



TTAO Board and S&P Meeting
9 a.m. - Friday - June 12, 2015
UIL Office, Austin

Call to Order

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

S&P Members Present: Jackie deMontmollin, Mariana Jones-Meadors, Omar Leos, Rene Buchanan, Deb Shaw, Billy Dragoo, Bobby Robinson, Freddie Buchner, Jay Thomas

Board Members Absent: None

S&P Members Absent: Craig Hertel, Yvonne Phillips-Dupree, Lisa Hale

Guests: Luis Munoz, State Theatre Director

MINUTES

Minutes for Feb. 1, 2015 are posted online: <http://www.ttao.org/#!/business-documents/caj6>

Jerry moved to accept.

Travis seconded.

STANDING REPORTS

Travis Springfield:

Thank you to all.

Jerry Ivins:

- Ricky Ramon explored how to collect money, hire an accountant.
- Alison Frost: new website, new membership directory
- Travis Springfield: right person for the right time to deal with volatility of change.
- Elizabeth w/ UIL: Thanks to her for doing a phenomenal job. Very supportive!
- State UIL was celebratory!
- Luis: Fantastic job and thanks so much!
- Grateful for Adjudicator and Contest Manager representation wit S&P.

Ricky Ramon:

Finances will be posted online. <http://www.ttao.org/#!/financial-records-and-annual-reports/cl4h>

As of May 31, 2015 Cash on Hand:

\$17,711.42 / Savings \$1550.22 / PayPal \$1254.50= \$20516.14 TOTAL

As of May 31, 2015 Revenue:

\$11,835.03 Dues / Interest Income .16

As of May 31, 2015 Expenses:

Software: \$540

Bank/Credit card/PayPal Fees: \$405.07

Training Expenses: \$315.89

Accounting: \$112.50

Awards: \$55.21

Website: \$24.75

Total: \$1453.42

As of May 31, 2015 Net Income: \$10,381.61

Accountant made 2 recommendations:

1. We should save 6 months of expenses in savings. (\$4650)
2. As a Non-Profit we should spend 80-85% of our revenue which is: \$9600 annually
 - a. Non-Profits usually spend their money on banquets, training, hotels, scholarships, awards, ...

Jackie moved to accept report. Freddie seconded.

Alison Frost

1. Alison implemented and monitored a TTAO Membership Electronic Vote as voted on by the quorum of membership at the Feb. 1 TTAO Business meeting. The results from Feb. 2-4, 2015 were:
 - a. As a newly established non-profit organization, it is necessary to have approval of organizational By-Laws. The TTAO By-Laws were distributed to all members to review via email attachment and web link. Do you accept these By-Laws as presented to the TTAO membership? **YES: 188 / NO: 1**
 - a. As discussed at the TTAO Business meeting on Feb. 1, 2015, TTAO will raise annual membership dues from \$35 to \$50 to align with the minimum judging fee per play. This fee increase will also raise the Lifetime Member fee from the old TETA/AO fee of \$300 to \$500. (TTAO did not offer a Lifetime Member during our initial registration period.) These increases will offset the expenses that any new organization incurs including the cost and investment of improved member management web platform(s), establishing TTAO scholarships, certification expenses, etc.... Do you approve this increase in fees? Fees \$50/\$500: **YES: 171 / NO: 18**
 - b. The following are nominated for the TTAO Standards and Practices committee Adjudicator Representative, Region 1 (This position will replace outgoing representative, Kathy Harvey.) VOTE FOR 1: **Deb Shaw/112** Stephen Crandall/77
 - c. The following are nominated for the TTAO Board of Directors: Director At Large, Region 1 (This position will replace outgoing representative, Charlie Hukill.) VOTE FOR 1: Cathy Huvar/83 **Robin Robinson/106**
 - d. The following are nominated for the TTAO Board of Directors: Treasurer (New position established in June 2014. Term Ends 2016) VOTE FOR 1: Lynae Jacob/59 **Ricky Ramon/130**
 - a. The following are nominated for the TTAO Board of Directors: Treasurer Elect/Historian (New position established in June 2014. Term Ends 2016) VOTE FOR 1: **Kathy Harvey/117** Troy Tinney 72
2. On April 22, 2015, TTAO was approved for Google Apps for Non-Profits. Alison connected our domain with Gmail and created a series of ttao.org email aliases including secretary@ttao.org which I have used exclusively for membership renewal purposes.
3. On April 26, 2015, the Board approved via email for TTAO to pay Wild Apricot the discounted rate of \$540 for one year of service for membership services. NOTE: If we commit to one or two years of service by August 31, 2015 we may keep the "locked in" price of \$540 per year for

one or two years. If choose not to pay in advance by August 31 for one or two years, the price will increase on April 25, 2016 to \$756 per year.

4. Membership Renewal Period May 11-June 1, 2015
 - a. All members must:
 - i. Pay Dues (if not a Lifetime member)
 - ii. Annually update personal Membership Directory Page
 - b. New to Membership Directory Profile Information:
 - i. Nearest ESC Regional Service Center
 - ii. Zone-State Dates of Availability
 - iii. Separate biography for program if needed
 - iv. Personal notes/requests to Contest Managers
 - c. Membership Tallies as of June 12, 2015:
 - i. Total TTAO Membership on January 31, 2015: 260
 - ii. Total TTAO Membership on June 12, 2015: 309 (Increase 49 since Jan.)
 - iii. Total Active Adjudicators/CM combination: 245
 - iv. Total Active Contest Managers only: 8
 - v. Total Lifetime Members: 17 (3 new in 2015)
 - vi. Pending/Lapsed Adjudicators & Contest Managers: 56
 - vii. Total Membership Payments Submitted via PayPal: 228
 - viii. Total Membership Payments Submitted via Check: 36
 - ix. Total emails assisting Membership with renewals & reminders:
 1. Through Wild Apricot: 2103
 2. Through secretary@ttaa.org: 748
5. Embroidered TTAO logo shirts from American Embroidery in Corpus Christi, Texas
 - a. One-time set up fee: \$40 approx.
 - b. Long-sleeve/Short-sleeve button down shirt w/ logo: \$35 approx. + shipping
 - c. Short-sleeve Polo-style (women or men style) w/ logo: \$25 approx. + shipping
 - d. In lieu of shipping, shirts could be made available for pick-up at TETA in January 2016.
 - e. Assorted colors available

Freddie moved to accept the report. Jackie seconded.

The report is posted online: <http://www.ttaa.org/#!financial-records-and-annual-reports/cl4h>

Luis Munoz: Update

- A. Thank you to all.
- B. Hooray to Travis Springfield and congrats on the Standing Ovation he received at State.
- C. What TTAO is doing is invaluable.
- D. What TTAO and UIL are doing for the kids is important.
- E. UIL is looking deeply into why UIL does things the way it does. UIL is looking at whether UIL should be making changes. Are certain contests even relevant anymore?
- F. The Constitution for the OAP Contest is going to be the most basic of rules—probably 3 pages long. Everything else will be in the OAP Handbook.
- G. New alignments for academics—where we're not tied to track and field.
- H. Many of the changes will impact the OAP contest. Do contests always have to happen in the spring?
- I. Rod Sheffield and Missey Head have been assigned to UIL committees as the voice of OAP.

- J. Structure of all things may change. What it will look like in the end...nobody knows.
- K. Real changes for 2015: we'll no longer use the word "disqualification" will disappear. In its replacement, "Deemed in eligible for ranking or advancement". Students may still receive awards—and they must remain for critique. Students' work will not be penalized for "disqualification."
- L. OAP is no longer tied to Academic Dates for Zone, District, Bi-District. Schools do those contests as early as August 16 if they wish. They just have to be completed by April 2nd.
- M. Superintendents no longer have to sign off on substitutions.
- N. Alternates: will have more to do.
- O. Door capitols will be allowed.
- P. Ladder rules loosened.
- Q. We teach set design...let's let people use it.
- R. Offstage voice rule is being changed.
- S. Changes at STATE: cyclorama added, wider plot, deeper plot, more lighting options including down light.
- T. Verification by a school representative will need to verify the TalkTab ballot prior to announcing contest winners. OAP is the only UIL contest that doesn't verify results prior to announcing awards.
- U. All academic events will have a verification period.

Mark Pickell: New Adjudicator Certification

Plano: 6 new members / TETA: 25 new members / Pharr: 4 new members / State: 19
 TOTAL NEW: 54

Thanks to Jerry, Travis, Ricky, Ezekiel, Paula, Lisa, Alison, Roger Schultz, and Ron Dodson for assisting.

Travis Springfield: Adjudicator Certification

- A. Future component will be an online quiz.
- B. How to inform the membership about what constitutes renewal—online questionnaire, etc....
- C. Team of teachers at TETA workshop to assist judges with Directory.

Travis Springfield: Old Business

- A. Manual of Operations needs changes still
- B. Middle School Teachers as Adjudicators—do we pursue this? And how to do it fairly?
 - a. Categories of Middle School only? High School only? Replacing a judge? How to do this?
 - b. Robin votes to table this discussion until Summer 2016. Kathy Harvey seconded. All votes affirmative. / No dissent
- C. Lapel Pin Discussion:
 - a. TETA/AO paid for the State Meet pins—not UIL.
 - b. In the Manual of Operations there is an Award section
 - c. Maybe a lapel pin to first time state meet judges?
 - d. Is State Meet the best place?
 - e. Should there be something other than a lapel pin?
 - f. Travis will meet with the S&P group this weekend to discuss and assist options.

Travis Springfield: Breakout Session

Board to do: Adjudicator Evaluation Form Review

S&P to do:

- Manual of Operation Review
- Nominations for Board & Standards and Practices: 2 people per position who are willing to serve. Members must be at the summer meetings as well as TETA/TTAO Business Meeting.

Concern from Luis Muñoz: Archives are needed of minutes, members, and leadership for who have been S&P and/or Board Member in the past. Alison will add this information request to the Membership Directory Profile.

Travis Springfield: Reconvene

- Discussion of Manual of Operations Review—changes & clarification will be presented on Saturday.
- Nominations

Board Nominations

1. Secretary:
 - A. Craig Hertel 11
 - B. Cathy Huvar 4
 - C. Freddie Buckner 4
2. Treasurer Elect:
 - A. Rachel Mattox 4
 - B. Ronnie Watson 20
 - C. Missy Head 1 Never been on S&P
- ~~3. Secretary at Large—This position needs a By-Law Vote First~~
 - ~~A. Carrie Klypchak 2~~
 - ~~B. Omar Leos 20~~
 - ~~C. Deb Shaw 18~~

Board Nominations happen after the Annual Meeting at TETA. There will be an open nominations period on line, and then an electronic vote Monday after TETA. They will need to submit a bio, headshot, and if elected need to attend TETA and June Meetings, 2 year term for Board, 3 year term for S&P all starting in June 2016.

Secretary/Communications elect:

- A. Craig Hertel 11 Yes!
- B. Cathy Huvar 4 Yes!

Treasurer Elect:

- A. Rachel Mattox 4 YES!!!
- B. Ronnie Watson 20 YES!!!!

Director at Large: (NOTE: Full S& P did not get to discuss this...these suggestions are from Deb, Omar, and Jackie. Full committee needs to weigh in).

- 1) Omar Leos???

2) Ricky Ramon????

3) Lynae Jacob???

NOMINATIONS: Travis moved to accept the nominations of Carrie Klypchak, Lynae Jacob and Ricky Ramon run for the Director-At-Large position on S&P. Mark seconded. Vote: For: All / Opposed: none.

S&P Nominations

Region 4 CMs

1. Eric Vera
2. Michael Avila

Region 4 Adjudicators

1. Ross DeLeon
2. Mandy Epley

Region 2 CMs

1. Karen King
2. Jacob Davis

Region 2 Adjudicators

1. Susan Gayner
2. Michelle Howard-Schwind

S&P Nominations—S&P Members will call people Friday night if they'll allow themselves to be nominated.

1. Eric Vera 4-CM
2. Michael Avila 4-CM
3. Jose DeHoyos 4-CM
4. Michael Morales 4-CM

1. Karen King 2-CM
2. Jacob Davis 2-CM
3. Laurie Durrett 2-CM
4. Melissa McMillian-Cunningham 2-CM

1. Tommy Pittman 4-Adj
2. Ross DeLeon 4-Adj
3. Alison Vasquez 4-Adj
4. Mandy Epley 4-Adj

1. Susan Gayner 2-Adj
2. Michelle Howard-Schwind 2-Adj
3. Alana Patterson 2-Adj
4. Tempa Sherrill 2-Adj

Vote: Jackie nominated Carrie Klypchak to fill the Director at Large position that's currently vacant and needs to be filled. Mark Pickell seconded. Travis will call her to ask if she will. (She accepted.)

Travis Springfield: End of Year Recap

Discussed activities that will need to be accomplished tomorrow. The passing of the gavel means Travis is now Past Chair, Jerry is Chair, and Mark is Chair Elect. See photo of the landmark moment.



Friday Meeting Adjourns

Jerry moves to adjourn. Jackie seconded.



TTAO Board and S&P Meeting
9 a.m. - Saturday - June 13, 2015
UIL Office, Austin

I. Call to Order

- a. **Board Members Present:** Travis Springfield, Jerry Ivins, Alison Frost, Ricky Ramon, Kathy Harvey, Ezekiel Morgan, Mark Pickell, Robin Robinson
- b. **S&P Members Present:** Jackie deMontmollin, Mariana Jones-Meadors, Omar Leos, Rene Buchanan, Deb Shaw, Billy Dragoo, Bobby Robinson, Freddie Buchner, Jay Thomas, Lisa Hale
- c. **Board Members Absent:** None
- d. **S&P Members Absent:** Craig Hertel, Yvonne Phillips-Dupree
- e. **Guests:** Luis Munoz, State Theatre Director

II. New Chair Report—Jerry Ivins

- o Want to focus on Contest Management. We officially have CMs on S&P and the Board. 9 CMs present today will work on how best to recommend adjustments: evaluation, application, fee, contracts, etc....
- o CM Certification needs to be addressed and amended.
- o Discussion of Manual of Operations changes that S&P worked on Friday.
- o Jackie will finesse discussed changes and language today and we'll reinvestigate this document at the end of the day.

III. New Business—Jerry Ivins

- A. Discussion of the duties of secretary: adding a secretary-elect, renaming the position to Communications Director, electronic ballot? Discussion.
 - a. Travis moved that we create a Communications Director position. We're renaming the Secretary position to Communications Director—handling all membership protocols and website/social networking. The role of Communications Director-Elect will assume the duties of the Secretary. The Communications Director-Elect would move into Communications Director after a two-year term. Electronic vote by the membership (in July? August? September?) will be needed to approve the By-Law change. Kathy Harvey seconded. Alison will transition from Secretary to Communications Director and remain on the Board for another 2 years.
 - b. VOTE: moved to eliminate the role of secretary. And create the role of Communications Director and Communications Director-Elect. Travis: moved / Kathy seconded All approved. No opposed.
- A. Bylaw Changes - Springfield
 - a. Check for term "Adjudicator"
 - b. New Board position
- G. Super Conferences
 - a. September 12 - Tyler Junior College, Tyler: Robin, Ezekiel, Lisa
 - i. Adjudication
 - ii. Contest Management
 - b. September 19 - Texas Tech University, Lubbock: Bobby, Deb

- i. Adjudication
 - ii. Contest Management
 - c. October 31 - University of Texas at Austin: Mark, Ricky
 - i. Adjudication
 - ii. Contest Management
 - d. November 7 - Sam Houston State University, Huntsville: Travis, Freddie
 - i. Adjudication
 - ii. Contest Management
 - e. Capital/Austin - June 29 and 30, 2015: Robin, Renee
 - i. Adjudication
 - ii. Contest Management
 - f. Thespians - Dec. 3-5 Omar, Freddie, Deb
 - i. Adjudication
 - ii. Contest Management
 - g. SummerFest - July 31-Aug. 2: Jay, Ricky
 - i. Adjudication
 - ii. Contest Management
- H. TETA Workshops
 - a. 2014 TETA Programming Included:
 - i. How to talk to a non-advancing cast - Mark Pickell and Kim Fredrick
 - ii. Using Technology for new Adjudicators - Ricky Ramon and Jim Rambo
 - iii. Non-biased Casting - Ricky Ramon and Yvonne Phillips-Dupree
 - iv. Understanding the UIL Play Evaluation Form for High School Directors - Ricky Ramon and Jackie deMontmollin
 - v. Panel Discussion on Who TTAO is and where we are heading - Travis Springfield
 - vi. Suggestions for Contest Managers on How to Make the Contest a Positive Experience - Robin Robinson and Derral Fleming
 - b. To do: TETA Workshops for 2015
 - i. Alison Frost: Understanding Wild Apricot and updating the Membership Profile & Headshot Photo Session
 - ii. Ricky Ramon and Jackie deMontmollin: Understanding the UIL Play Evaluation Form for High School Directors
 - iii. Robin Robinson: Suggestions for Contest Managers on How to Make the Contest a Positive Experience:
 - iv. Travis Springfield: Adjudicators and Contest Managers: You're a Consultant. How to manage your finances and organizational self as a self-employed consultant.
 - v. Mark Pickell: TTAO Certification
- I. Backstage usage of cell phones by Contest personnel: Discussion of contest personnel being on cell phones during the contest.

IV. Breakout Session To Do List

A. Board To Do

- a. Confirm State Assignments
- b. Late Fee for Adjudicator Renewal

- c. Policy on Adjudicators not judging within an academic year
- d. Require CM Membership
- e. Board and S&P Assignments based on diversity
- f. Branding and Nametags
- g. Insuring an advancing show critique for all Panelists
- h. Suggestions to UIL
 - i. Suggest no individual pictures at State; No critiques at State
 - ii. Confirming Adjudicator Assignments
 - iii. Simultaneous Critiques
 - iv. Position of Critiques
 - v. TTAO Request for new TalkTab Software
 - vi. Need to stress Schools accountability to actions of supporters
 - vii. Contest Fee for Area and Regionals
 - viii. Use of 8' ladders during setup and strike
 - ix. Glow tape
- i. Work on Regional and Area Assignments
 - i. Who does follow-up?

I. S&P—Breakout Session To Do

- A. Policy on Adjudicators emailing Evaluation Forms
- B. Recommend to fill out between shows
- C. Recommend to limit to 24 hours to complete and send
- D. Require Adjudicators to give longer than 10/15 critiques:
- E. Address TTAO Members posting on Social Media
- F. Require Contest Managers to pre-fill out all Adjudicator form information
- G. Create policy on recording Critiques

II. S&P – Adjudicators Breakout Session To Do

- A. Need for increase of Adjudicator Fee Recommendation:
- B. Policy on Adjudicators Recruiting
- C. Review Panel Adjudication
- D. Cost of Panels
- E. Panel Adjudicators talking with each other prior to ballot submission
- F. Procedures for Panels
- G. Adjudicator Certification Workshops and Sites
 - 1. TETA TheatreFest - Dallas in Jan.
 - 2. State Meet - Austin in May
 - 3. Houston?
 - 4. West or South Texas?

III. S&P - Contest Managers Breakout Session To Do

- A. Review and suggestion for CM Certification
- B. Create a contract for CM's
- C. Create an Evaluation Form of CM
- D. Suggest a CM fee recommendation

IV. Board & S&P Reconvene at 2:45 p.m. for Break-Out Session Results

S&P Report: Jackie deMontmollin

A. Policy on Adjudicators emailing evaluation form

The participating schools shall leave the contest with all ballots and talk tab page in hand; adjudicators are providing a contracted service. That service requires all official contest documents be delivered by the end of the contest day. Ranks on ballots should be verified by the contest manager prior to delivery to the director. Ballots shall be given in hard copy, not electronically.

B. Longer critiques

Adjudicators are contracted to provide a service, which includes an instructional, comprehensive critique. The specific length of the critique will be at the discretion of the directors and contest managers and will be determined in the directors meeting prior to the start of the first performance. The contest manager will direct the adjudicator as to the length of each critique.

C. Social Media

Adjudicators shall not post comments surrounding a contest on social media. Adjudicators should be aware that even positive supportive comments can be perceived as endorsements and should be avoided. In addition, UIL does not want adjudicators to report results.

D. Pre-fill form

It is the adjudicator's responsibility to complete his or her own paperwork.

E. Recording

The recording of critiques is strictly prohibited. Prior to the start of critique, the contest manager should announce, "The video taping and/or audio taping of critiques is prohibited."

F. Need For Increase for Adjudicator Fee

- a. We recommend that UIL raise the minimum to \$75 per play.
- b. This recommendation stems from researching music adjudicators pay. They are paid roughly \$250 per day, and next year it is increasing \$300 per day for an eight-hour day and they are paid overtime beyond eight hours. There are two concerns regarding this recommendation:
 - c. Small, economically disadvantaged schools could find it difficult to panel
 - d. Without the increase, contest managers have found it difficult to compensate adjudicators beyond the minimum. Some adjudicators find it difficult to afford losing their daily rate of pay at their jobs to adjudicate for \$50 per play.
- e. **VOTE TO RECOMMEND THAT UIL RAISE THE MINIMUM FEE TO \$75 PER PLAY:** Majority affirmed. Opposed: Deb & Robin.

G. Policy on Adjudicators Recruiting

Direct recruitment of students is inappropriate at the contest site.

H. Cost of Panels:

- a. Reminder to participants: Zone, District, and Bi-District are allowed to have a single adjudicator if they choose.
- b. Area contests are a concern. Area contests are only funded by fees charged to participating schools.
- c. This makes funding Area Panels a challenge for participants.
- d. There are concerns that contest managers are charging different fees for Area contest participation around the state. There is also concern that some Area contests cannot afford to purchase company medals.

I. Panel Adjudicators talking to each other

- a. The handbook states on p. 59 During the Performance: “Judges shall not be allowed to confer or discuss the performances until after the decisions are rendered.”
- b. Adjudicators must develop awareness that small talk between plays is perceived by onlookers as potential collaboration. Even if no conferment has taken place, the contest is undermined. Adjudicators shall make every effort to remain separate from other adjudicators until after all results have been submitted.

J. Handbook p. 99

- a. “Escort the judge(s) to a private room or office where a decision may be made”
- b. In a panel situation, if space does not allow for separate rooms for each panelist, we recommend that a contest official be present in the decision room and upon entering the room they should read the following statement from the UIL OAP handbook: “Judges shall not be allowed to confer or discuss the performances until after the decisions are rendered.” And then thank the adjudicators for their service.

K. There has been confusion with acting award adjudication:

- a. “The first panelist contracted for bi-district, district, and zone contests shall select the acting awards without consulting the other panelists...for Area, Region, and State this judge shall be assigned by the State Office” (p. 59).
There are some adjudicators that believe they are allowed to consult one another for acting awards.
- b. Adjudicators who willingly violate guidelines risk removal from adjudicating.
- c. **DISCUSSION:** *The State Theatre Director has (or should have) the right to suspend an adjudicator’s right to adjudicate for a year for purposely choosing to ignore or break contest rules.*

L. Certification Workshops and Sites

1. Thespian Festival
2. TETA TheatreFest
3. State Meet
4. Midland Area Contest-Deb is CMing
5. Texas Tech Region Contest
6. Panola College Karen King
7. San Antonio Michael Avila Jefferson HS San Antonio Bi District, Area, & Region
8. HISD Middle School-Travis Springfield

CONTEST MANAGEMENT BREAKOUT RESULTS:

- A. Review and suggestions for CM Certification
 - a. CM should participate in a training session which includes the following items:
 - i. Paper work requirements
 - ii. Talk Tab Software, Verification, and certifying results
 - iii. Required staff needed for an efficient contest
 - iv. Award presentation
 - v. Coordinating with host school regarding contest procedures
 - b. CM should attend an official OAP rehearsal and a contest with a currently certified contest manager.
 - c. All CM's will certify or re-certify annually.
- B. Create a contract for CM's
 - a. "Critic judging fee" change to "Contest Manager"
 - b. Change recommendation from \$500 per contest to per day *** See D below
- C. Create an Evaluation Form of CM
 - a. "technical limitations of the OAP Contest" to "technical limitation of the facility."
- D. Suggest a CM fee recommendation
 - a. To a minimum of \$150 a play
 - b. 2X judging fee
 - c. Recommended minimum of \$500 per day
 - i. Travis recommends. Jay seconded. No opposition. Motion carries.

Board Member Breakout Session Results: Jerry Ivins

- A. Board
 - a. Confirmed State Adjudicator Assignments for 2016:
 - AAAAAA - Cathy Huvar, Rick Garcia, Yvonne Phillips-Dupree
 - AAAAA - Paula Rodriguez, Larry Balfe, Ezekiel Morgan
 - AAAA - Royal Brantley, Alison Frost, Deb Shaw
 - AAA - Marion Castleberry, Kathy Harvey, Jackie deMontmollin
 - AA - Kelsey Kling, Jim Mammarella, Ricky Ramon
 - A - Jill Ludington, Carrie Klypchak, Kelly Parker
 - b. Area Assignments is a challenge.
 - c. Late Fee for Adjudicator Renewal
 - i. Travis Springfield moved: Although the official renewal period for all membership is May through June, we should establish a final deadline of renewal and payment of July 1. Members not fully renewed after June 1 will be notified that their membership is inactive and they will be ineligible to judge for the year unless rectification of the lapsed membership is completed by July 1.
 - ii. RECOMMENDED WORDING FOR MANUAL OF OPERATIONS:
 - 1. Dues may be adjusted by recommendation of the Board of Directors and approval of the membership.
 - 2. Travis proposed a vote regarding the institution of a \$20 late fee for not renewing by June 1: All in favor: 7 members. Opposed/Mark Pickell

3. Travis moved that TTAO update TTAO membership dues to include final payment date and late fee be adjusted in the Manual of Operations. Ricky seconded. All in favor: 7 members / Opposed: Mark Pickell
 4. The following will be added to the Manual of Operations:

Section 2-Membership Dues /Annual Update

 - A. Dues of \$50.00 and an annual update of the online membership directory profile and contest availability should be completed by June 1st.
 - B. A late fee of \$20 will be assessed for any member not meeting the June 1st deadline.
 - C. Members failing to pay dues and update the online profile within thirty days of the deadline will be removed from active membership on July 1st and will be ineligible to officiate during the upcoming UIL One Act Play Season.
 - D. Lifetime Dues-Members may choose to pay lifetime fees of \$500.00 at any time but must still update the online membership directory profile annually.
 - E. Dues may be adjusted by recommendation of the Board of Directors and approval of the membership.
- d. Policy on Adjudicators not judging within an academic year
 - i. Clarification of what is stipulated in the Manual of Operations: as long as fees are paid and the adjudicator is currently certified, an adjudicator may go up to 3 years without adjudicating without certification training.
 - ii. The Manual of Operations currently says:
 - A. Recertification will be required annually.
 - B. Adjudicators will be required to complete an online review and exam of contest updates prior to each contest season and must be current in dues payment to be recertified and remain on the active list of certified Adjudicators.
 - C. The Board of Directors may require completion of an additional certification workshop for individuals judging fewer than five contests in their first five years.
 - D. Adjudicators who do not pay dues or judge a contest for more than three years will be required to complete a full live certification workshop to renew their certification.
 - e. Require CM Membership in TTAO
 - i. Mark Pickell moved that TTAO *strongly* recommends to UIL that all CMs be members of TTAO. Vote: All in favor Opposed: None.
 - ii. Luis says this needs to be formally requested online with UIL.
 - f. Board and S&P Assignments based on diversity—we’re doing a good job with leadership representation especially in regards to the diversity of the membership.

- g. Branding and Nametags
 - i. Logos will be made available to adjudicators and contest managers to download off of the TTAO website.
 - ii. Travis moved and Ezekiel seconded that Alison and Ricky organize a purchase system for members to purchase embroidered TTAO logo materials: button down shirts and polo shirts.
- h. Insuring an advancing show critique for all Panelists—this is good for TTAO, but how is this better for the contest or the students? The draw for who adjudicators critique will happen after decisions have been made.
- i. Should we have round-robin critiques? And if they exist, is the evaluation form eliminated? The evaluation form is not designed to replace an oral critique.
- j. Suggestions to UIL
 - i. Suggest no individual pictures at State. Luis says this is a non-issue. There will be individual pictures at State.
 - ii. No critiques at State—they're still of value. The location is loud, however. They're hard to hear.
 - iii. Removing the time constraint for simultaneous critiques—a good idea. The contest can opt to go to simultaneous critiques which would keep the contest length post-awards about an hour. Can we do simultaneous critiques prior to awards?
 - iv. Confirming Adjudicator Assignments—and paying adjudicators in a timely manner as stipulated in the UIL Adjudicator contract.
 - v. Simultaneous Critiques—can happen at any time, not just after 8:30 p.m.
 - vi. Position of Critiques: Prior to critiques? Luis will do a fall poll.
 - vii. TTAO Request for new TalkTab Software—formal request needs to be sent to Luis. Does a request go to membership to see if someone can do this for us? Do we hire someone to do this for us? Should this be web-based so it doesn't matter if the CM computer is Mac/Windows. Alison will solicit the membership via email who can assist with the creation of this.
 - viii. Need to stress school accountability for the actions of supporters—parents, students, etc.... A letter from Luis to remind schools/directors would be helpful. Luis needs absolute proof before he can report anything official. There is a UIL chain of reporting that includes legal analysis from the UIL legal office.
 - ix. Contest Fee for Area and Regionals—clarification of fees
 - 1. Area & Region: \$400 flat fee per adjudicator
 - x. Recommended to UIL: Use of 8' ladders during setup and strike and if provided by the site.
 - xi. Recommended to UIL: Glow tape: if set-up and struck during the 7-minute set-up and strike.
 - xii. Discussion: adjudicators know whom they're critiquing prior to the contest start? Or still not revealed until after the contest?
- k. Work on Regional and Area Assignments
 - i. Who does follow-up?

- A. Luis Muñoz Report
 - a. We will police our own, but the legalities of UIL are enormous.
 - b. Sound will change for One-Act Play in the future.

V. Adjournment

Jerry moved to adjourn. Jackie seconded.

Respectfully submitted,
Alison Frost, Secretary
July 21, 2015

- g. Branding and Nametags
 - i. Logos will be made available to adjudicators and contest managers to download off of the TTAO website.
 - ii. Travis moved and Ezekiel seconded that Alison and Ricky organize a purchase system for members to purchase embroidered TTAO logo materials: button down shirts and polo shirts.
- h. Insuring an advancing show critique for all Panelists—this is good for TTAO, but how is this better for the contest or the students? The draw for who adjudicators critique will happen after decisions have been made.
- i. Should we have round-robin critiques? And if they exist, is the evaluation form eliminated? The evaluation form is not designed to replace an oral critique.
- j. Suggestions to UIL
 - i. Suggest no individual pictures at State. Luis says this is a non-issue. There will be individual pictures at State.
 - ii. No critiques at State—they're still of value. The location is loud, however. They're hard to hear.
 - iii. Removing the time constraint for simultaneous critiques—a good idea. The contest can opt to go to simultaneous critiques which would keep the contest length post-awards about an hour. Can we do simultaneous critiques prior to awards?
 - iv. Confirming Adjudicator Assignments—and paying adjudicators in a timely manner as stipulated in the UIL Adjudicator contract.
 - v. Simultaneous Critiques—can happen at any time, not just after 8:30 p.m.
 - vi. Position of Critiques: Prior to critiques? Luis will do a fall poll.
 - vii. TTAO Request for new TalkTab Software—formal request needs to be sent to Luis. Does a request go to membership to see if someone can do this for us? Do we hire someone to do this for us? Should this be web-based so it doesn't matter if the CM computer is Mac/Windows. Alison will solicit the membership via email who can assist with the creation of this.
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V. Adjournment

Jerry moved to adjourn. Jackie seconded.

Respectfully submitted,
Alison Frost, Secretary
July 21, 2015

June 12, 2015

TTAO Board Meeting
Report of the Secretary

1. I implemented and monitored a TTAO Membership Electronic Vote as voted on by the quorum of membership at the Feb. 1 TTAO Business meeting. The results from Feb. 2-4, 2015 were:
 - a. As a newly established non-profit organization, it is necessary to have approval of organizational By-Laws. The TTAO By-Laws were distributed to all members to review via email attachment and weblink. Do you accept these By-Laws as presented to the TTAO membership? **YES: 188** / NO: 1
 - a. As discussed at the TTAO Business meeting on Feb. 1, 2015, TTAO will raise annual membership dues from \$35 to \$50 to align with the minimum judging fee per play. This fee increase will also raise the Lifetime Member fee from the old TETA/AO fee of \$300 to \$500. (TTAO did not offer a Lifetime Member during our initial registration period.) These increases will offset the expenses that any new organization incurs including the cost and investment of improved member management web platform(s), establishing TTAO scholarships, certification expenses, etc... Do you approve this increase in fees? Fees \$50/\$500: **YES: 171** / NO: 18
 - b. The following are nominated for the TTAO Standards and Practices committee Adjudicator Representative, Region 1 (This position will replace outgoing representative, Kathy Harvey.) VOTE FOR 1: **Deb Shaw/112** Stephen Crandall/77
 - c. The following are nominated for the TTAO Board of Directors: Director At Large, Region 1 (This position will replace outgoing representative, Charlie Hukill.) VOTE FOR 1: Cathy Huvar/83 **Robin Robinson/106**
 - d. The following are nominated for the TTAO Board of Directors: Treasurer (New position established in June 2014. Term Ends 2016) VOTE FOR 1: Lynae Jacob/59 **Ricky Ramon/130**
 - a. The following are nominated for the TTAO Board of Directors: Treasurer Elect/Historian (New position established in June 2014. Term Ends 2016) VOTE FOR 1: **Kathy Harvey/117** Troy Tinney 72
2. On April 22, 2015 TTAO was approved for Google Apps for Non-Profits. I connected our domain with Gmail and created a series of ttao.org email aliases including secretary@ttao.org which I have used exclusively for membership renewal purposes.
3. On April 26, 2015, the Board approved via email for TTAO to pay Wild Apricot the discounted rate of \$540 for one year of service for membership services. NOTE: If we commit to one or two years of service by August 31, 2015 we may keep the "locked in" price of \$540 per year for one or two years. If choose not to pay in advance by August 31 for one or two years, the price will increase on April 25, 2016 to \$756 per year.

4. Membership Renewal Period May 11-June 1, 2015
 - a. All members must:
 - i. Pay Dues (if not a Lifetime member)
 - ii. Annually update personal Membership Directory Page
 - b. New to Membership Directory Information:
 - i. Nearest ESC Regional Service Center
 - ii. Zone-State Dates of Availability
 - iii. Separate biography for program if needed
 - iv. Personal notes/requests to Contest Managers
 - c. Membership Tallies as of June 12, 2015:
 - i. Total TTAO Membership on January 31, 2015: 260
 - ii. Total TTAO Membership on June 12, 2015: 309 (Increase 49 since Jan.)
 - iii. Total Active Adjudicators/CM combination: 245
 - iv. Total Active Contest Managers only: 8
 - v. Total Lifetime Members: 17 (3 new in 2015)
 - vi. Pending/Lapsed Adjudicators & Contest Managers: 56
 - vii. Total Membership Payments Submitted via PayPal: 228
 - viii. Total Membership Payments Submitted via Check: 36
 - ix. Total emails assisting Membership with renewals & reminders:
 1. Through Wild Apricot: 2103
 2. Through secretary@ttaa.org: 748
5. Embroidered TTAO logo shirts from American Embroidery in Corpus Christi, Texas
 - a. One-time set up fee: \$40 approx.
 - b. Long-sleeve/Short-sleeve button down shirt w/ logo: \$35 approx. + shipping
 - c. Short-sleeve Polo-style (women or men style) w/ logo: \$25 approx. + shipping
 - d. In lieu of shipping, shirts could be made available for pick-up at TETA in January 2016.
 - e. Assorted colors available

Respectfully submitted,
Alison Frost, TTAO Secretary
June 12, 2015



TREASURER REPORT
June 12, 2015

- I. May Financial Report Update (see attachment)
- II. How do we spend our money?
 - a. Accountant recommends we save 6 months of expenses in Savings
 - i. \$775 monthly; 6 months = \$4,650
 - b. Accountant recommends we spend 80-85% of annual revenue
 - i. Year 1 - Revenue - June 2014-April 2015 = \$12,275
 - ii. Year 1 - Recommended 80-85% Spending = \$9,820 - \$10,433
 - iii. Year 2 - Revenue - May 2015-Present = \$14,700
 - iv. Year 2 - Recommended 80-85% Spending = \$11,760 - \$12,495
- III. Charging Contest Managers?
- IV. IRS Update - fixing our status as 501 (c) 3 will be completed once our Accountant submits our 2015 tax forms in August.

Respectfully submitted,

Ricky Ramon

Ricky Ramon