins has been working very closely on the direction of the Contest Management portion of TTAO. It's very clear we are in the beginning stages of organizing this side of TTAO, but the process will work itself out.
- Areas of Contest Management that should be discussed at the June 2015 TTAO meeting are:
 - An evaluation form to evaluate Contest Managers. Who should do the evaluating? And what happens with the results?
 - What is the benefit of Contest Managers paying to join TTAO? Currently, it's possible to Contest Manage without being a member of TTAO. What's the financial benefit for the Contest Manager to join?

TREASURER REPORT, Ricky Ramon, Interim Treasurer

- Ricky Ramon emailed financial reports for October, November, December to Board Members on 1.29.2015. (See attached financial report. It will be posted online.)
- Currently the TTAO fiscal year is January-December. Fiscal year dates need to be put in the Manual of Operations. They currently are not published in the working document of the Manual of Operations.
- TTAO has hired an independent accountant, Anna Swenson. She's an employee of the Hispanic Scholarship Consortium. Her fee during regular months is \$37.50. During tax season and high volume activity her fees will increase.
- Cash on hand: as of 12.31.2014, the TTAO Wells Fargo checking account has a balance \$9267.11
- Cash on hand: as of 12.31.2014, the TTAO Wells Fargo savings account has a balance of \$800.06

- After income and expenditures, as of December 31, 2014, the financial balance of TTAO's accounts is \$10,134.53. (See the attached report.)
- The TTAO postal box is rented annually.
- Expenses include bank card fees and PayPal fees.
- The TTAO meeting in June 2015 will need to be budgeted for the cost of food.

SECRETARY REPORT, Alison Frost, Interim Secretary

- Extensive work has been done since the June 2014 meeting to create a paper-less web presence for TTAO. The following steps have been taken:
 - Mark Pickell paid for the TTAO domain ttao.org at the Saturday board meeting in June.
 - Alison Frost designed the website through Wix.com
 - TTAO pays an annual web hosting fee with Wix.com for \$194.00
 - Ricky Ramon set up an account with PayPal that Alison has connected to our website for member dues. PayPal keeps a percentage of every transaction.
 - www.ttao.org officially went online August 14, 2014.
 - Member contact information and statistics are collected through an online form, 123ContactForm. The plugin costs \$4.95 a month / \$59.40 annually.
 - A TTAO Non-Profit Facebook page has been established.
 - A Twitter I.D. has been established @ttaotx
 - We were initially denied affiliation with Google Nonprofits, but after a second application as of 1.29.2015, we have been granted approval to apply for Google Nonprofit assistance.
- As of January 29, 2015
 - 249 Adjudicators have registered contact information through the website
 - 11 non-adjudicating Contest Managers have registered through the website
 - 233 Adjudicators have paid via PayPal
 - 13 Adjudicators are Lifetime Members
 - 1 member joined, but isn't eligible until certified.
 - 1 member has officially resigned since August due to health reasons.
 - 296 people have "Liked" our TTAO Facebook page

OLD BUSINESS

- Extensive work on the creation of the TTAO By-Laws began in June. They have been publicized on the TTAO website and emailed to all current members. They are simple and streamlined as opposed to the Manual of Operations which will be more comprehensive. The membership will be asked to vote to approve the current draft of the TTAO By-Laws at the January 2015 TTAO business meeting. The voting will be electronic and extended to all members.
- The current draft of the Manual of Operations is a working document and is still in need of further editing. The Manual of Operations will receive greater attention by TTAO committee members at the two-day TTAO planning meeting on June 12-13, 2015.
- The June 12-13, 2015 TTAO planning meeting will be hosted at the UIL office. TTAO will need to budget for meals over the two-day meeting.
- An annual update will be distributed to all TTAO members before June 1, 2015. This annual update will reference a due date for dues, member bio updates, availability for adjudicating the

2015-16 season. The TTAO Board and S&P committee members will need this information prior to the June 12-13, 2015 planning meeting in order to assign judges for the 2016 Area, Region, and State meets and consider nominations for committee members.

- Jay Thomas has been elected to the appointed position of 4th At-Large position on the S&P committee.
- Marianna Jones-Meaders has been elected to fill the remainder of Alison Frost's former S&P position. Alison Frost accepted the Interim Secretary position of TTAO in June 2014.

NEW BUSINESS

The following items were discussed to be part of the Agenda at the TTAO Business Meeting on Sunday, February 1, 2015.

- Officer Reports will be presented on Sunday.
- There will be a brief discussion of how the By-Laws have been created. A copy of the current draft of the TTAO By-Laws were distributed to all members on January 19, 2015 via email attachment and weblink. An electronic vote to approve the By-Laws will be taken from February 2-3, 2015.
- There will be a brief discussion regarding the Manual of Operations. A copy of the current draft is posted on the TTAO website for review. Any member comments or concerns will be addressed at the June TTAO planning meeting.
- There will be a brief discussion regarding the increase of member dues from \$35 to \$50. This increase must be voted on by TTAO membership. An increase of monies can be applied to the increased cost of a member management software platform or complete web design overhaul with more bells and whistles, a TTAO scholarship fund, and other assorted projects that could be part of the future of TTAO. There will also be a discussion regarding Lifetime member fees of \$500.
- There will be a brief discussion regarding the future of annual membership renewal and the renewal process. The goal of the new renewal process is to ease future renewals and move all future adjudicator certification training to occur during the contest season as was done so successfully at the 2014 State Meet. This future annual renewal process may include:
 - A due date of June 1
 - An updated member bio.
 - Member dues
 - Dates of availability
 - A survey of questions that may include updates to the UIL handbook (For example: clarification of the Bi-District, 3 advancing plays, etc...)
- There will be an announcement of all officers and committee members that have been nominated. Nominations will be accepted from the floor if necessary.
- The cost of the initial batch of TTAO Adjudicator pins will cost around \$800-\$1000.
- An electronic ballot with short explanations will be distributed to all members February 2-3, 2015.

TTAO will begin exploring an upgrade in membership management through a potential website upgrade. It is necessary that members have immediate control of their own online bio, be able to pay online, update their bio page with their dates of availability to adjudicate, etc.... Alison Frost has been exploring a trial version of a web management system by Wild Apricot, but other platforms are going to be



explored and discussed at the June 2015 planning meeting. Mark Pickell is also working on what this new platform might look like.

The Adjudicator Certification Workshop on January 30, 2015 will require a shadowing requirement. The June 2015 planning session will address whether TTAO should actually be certifying judges at TETA. TTAO should still have a presence at TETA by teaching workshops, but training and certification should probably be held at actual one-act festivals and contests.

Respectfully submitted,
Alison Frost
Interim Secretary
January 29, 2015

**Texas Theatre Adjudicators and Officials
Financial Report
As of Decemer 31, 2014**

Cash on Hand:

Wells Fargo Checking	9,267.11
Wells Fargo Savings	800.06
Pay Pal	67.36
	<u>10,134.53</u>

Revenue

Membership Dues	11,890.00
Interest Income	0.06
	<u>11,890.06</u>

Expenses

Bank/Credit Card/Pay Pal Fees	305.28
Business Registration Fees	450.00
Accounting	262.50
Dues	300.00
Postage and PO Box Rental	219.00
Website	218.75
	<u>1,755.53</u>

Net Income

10,134.53

Highlights:

Membership dues received from approximately 250 people plus \$2,950 from TETA.

Business registration fees were for filing with the State of Texas and the IRS to obtain exempt status.

Dues were paid to TETA.

Post office box rental is for a year.

Note:

On a monthly basis our accountant reconciles all three cash accounts and provides financial statements to TTAO Treasurer.