

TTAO Board and S&P Meeting
8 am - Sunday – May 29, 2016
UIL Office, Austin

- I. Call to Order**
- II. Luis Report**
- III. Board Report**
 - A. We make recommendations, only
 - B. Manual of Operations Changes
 - C. Branding and Clothing Items
 - D. Confirming Adjudicator Assignments
 - E. Middle School and High School Teachers as Adjudicators
 - F. Insuring an advancing play critique
 - G. Position of Critiques
 - H. Require CM Membership
 - I. Certification at TETA
 - J. Standby Adjudicators
 - K. Increase Minimum Pay for Adjudication at Area, Region and State
 - a. \$500 for Area and Region
 - b. \$600/\$650 Region
 - c. Above \$400 currently not an option
 - L. Rule to prohibit Adjudicators from watching plays that they may or may not see during the OAP season.
 - M. Maintaining judging history again using UIL reports
 - N. Area/Region Qualifications and Returning a Designation in the Directory
 - O. Written Policy on Selecting Adjudicators for Area, Region and State
 - P. Requirements for Adjudicator Training
 - Q. Food and drink for adjudicators
 - R. Round Robin Critiques
 - a. Already happening
 - b. Viability
 - S. Repercussion's for not delivering a contract within 10 days.
 - T. Bylaw Changes
 - a. Online Quorum
 - b. 10 Board Members?
 - c. Summer Meeting Travel Reimbursement
 - d. Division of responsibilities between UIL Advisory and TTAO
 - e. S&P and Evaluations
 - U. Concerns at this year's UIL season
 - a. Directors and Adjudicators electing to change the rules
 - b. Issues with Adjudicator sleeping
 - c. Parking pass at State needed after midnight
 - d. Standard Compliance
 - i. Carnegie Vanguard
 - ii. UIL Executive Meeting on June 14th
 - e. Ethics Issues for Social Media Postings
 - V. Awards Committee

IV. Breakout Session

- A. Board
 - I. Days for Summer Meeting
 - II. Look at new Adjudicator Contract
 - III. Review and vote on Written Policy on Selecting Adjudicators for Area, Region and State
 - IV. Review and vote on Requirements for Adjudicator Training
 - V. Review Adjudicator Evaluations (**Handout**)
- B. Standards and Practices
 - I. Joint
 - i. Nominations for TTAO positions
 - a. Board
 - i. Chair Elect
 - i. Carrie Klypchak
 - ii. EZEKIAL MORGAN
 - ii. Director-At-Large (Ezekial Morgan) (Possible)
 - i. Yvonne DuPree
 - ii. Craig Hertl
 - b. Standards & Practices
 - i. Region 3-CM (Dupree) Gary Cooper
Norma Thomas
Alternate: Lisa Herrera
 - ii. Region 3-Adj (deMontmollin)
 - i. Larry Carpenter
 - ii. Phillip Morgan
Alternate: Alan Otto
 - iii. Appointed At Large-Region 4 (Leos)
 - i. Larry Ahrnold
 - ii. Ross DeLeon
Alternate Kelsey Kling
David Nanny
 - iv. Appointed At Large-Region 2 (Hertel)
 - i. Jacob Davis
 - ii. Vickie Dillard
 - v. Appointed At Large-Region 1 (Buckner)
 - i. Jill Luddington
 - ii. Josh Blann
 - ii. Nominations for Legacy and Service Awards
 - i. Karen King sent to Jerry
 - II. Adjudicators
 - i. Repercussions of an Adjudicators performing in clinics without a conflict form
 - **Clinic host will provide list to clinician (p. 47-48).**
 - **Adjudicators responsibility to provide conflict of interest form**
 - **Directors need to see the chain of adjudicators they will have at every level, so that they can be responsible to avoid their adjudicators as clinicians**
 - **If you didn't sign the conflict form see page p. 47 removal will be required from a higher level contest. The same as consequence for adjudicating the same entry twice.**

- **Investigate options for a computer program that would allow for tracking and generating lists of adjudicators**

- ii. Statement concerning Adjudicators and Contest Managers not make verbal contracts
Contest managers

**It shall not permitted for adjudicators to make a verbal contract prior to August 15
The second and third panelist shall not make verbal contract prior to November 1
*As a subcommittee we believe that verbal agreements should be allowed but verbal contracts shouldn't. Therefore if someone calls and asks about your availability prior to the date, this should be allowable with the understanding this it is not a binding contract without signature.***

We propose to move the panel date up to October 1.

- iii. Repercussions of an Adjudicator that is currently directing or assisting with an OAP show.
Adjudicators who are currently serving as a one act play director or assistant director shall not adjudicate in any classification. Anyone in violation will have adjudication privileges revoked for the following year.
- iv. Wording requiring Adjudicators to print the Acting Ballots (no cursive)
When completing acting ballots adjudicators shall type or print names legibly, not write in cursive.
- v. Adjudicator Payment at Conclusion of Contest
We feel this is clearly stated on page 48.

- vi. Policy on Adjudicators not finishing a contest

In the case of a single adjudicator contest, if the adjudicator becomes incapacitated after the start of the contest, the contest manager must contact the State Theatre Director immediately. The state office will secure a replacement adjudicator. The contest may be rescheduled. The contest will begin again, performed in its entirety, for the new adjudicator.

In the case of a panel, if one member becomes incapacitated after the start of the contest, the contest manager must contact the State Theatre Director immediately. The acting adjudicator shall serve as the single adjudicator for the contest. The remaining adjudicator and the acting adjudicator shall split critiques evenly. In the event that the acting adjudicator becomes incapacitated, the second adjudicator will serve as the single adjudicator for the decision making part of the contest, and the remaining adjudicator and the second adjudicator shall split the critiques.

We recommend that this be added to the Contest manager's handbook on p. 89.

- vii. Wording on adding Adjudicators Conferring to the Ethics Violation list in the Handbook

Add to page 95 in the Handbook under Panel Judging Procedures:

After decisions are rendered, following the draw for critiques, adjudicators have permission to confer regarding verbal critiques.

Please also add this to Judging the Play on p. 49 in Adjudicator's section.

Take #17 on page 47 duplicated or moved to the ethics violation section.

- viii. List of workshop proposals for TheatreFest 2016 in Galveston
2016 TETA Programming:
TTAO - Open Forum - Jerry Ivins

Effective conferring regarding critiques: Seed questions to ask other adjudicators.

Mandy Epley

The Difficult Critique

The Evaluation form

Adjudicators and Contest Managers...Get More Contests! - Alison Frost

How to write an effective critique: Yvonne DuPree

Suggestions for Contest Managers on How to Make the Contest a Positive Experience –

Tenna Matthews Robin Robinson

2017 TETA Programming:

- ix. Any changes to the Play Evaluation Form?
- x. Review and suggest changes for Adjudicators Section of the Handbook pages 45-58

On page 50 the handbook states “make sure the method of critique is discussed with directors...seek their views...” This verbiage should be changed because it creates confusion.

P 58

Following verification of ranks, contest manager shall conduct a blind draw of advancing and another blind draw of non-advancing plays. Adjudicators may confer regarding critiques following the draw.

- III. Contest Managers
 - i. Eventual Contest Manager Evaluations
 - ii. Procedure for a double draw for new adjudicator critique during balloting
 - iii. Any changes to the CM Contract or Evaluation Form?
 - iv. Statement for placing music credits in all programs
 - v. Statement on the need for two timekeepers for all timed items
 - vi. Clarification on who can be an official timekeeper
 - vii. Is there a need for a warning for a play under 18 minutes
 - viii. Is there a need for additional diversity in panels?
 - ix. Create a section on safety for the handbook
 - a. Review and suggest changes for Adjudicators Section of the Handbook pages 59-96

V. Reconvene

- A. S&P Report
 - a. Adjudicators
 - b. Contest Managers
- B. Adjudicator Certification Workshops
 - 2016 Certification:
 - a. Dallas in November
 - b. Houston in Jan. or in Feb.
 - c. El Paso on March 20-21 - 6A Bi-District Competition
 - d. State Meet – Austin in April
- C. Super Conferences – As with TheatreFest – Keep your commitments.
 - a. Capital – June 20-21, 2016
 - i. Adjudication
 - ii. Contest Management

- b. SummerFest - July 15 -17 – San Marcos
 - i. Adjudication
 - ii. Contest Management
- c. September 17 – WTAMU, Canyon
 - i. Adjudication
 - ii. Contest Management
- d. September 24 - TAMUCC, Corpus Christi
 - i. Adjudication
 - ii. Contest Management
- e. October 22 - University of Texas at Austin
 - i. Adjudication
 - ii. Contest Management
- f. November 5 - UT Arlington
 - i. Adjudication
 - ii. Contest Management
- g. Thespians - Dec. 1-3 - Dallas
 - i. Adjudication
 - ii. Contest Management

D. Luis Report

VI. Adjournment

May 27, 2016

TTAO Board Meeting
Report of the Communications Director

1. I implemented and monitored a TTAO Membership Electronic Vote as voted on by the quorum of membership at the Jan. 29, 2016 TTAO Business meeting. The results from March 21-April 4, 2016 were:
 - a. I understand that UIL and TTAO strongly discourage adjudicators from posting results of contests they adjudicate on social media. Adjudicators should also refrain from posting superlative language ("amazing contest", "great directors") that could influence future adjudicators or that would make other panelists look like they didn't like the contest as much because they didn't post. If adjudicators are also contest managing, results may be posted but after identifying oneself as a Contest Manager. RESULT: 145 YES
 - b. I understand that TTAO Membership Renewal occurs every May—during which time all members must pay dues (if not Lifetime member) *and* update their individual membership biography. Failure to comply with the annual renewal by June 1st will prevent any adjudicator from being recommended for Area, Region, or State contests.
RESULT: 145 YES
 - c. I understand that Membership Re-certification (and additional Adjudicator Training) *only* occurs after an adjudicator fails to renew or adjudicate (or both) for 3 consecutive years.
RESULT: 145 YES
 - d. I understand the Minutes from the January 29, 2016 Membership Meeting held at the Hyatt Regency in Dallas are available for viewing at this web address:
<http://www.ttao.org/#!financial-records-and-annual-reports/cl4h>
RESULT: 145 YES
 - e. Nominations for Communications Director-Elect
Cathy Huvar: 52.41 % (76)
Craig Hertel: 47.59 % (69)
Nominations for Treasurer-Elect / Historian
Allana Patterson: 15.17 % (22)
Phillip Morgan: 24.83 % (36)
Rachel Mattox: 44.14 % (64)
Ronnie Watson: 15.86 % (23)
 - f. Nominations for Director-At-Large – 3 year commitment / Must be adjudicator
Carrie Klypchak: 39.31 % (57) Candidate withdrew/work obligations
Lynae Jacob: 21.38 % (31)
Ricky Ramon: 39.31 % (57)

g. Nominations for Region-Specific 3 year commitment

Region 4 CM

Eric Vera: 40.00 % (58)

Michael Avila: 60.00 % (87)

Region 2 CM

Jacob Davis: 33.79 % (49)

Karen King: 66.21 % (96)

Region 4 Adjudicator

Mandy Epley: 64.83 % (94)

Rosendo DeLeon: 35.17 % (51)

Region 2 Adjudicator

Michelle Howard-Schwind: 53.79 % (78)

Susan Gainer: 46.21 % (67)

2. Membership Renewal Period May 1-June 1, 2016 (Results as of May 27, 2016)

a. New to Membership Profile Information:

i. UIL Region location in which member resides

ii. Festivals with which adjudicator is connected

b. Membership Tallies as of May 28, 2016:

Level	Total	Active	Renewal overdue	Lapsed	Pending		New in last		
					New	Renewal	Level change	7 days	30 days
Annual Membership	387	290	17	18	34	45	-	33	60
Lifetime Membership	25	23	-	-	-	2	-	-	-
UIL Administration	1	1	-	-	-	-	-	-	-
TOTALS	413	315	17	18	34	47		33	60

3. The current Communications director welcomes Communications Director-Elect, Cathy Huvar.

Respectfully submitted,
Alison Frost, TTAO Communications Director
May 28, 2016

**Texas Theatre Adjudicators and Officials
Financial Report
As of May 27, 2016* (month is not over)**

Cash on Hand:

Wells Fargo Checking	16,662.68
Wells Fargo Savings	6,651.75
Pay Pal	14,532.50
	<u>37,846.93</u>

Revenue

Membership Dues	15,482.50
Interest Income	-
	<u>15,482.50</u>

Expenses

Bank/Credit Card/Pay Pal Fees	-
Business Registration Fees	-
Awards	609.42
Trainings	1,489.79
Accounting	-
Dues	-
Postage and PO Box Rental	-
Website	4.95
	<u>2,104.16</u>

Net Income

13,378.34