



TTAO Board and S&P Meeting
Austin Community College – Highland Campus, Austin
ROOM HLC1-2209 BOARD
ROOM HLC1 – 2210 S&P
10:30 am -- June 9, 2017

Call to Order

Board Members Present: Jerry Ivins, Mark Pickell, Carrie Klypchak, Alison Frost, Cathy Huvar, Kathy Love Harvey, Rachel Mattox, Ricky Ramon, Robin Robinson,

Board Members Absent: Craig Hertel

S&P Members Present: Bobby Robinson, Karen King, Gary Cooper, Michael Avila, Deb Shaw, Michelle Howard-Schwind, Phillip Morgan, Mandy Epley, Jill Ludington, Missey Head, Jay Thomas, Jim Mammarella

S&P Members Absent: None

Guests: None

STANDING REPORTS

Chair Report (Jerry Ivins)

- Quiet year compared to last year
- Change in meeting organization to allow Chair-Elect to be with the Board
- Most agenda items concern Contest Management

Chair-Elect Report (Mark Pickell)

Will email report to Alison and Cathy

Communications Director Report (Alison Frost)

Will email to Cathy

Financial Report (Kathy Love Harvey)

Will email to Cathy

Luis Munoz Update

Luis was unable to attend the meeting. Mark will meet with him for updates.

Old Business (Jerry Ivins)

A. Minutes



- Karen King moved approval of minutes from Board Meeting and Business Meeting at TETA in January 2017. Rachel Mattox seconded. Motion passed unanimously

B. Insuring Advancing Play Critiques

- This process has been very successful
- Asked S&P to clarify who determines draw and whether it matters if adjudicators switch if they feel it would better serve the school being critiqued.

C. Confirming Adjudicator Assignments

- TTAO recommends, but State Drama Director makes final decision.
- TTAO should not be contacting Adjudicators about placement
- Had issue with Contest Managers not sending out contracts
- We need clarification on who assigns and contacts upper level judges
- Can State create a database?

D. Ethical Issues for Social Media Postings

- Best practice is not to post anything about contests on social media.
- Mandy suggested that we may want to create our own social media page. People want immediacy and the UIL website isn't always updated quickly.
- Recommendation that S&P create wording for how to update brackets and using other social media methods already used by other UIL activities. Ex: Twitter

E. Branding and Clothing

- Alison discussed the idea of branding and asked for a volunteer to undertake this project
- Mandy agreed to work on it.

F. Recertification

- For adjudicators it could be as simple as a list for them to acknowledge when renewing
- Recommendation that S&P come up with a list of issues that have come up that Adjudicators need remember.
- Discussion of Contest Manager certification which is currently handled by UIL State office
- Should be done by TTAO
- Mark suggested that we create our own TTAO Contest Manager certification
- Needs to be like Adjudicator certification with onsite and classroom elements.
- We need to make sure that both TTAO and UIL aren't certifying Contest Managers

G. Website

- Website is unclear for Contest Managers
- Website could be used as a portal
- Calendar should be expanded to include more dates to accommodate junior high contests



- Mark stated that we have built in time to work on this later in the meetings this weekend.

New Business (Mark Pickell)

A. New Chair

Jerry Ivins handed the gavel over to Mark Pickell. Mark thanked Jerry for his service as Chair.

B. Board Training

Mark used a Prezi presentation to train Board about TTAO

- Organizational history
- By Laws
- Manual of Operations
 1. Needs to include procedures for handling complaints
 2. Change Secretary to Communications Director
 3. Create duties for Communications Director-Elect
 4. Add that if a vacancy occurs and there is an Elect position, that Elect position takes over the vacancy and the Elect position is filled from the S&P Committee
 5. Do we need to raise quorum threshold number?

C. Organizational Goals

- BHAG – TTAO's representation will mirror the student population
- Short Term Goals
 1. Create a new membership platform
 2. Create a Contest Manager certification program including the possibility of criteria for a Master Contest Manager
 3. Develop a communication strategy
 4. Refine procedures and develop specific forms that are needed in the organization
- Long Term Goals
 1. Inclusion of other contests into the organization
 2. Increase public and school profile of TTAO
 3. Create a professional learning pathway
 4. Have the best trained officials for all schools
 5. Be a role model for national and international adjudicator organizations
 6. Recruit and support new adjudicators more effectively

D. Workshop Assignments

- Capital Conference – June 26-27, 2017
 - Adjudicator – Ricky Ramon
 - Contest Manager – Michael Avila
- Summerfest – July 15 – 17 – San Angelo



- Adjudicator – Deb Shaw
- Contest Manager – Ricky Ramon
- September 9 – Tyler Junior College
 - Adjudicator – Carrie Klypchak
 - Contest Manager – Karen King
- September 23 – Texas Tech University
 - Adjudicator – Jill Ludington
 - Contest Manager – Deb Shaw
- September 30 – University of Houston
 - Adjudicator – Phillip Morgan
 - Contest Manager – Gary cooper
- TBA – University of Texas
 - Adjudicator – Mark Pickell
 - Contest Manager – Michael Avila
- Thespians – Nov. 15-18 – Dallas
 - Adjudicator – Kathy Love-Harvey
 - Contest Manager – Craig Hertel
- Robin Robinson will confirm workshops and presenters
- Alison put reminders into calendar for presenters
- TTAO could provide travel reimbursement for San Angelo workshop presenters.
- Request for Tabulation workshop to be presented at all conferences. Perhaps a powerpoint could be created for presenters to use.

E. TETA Workshops

- TTAO Board Meeting – Mark Pickell
- TTAO Business Meeting – Mark Pickell
- Open Forum – Mark Pickell
- TTAO Sponsored Workshop – Mandy Epley/Cathy Huvar
- TTAO Sponsored Workshop – Rachel Mattox/Phillip Morgan
- TTAO Sponsored Workshop – Ricky Ramon/Ezekiel Morgan
- TTAO/UII Contest Managers Training II – Jerry Ivins/Jay Thomas
- TTAO/UII OAP Contest Training 101 – Jerry Ivins/Jay Thomas
- Lunch with UII and TTAO – Luis Munoz/Mark Pickell
- Understanding the Tabulation and Evaluation Systems and Forms – Craig Hertel
- Robin will check with Craig about Tabulation Workshop
- Presenters must submit workshop proposal by TETA deadline. If there are two presenters, the presenter listed first will submit the proposal.
- Jim Mammarella and Phillip Morgan will work on the format for the Meet the State Meet Judges at TETA



- Requested reminders be placed on calendars proposal submission deadline date

H. UIL Film Contest

- Discussion of conducting clinics for film making
- Discussion of representation in S&P for film
- Concerns
 1. Does it change our focus/mission statement?
 2. Added weight to an organization still struggling with how to handle Contest Management
- Mark Pickell appointed and Ad Hoc Committee to study the long term and short term pros and cons of TTAO involvement with UIL film making. Committee members are: Phillip Morgan, Karen King, Jim Mammarella, Jerry Ivins and Mandy Epley. This committee will report to the TTAO Board at the next Board meeting in January

J. Scholarships Awarded at Contests

- This is clearly not allowed. TTAO has no responsibility to enforce this. That responsibility belongs to UIL.
- TTAO needs a procedure in place to handle complaints about Adjudicators and Contest Managers

K. Delayed Payments

- Recommendation that S&P develop guidelines for resolving delayed payment issues.
- Mark Pickell moved that we create guidelines for resolving delayed payment issues and publish those guidelines on the TTAO website. Jerry Ivins seconded. Motion passed unanimously.

L. Contest Managers Assigned for Upper Level Contests

- Jerry Ivins moved that we table this issue . Mark Pickell seconded the motion. Motion passed unanimously

Adjournment for Lunch Break

BREAK OUT SESSION

Board reconvened at 2:30 pm

A. Agenda for Saturday Morning

- 8 am – 11 am
- Board will split into three groups for a working session
 - Communication Strategies
 - Contest Manager Certification
 - Implementation of Calendar and Website



B. Communication Brainstorming

- Methods
 - Facebook
 - Twitter
 - Linked In
 - Instagram
 - Email Blast
 - Snail Mail
 - TTAO Website and Blog
- Ideas
 - Workshops
 - Elections
 - Renewal Reminders
 - Content for Contest Managers
 - Videos

C. Evaluation Feedback

- Ricky Ramon reviewed the evaluation issues from last year.
- Mark Pickell recommended that we clarify TTAO's role regarding the distribution of the evaluations.
- Recommended that we have the spread sheet to use to use for reviewing evaluations.
- TTAO agreed to handle the distribution this year alone.
- Discussion about who has ownership of the evaluations – UIL or TTAO? Shared ownership would make the process easier.
- Mark Pickell moved that TTAO recommend to Luis that a box be added to the evaluation sheets for directors to identify whether or not they advanced. Ricky seconded the motion. Motion passed unanimously.
- Discussion of the development of procedures to put in place to address Adjudicators who have a history of problem evaluations.
- Recommend the following possible actions:
 1. Letter to Adjudicator advising them to carefully consider evaluations
 2. Letter to Adjudicator addressing specific issues identified through evaluations
 3. Letter to Adjudicator requiring them to work on a Growth Plan which would include recertification.
 4. Letter to Adjudicator removing them from Area, Regional and State assignments.
 5. Letter to Adjudicator revoking their TTAO membership.
 6. Appeals procedure must be made clear to Adjudicator.



- Ricky Ramon recommended that a letter also be included with evaluations thanking Adjudicators for their service.

Board went into closed session.

D. Selection of Area, Region and State Adjudicators

- Identified the number of judges each Board member needs to nominate.
- Alison Frost emailed a list of all eligible Adjudicators for Board members to consider
- Board members were instructed to email their initial list of 72 Adjudicators to Mark Pickell tonight.

Jerry Moved that the meeting be adjourned. Ricky Ramon seconded the motion. Motion passed unanimously.



**BOARD AND S&P MEETING
8 AM – SATURDAY, JUNE 10, 2017**

Call to Order

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

Board Members Absent: None

S&P Members Present: Bobby Robinson, Karen King, Gary Cooper, Michael Avila, Deb Shaw, Phillip Morgan, Mandy Epley, Jill Ludington, Missey Head, Jay Thomas, Jim Mammarella

S&P Members Absent: Michelle Howard-Schwind

Guests Present: Anna Swenson

Board and S&P convened in separate sessions

Board Meeting

A. Anna Swenson – TTAO Accountant

- She gave overview of her duties
- Discussion of changing current PO Box to one that would be handled by the accountant
 - She could check it daily and handle the mail
 - No cost involved except for changes to stationery
- **Motion:** Kathy Love Harvey moved that we change the TTAO PO mailbox to the accountant's PO Box. Alison Frost seconded. Motion passed unanimously

B. Break out Session

- Implementation of Communication Strategy: Mark Pickell, Ricky Ramon, Kathy Love Harvey, Rachel Mattox
- Brainstorm Ideas for CM Certification Training: Jerry Ivins, Craig Hertel, Robin Robinson
- Implementation of Calendar and Website: Alison Frost, Cathy Huvar

RECONVENE WITH S&P

S&P REPORT

Adjudicators S& Report

A. Awards Committee

- Legacy – Charles Jefferies, Beverly Murray, E. Don Williams
- Service – Travis Springfield, Rick Garcia

B. Board and S&P Recommendations

Board

- **Communications Director-Elect**
 - Brad Nies
 - Ricky Ramon



- **Treasurer-Elect/Historian**

- Ezekiel Morgan
- Lisa Hale

- **Director-At-Large**

- Scott Allen
- Rick Garcia

- **Director-At-Large**

- Deb Shaw
- Omar Leos

Standards & Practices

- **Region 1 CM (2 slots)**

- Tana Howard
- Gary Davis
- Tim Tatum
- Cy Scroggins

- **Region 1 Adj**

- Aaron Adair
- Denise Green

- **Appointed-At-Large**

- Lisa Herrera
- Larry Carpenter
- Kelsey King

C. Critiques

- S&P supports critiques after performances but before awards by the following vote:
For-10
Against – 0
Abstain - 1

D. Middle School Adjudicators

- Recommendation: Middle school teachers who are directing at OAP contest or festival cannot serve as Adjudicators

E. Renewal Statements

- Simultaneous critiques are allowed
- Each Adjudicator gets an advancing and a non-advancing play to critique
- Adjudicators conferring after results are tabulated is allowed
- Ethics Standards – should include one cannot offer scholarships or recruit at the contest (23rd edition of OAP Handbook-page 50)
- Acting Adjudicator breaks ties
- Adjudicators must click link and agree before paying and renewing for the year

F. Changes to Adjudicator/CM Contract Forms

- Technical issues with digital signatures and sending contract digitally
- Font size is very small



- Add:
 - Payments will be made by _____. If a judge has paid for their airfare/hotel/rental car the SHALL be reimbursed within two weeks following the date of the contest by the _____.

G. Changes to Play Evaluation Form

- Under theme and style:
 - Move “Consistency with conceptual choices” to third line under Theme/Style
 - Cut “Overall consistency and execution of directorial choices”
- Line is needed for Judge name
- Use a spectrum of Fair.....Good.....Excellent rather than check boxes
- Possible to add a drag button for online forms
- Keep box for N/A.

H. Minimum Requirements for Certification

- S&P supports the following:
 - Undergraduate degree in theatre and one of the following:
 - Advanced degree in theatre
 - Three years educational theatre experience post degree
 - Three years professional theatre experience post degree

I. Process for Grievances and Agenda Items

- Put a form on the website asking for issues and possible solutions to be included on the agenda
- Whoever receives it should then vet it and forward it
- We should address issues from our membership
- High school director concerns should go through UIL Advisory Committee

J. Combat

- Reinforce to Contest Managers during Contest Manager training that they should see the rehearsal and if the fight changes during performance to a full contact slap, that should be reported to State UIL office
- Recommend to UIL: SAFD be allowed and available to direct fight choreography for OAP
- Add to renewal statement: TTAO supports SAFD stage combat practices

K. Contest Manager/Director During Set/Strike

- Recommend that UIL should clarify in handbook whether or not the Contest Manager should/must be backstage during set and strike
- Recommend to UIL that strike not begin before the director is backstage

L. Requiring Announcements

- Recommend to UIL that the handbook should incorporate a Contest Manager’s checklist for things that MUST be announced at the contest
- Include this information in Contest Manager trainings

M. Correct Script Markings



- Set up “Nuts and Bolts of Cutting and labeling a Script correctly for OAP” workshops at TETA/Super Conferences/Capital Conference.

N. Email Cast Lists

- No rule needed, however Adjudicators may request a digital copy of the cast list if available from the Contest Manager
- Incorporate this information into new Contest Manager trainings
- Requiring that strike not start until director is backstage could delay contest
- This should be left up to UIL to determine
- S&P recommends that TTAO support directors being backstage before strike starts

O. Rehearsal Times

- Include time management strategies and information in Contest Manager training

P. Foot Safety

- Make it site specific
- Include safety procedures in Contest Manager certification

Q. Script Delivery

- Recommends that Board makes a state to UIL indicating that current OAP contest scheduling impedes the quality of the educational process
 - No growth time
 - Unreasonable to ask Adjudicator to become familiar with script with such quick turn around time
 - Huge expense to directors in order to mail scripts next day
 - Perhaps no scripts should be required if the time is unreasonable

R. Host/Hired Contest Manager Responsibilities

- Karen King will combine the notes from the three documents and send to Jerry Ivins, Mark Pickell and Carrie Klypchak

Contest Manager Certification (Jerry Ivins)

- TTAO should create a certification system for all Contest Managers to be members of TTAO. It should mirror the Adjudicator certification process. Possible format:
 - Observe an OAP contest with 4-6 plays
 - Observe load in, rehearsal of at least 2 plays
 - 1st classroom session during the load in/rehearsal for remaining plays
 - Attend Directors’ Meeting
 - Observe set/performance/strike for two plays
 - 2nd classroom session during set/performance/strike of remaining plays
 - Observe tabulation process/awards/critique
 - Recap session after contest to address paperwork and have a Q&A session with a Contest Manager
- Unsure if there would be dual certification with UIL and TTAO



- Would like to pilot this training this year and tie to Adjudicator training
- Recommended that TTAO continue to work on this

S&P ADJOURNED

A. Recap and Vote of S&P Reports

a. Awards

- TTAO needs to set criteria for Legacy and Service Awards
 - **Motion:** Ricky Ramon moved that the Legacy Awards should be given to retired Adjudicators and Contest Managers. Rachel Mattox seconded the motion. The motion passed unanimously.
 - Robin Robinson worked on wording for criteria for Service Award: The TTAO Service Award will honor a member of TTAO or continuous and significant service to the TTAO organization.
 - **Awards given:**
Legacy Award: Charles Jefferies and C. Lee Turner
Service Award – Travis Springfield
- TTAO needs to include the criteria for these awards in the Manual of Operations.

b. Nominations for Board and S&P Positions

- Add criteria for nominations for Board positions to Manual of Operations
 - **Motion:** Jerry moved to amend the Manual of Operations to state that in order to be nominated for Chair-Elect the nominee must have completed or must be currently serving a term on the Board of Directors. Carrie Klypchak seconded the motion. The motion passed unanimously.
 - **Motion:** : Jerry moved to amend the Manual of Operations to state that in order to serve on the Board of Directors the nominee must have completed or currently be serving a term on S&P. Ricky Ramon seconded the motion. Motion passed unanimously.
 - **Motion:** Jerry moved to amend the Manual of Operations to state that there must be a two year hiatus prior to accepting another position on the Board of Directors with the exception of the Chair-Elect position. Robin Robinson seconded the motion. Motion passed with one vote against.
 - **Motion:** Jerry moved to accept the nominations as recommended by S&P with the exceptions of those who do not meet the criteria established. Craig Hertel seconded the motion. The motion passed unanimously
- **Appointment of At Large position on S&P**
 - Phillip Taylor was added as a nominee to the S&P slate.
 - Phillip Taylor was selected to the position by a vote of the Board

c. Critiques after performance



- **Motion:** Jerry Ivins moved that we pilot the idea of giving critiques before the awards at a 9th grade or middle school contest this year. Carrie Klypchak seconded the motion. Motion passed unanimously.

d. Middle School Teachers Adjudicating

- Mark Pickell appointed Robin Robinson to chair and Ad Hoc Committee to explore the implications of changing the status of middle school teachers as Adjudicators particularly as it applies to geographical areas. Cathy Huvar and Ricky Ramon will also serve on this committee. The committee will report back in January

e. Renewal Statements

- The S&P recommended statements should be put on the TTAO website
- Add statement about procedures for an incapacitated Adjudicator

f. Contracts

- **Motion:** Kathy Love Harvey moved that Jerry Ivins implement recommended changes into a new contract form. Jerry Ivins seconded the motion. Motion passed unanimously.

g. Play Evaluation Form

- **Motion:** Alison moved that we recommend the use of a spectrum on the evaluation sheet to the UIL office. Craig seconded the motion. Motion passed unanimously.

h. Combat Slaps

- **Motion:** Craig Hertel moved that we recommend that the UIL office exam the wording being used dealing with stage combat to make it more specific. Carrie Klypchak seconded the motion. The motion passed unanimously.
- Adjudicator training should include stage combat safety procedures
- Ultimate decision regarding safety belongs to the Contest Manager

i. Contest Manager/Director Backstage During Set/Strike

- **Contest Manager Backstage During Set/Strike**
 - **Motion:** Kathy Love Harvey moved that no action be taken on this item. Rachel Mattox seconded the motion. Motion passed unanimously.
- **Director Backstage before Strike Begins**
 - **Motion:** Ricky Ramon moved that we take no action on this item. Rachel Mattox seconded the motion. Motion passed unanimously.

j. Announcements

- **Motion:** Kathy Love Harvey moved that no action be taken on this item. Rachel Mattox seconded the motion. Motion passed unanimously.

k. Correct Script Markings

- **Motion:** Robin Robinson moved that we send this item to UIL Advisory Committee. Kathy Love Harvey seconded the motion. Motion passed unanimously.

l. Rehearsal Times

- **Motion:** Carrie Klypchak moved that rehearsal times and appropriate time management be included in the new Contest Manager training. Robin Robinson seconded the motion. Motion passed unanimously.



m. Foot Safety

- **Motion:** Carrie Klypchak moved that we incorporate a statement in new Contest Manager training that site-specific safety procedures may be enforced unless it impedes or conflicts with UIL OAP rules. Kathy Love Harvey seconded the motion. Motion passed unanimously.

n. Script Delivery

- **Motion:** Rachel Mattox moved that we express concern to the UIL State office about the hardship of the fast turn around times for contests and the negative effects that has on the educational value of the contest. Jerry Ivins seconded the motion. Motion passed unanimously.

o. Requirements for Adjudicators

- **Motion:** Mark Pickell moved to amend the Manual of Operations to specify that the minimum requirements for consideration of Adjudicator certification be a Bachelor's degree in Theatre and one or more of the following:
 - Advanced degree in Theatre
 - Three or more years of educational theatre experience post degree
 - Three years of professional theatre experience post degreeJerry Ivins seconded the motion. Motion passed unanimously.

p. Grievances

- Mark Pickell will chair an Ad Hoc Committee to study methods of addressing grievances. Other committee members include Carrie Klypchak and Alison Frost. The committee will report back to the Board of Directors.

B. Website to House Adjudicator Contracts

- Tim Thomas requests 50% of initial fee to begin work on new platform
- Discussion of appropriate maintenance fee
- Could have a pilot program in place for Spring, 2018
- **Motion:** Alison moved that we move forward with the creation of the new platform and pay a monthly maintenance fee of \$100. Robin seconded the motion. Motion passed unanimously.
- Mark will contact Tim
- Mark will set up a meeting about the new platform with Tim, Alison and any other interested Board members.

C. Contest Manager Required Membership

- Consider who will be implicated
- No need for Contest Managers to recertify every year
- Create a threshold of 3 contests managed or 3 years as a Contest Manager to be grandfathered in.
- Test over new rules and important issues rather than entire test for current Contest Managers
- TTAO could maintain a list of Contest Managers available to hire



- **Motion:** Ricky moved that TTAO, in support of UIL Contest Managers, will pilot a live Contest Manager training this year connected to a OAP contest. Craig Hertel seconded the motion. Motion passed unanimously.
- **Motion:** Jerry Ivins moved that TTAO should approach the UIL Legislative Council in support of requiring all OAP Contest Managers be certified and members of TTAO. Craig Hertel seconded the motion. Motion passed unanimously.

D. Certification Payment

- **Motion:** Jerry Ivins moved that TTAO pay a \$400 honorarium to those who train Adjudicators and Contest Managers and make that retroactive to this year. Craig Hertel seconded the motion. Motion passed with two abstentions.
- **Motion:** Carrie Klypchak moved that to reconsider the motion until it can be researched. Robin Robinson seconded the motion. Motion passed with one vote against.
- **Motion:** Mark Pickell moved that Kathy Love Harvey explore the possibility of TTAO paying an honorarium to those who train Adjudicators and Contest Managers and report back to the Board of Directors. Ricky Ramon seconded the motion. Motion passed with one vote against.

E. Increase of Area, Regional and State Fees for Adjudicators and Contest Managers

- **Motion:** Mark moved that TTAO will clarify the fees for Adjudicators at the Area, Regional and State contests with the UIL office. Robin Robinson seconded the motion. Motion passed unanimously.

F. Position of Critiques

G. Online Quorum

- Manual of Operations only specifies a 10% in person quorum
- No online quorum specified
- Discussion about establishing online quorum as 30% and raising the in person quorum threshold.
- Quorum question must be voted on by membership
- **Motion:** Mark moved that he explore how best to change the By Laws and Manual of Operations to include online voting threshold and explore an increase in the live quorum threshold. He will report back to the board before the deadline to bring such items for a vote of the membership in January. Ricky seconded the motion. Motion passed unanimously.

H. Adjudicators and Clinic Conflict Form

- Both Adjudicator and Host are responsible for the form
- TTAOs new platform could make it easier to see the conflict
- TTAO needs to adopt our own ethics standards and method of dealing with these issues
- Improve communication with Adjudicators about this issue
- **Motion:** Mark moved that we add this need to our Communication Strategy. Jerry seconded the motion. Motion passed unanimously.



I. Adjudicator Certification Workshops and Sites

- Make workshop and site suggestions and let Carrie determine what works best with her schedule
- Discussion of going back to only three certifications
- **Motion:** Mark moved that we have three Adjudicator trainings. One in the Valley, one in Dallas and one at the State Meet. The pilot Contest Manager training would be tied in to one of the first two contest. The Plano 9th grade contest might work for that. Rachel Mattox seconded the motion. Motions passed unanimously.
- Carrie will send dates of trainings to Alison Frost

J. TTAO Credit Cards

- Discussion of credit vs debit cards
- Discussion of who needs a card
- **Motion:** Mark moved that Kathy Love Harvey, Rachel Mattox in conjunction with the TTAO accountant will explore the best practices for using TTAO credit/debit cards linked with the organization's account. They will report back to the Board of Directors. Carrie Klypchak seconded the motion. Motion passed unanimously.

K. Directors Adjudicating

- **Motion:** Mark moved that we amend the Manual of Operations, Article III, Section 3 to say: Adjudicators may not be listed as a director of an official OAP entry at the high school or middle school level. Jerry seconded the motion. Motion passed unanimously.

L. Requirement for Chair

M. Online Voting

N. MOO changes

- Jerry Ivins and Cathy Huvar will meet to merge recommendations for changes to the Manual of Operation from the summer meeting with past recommendations.
- Mark Pickell will schedule a phone meeting to go over the recommended changes to the Manual of Operations and the By Laws

O. TTAO Planning Meeting

- **Motion:** Mark Pickell moved that no action be taken on this item. Robin Robinson seconded the motion. Motion passed unanimously.

P. Awards

- Members voted on high school scholarship applicants
 - Acting Scholarship – Malana Wilson
 - Technical Scholarship – Kendall Watson
 - At Large Scholarship – Branson Cobb

Q. Tabulation Issue

- Discussion of questions concerning method of tabulation.



- **Motion:** Mark moved that an Ad Hoc Committee consisting of Jerry Ivins, Craig Hertel and Luis Munoz be created to explore this issue and report back to the Board of Directors in January. Robin Robinson seconded the motion. Motion passed unanimously.

R. Adjudicator Assignments

- **Motion:** Carrie Klypchak moved that no action be taken on this item. Craig Hertel seconded the motion. Motion passed unanimously.

S. Adjudicators Being Ill

- If an Adjudicator is incapacitated, the protest must be made before the decision of the Adjudicators is made.
- The process for this kind of situation should be communicated in both Adjudicator and Contest Manager training
- TTAO should respond to members who submitted concerns regarding this issue by saying that rules for this situation are in place and will be addressed in new Contest Manager and Adjudicator trainings.

T. Balloting for Adjudicators for Area, Region and State Contests

- Mark Pickell reviewed the balloting process used
- Final list of will include the top 73 Adjudicators as well as any adjudicators that got votes

The meeting adjourned.

June 9, 2017

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. 28, 2017 TTAO Business meeting. The results from March 6-April 4, 2017 online election were as follows:

CHAIR-ELECT	DIRECTOR-AT-LARGE	REGION 3 CM	REGION 3 ADJ.
Carrie Klypchak 93 Votes	Craig Hertel 70 Votes	Gary Cooper 66 Votes	Phillip Morgan 76 Votes
Ezekiel Morgan 67 Votes	Allen Otto 18 Votes	Magda Mirelez 56 Votes	Adam Zarowski 25 Votes
	Ronnie Watson 26 Votes	Norma Jo Thomas 35 Votes	Larry Carpenter 56 Votes
	Yvonne Phillips Dupree 41 Votes		

A total of 159 people voted in the 2017 election.
This was in an increase of 14 votes from the 2016 total of 145 Votes.

2. Membership Renewal Period May 1-June 1, 2017
 - a. Membership Tallies as of June 8, 2017 are in the chart below. Of the 322 Active members who renew annually or converted to Lifetime, 21 members paid by check. All else used PayPal.
 - b. I quite a bit of time doing a little house cleaning and “archived” some 25-30 members who had not renewed or logged in over the past two years. Their contacts can be restored, but their won’t count against our Wild Apricot payment plan which is 500 members.

Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Annual Membership	<u>402</u>	<u>322</u>	<u>74</u>	<u>59</u>	<u>20</u>	<u>1</u>	-	<u>4</u>	<u>17</u>
Lifetime Membership	<u>29</u>	<u>28</u>	-	<u>1</u>	-	-	-	-	-
UIL Administration	<u>2</u>	<u>2</u>	-	-	-	-	-	-	-
Total	<u>433</u>	<u>352</u>	<u>74</u>	<u>60</u>	<u>20</u>	<u>1</u>	-	<u>4</u>	<u>17</u>

3. Steps have been taken to move the WWW.TTAO.ORG website to it’s own independent Wix site. It will need a some cleaning and tweaking over the summer. It will be ready to pass off to the new Communications personnel soon.

Respectfully submitted,
Alison Frost, TTAO Communications Director
June 9, 2017

**Texas Theatre Adjudicators and Officials
Financial Report**

As of 5/31/2017

Cash on Hand:

Wells Fargo Checking	30,225.30
Wells Fargo Savings	8,454.20
Pay Pal	11,491.60
	<u>50,171.10</u>

**For the Five Months
Ended May 31, 2017**

Revenue

Membership Dues	18,657.79
Interest Income	1.01
	<u>18,658.80</u>

Expenses

Program Expenses

Awards	1,025.98
Travel	778.08
Supplies	130.09
Training Expenses	40.00
Scholarships paid	

Operations

Business registration fees	50.00
Bank and PayPal fees	30.55
Website	
Accounting	-
Postage and mailings	-
Dues	-
Website	24.75
	<u>2,079.45</u>

Net Income

16,579.35

No assurance is provided on these financial statements.

June 9, 2017

Chair Elect Report

We have certified a total of 24 new adjudicators since our last meeting:

Houston Training
February 10-11
5 New Adjudicators

El Paso Training
March 3-4
6 New Adjudicators

State OAP Training
April 12-13
13 New Adjudicators

During this time I also started a manual for adjudicator training - will try to finish before next meeting. I look forward to finishing this manual before Dr. Klypchak's first adjudicator training

Respectfully Submitted,

Mark Pickell
Chair-Elect