



Saturday, June 9, 2018

9:15 am

UIL Building Austin, Texas

Board Members Present: Mark Pickell, Carrie Klypchak, Cathy Huvar, Jill Ludington, Rachel Mattox, Billy Drago, Rick Garcia, Craig Hertel, Deb Shaw

Board Members Absent: Jerry Ivins

Guests: Luis Munoz and Paula Rodriguez

Minutes

I. Call to Order

II. Changes to Agenda

Mark Pickell moved to accept the agenda. Craig Hertel seconded the motion. Unanimously accepted.

III. Approval of Minutes

Mark Pickell moved to accept the minutes (February, 2018 teleconference). Rachel Mattox seconded the motion. Unanimously accepted.

IV. Reports

Officer Reports

a. Chair Report

- TTAO Connect

Phase One – Renewal: Successfully completed

Phase Two – Contracting System: Will be used this contest season. Very important that we all support this new system and make clear to everyone that the era of paper contracts is over

Phase Three – Will be recommending to the board to continue to engage Tim Thomas and Ian LaClair to add more features to our platform. Ideas include a queue for listing adjudicators so it will automatically pursue the next adjudicator if one says no, a time expiration for invitations to adjudicate, uploading documents to an event, posting of clinics and text messages among other items

- New Website

Updated with new look and organization of information

Includes adjudicator directory that lists only current adjudicators but no personal contact information due to privacy concerns

- Legal Audit

New legal counsel, Mollie Cullinane of Cullinane Law Group reviewed our manual of operations, bylaws, financial statements and state and federal status as non-profit. She praised the grievance policy and advised on pending and future disciplinary issues. She identified the following issues that TTAO needs to address:

1. State non-profit status – She discovered that because of a filing issue we had lost our state status as a non-profit. We contacted our accountant and she has submitted the paperwork to reinstate our status.
2. Federal non-profit status – Because we checked the wrong box when preparing our initial application, we are listed as a foundation instead of a 502(c)3. We have known of this problem since the beginning. She recommended giving our accountant power of attorney to contact the IRS directly on our behalf. We are putting that in motion.
3. Board insurance – She recommended that we procure board insurance as soon as possible to lower the liability of board members.

We also made our accountant the registered agent for future notifications we might receive from the state comptroller.

- Grievance and Issues Form
New Grievance and Issues Form has been implemented

Five submissions from members (3-discipline issues and 2 suggestions for improvement)

Important to steer all suggestions and grievances to this form

As part of transparency and accountability any submission from a member in good standing must be added to the S&P agenda to consider. Member is then updated on what action, if any, the committee took with their issue.

Received many anonymous suggestions via voting system which should be handled by this form in the future

Have asked state theatre office to submit issues with judges through this form

- New Evaluation Form Implemented
Used new spectrum ranking evaluation form at Area/Region/State contests
Created a digital version of the printed copy to be utilized this year
- Insurance
Had issues submitting an application to get insurance
Securing insurance will be a priority this summer before our next meeting
- Contest Management Certification
UIL has given TTAO the responsibility to train and certify contest managers.
Area/Region/State contest managers will be required to be TTAO members.
Creating and implementing the training will be a priority in the coming months
Accessibility to anyone is important
- Support Staff Position
Tayler Gill has signed a contract as part-time contract support staff.
Duties will include creating weekly posts to help communicate changes in the contracting process as well as reminding members of important information and answering frequently asked questions.

- **Bank Signatories**
Chair and Treasurer met with Travis Springfield to be added as signatory for bank account

During transition years when new Chair-Elects and Treasurers come on board, they should be added to the bank account in a timely manner
- **Background Checks**
Upon advice from Luis Munoz, Chair followed up with Dr. David Stevens, State Academic Director, about background checks.

Some sports officials have begun to mandate background checks for their membership.

Chair will consult with TTAO legal counsel about our liability and get her recommendations for our organization.

Considerations include: financial burden of background checks and lack of universal background check system accepted by all school districts

Currently it is up to each adjudicator to comply with each district's requirement.

b. Chair-Elect Report

- **General Activities**
 1. In March of 2018, TTAO trained 4 new adjudicators for certification at Robert Vela High School in Edinburg in conjunction with the 6A District 31 Contest.
 2. In May of 2018, TTAO trained 24 new adjudicators for certification at the 2A One-Act Play State Meet.
 3. TTAO plans to offer its next certification in the Houston area during the fall of 2018 (location TBD); in March of 2019, TTAO will offer its regional training/certification session (pending final scheduling of the contest and the Chair-Elect's availability for the contest, a location in the Texarkana area has already been tentatively secured via previous board recommendations regarding location for the upcoming regional session); and in late April/early May of 2019, TTAO will again offer a State Meet training/certification session
- **Action Items**
 1. It is recommended that TTAO begin financially supporting a co-facilitator's attendance at the 2019 State Meet Certification session, given the number of attendees that this session tends to draw.
 2. It is requested that TTAO consider offering the Chair-Elect an organization credit card, given the expense of this position's travel responsibilities.
 3. It is recommended that TTAO consider purchasing small items (aka "swag") with the organization's name. This would allow the organization to offer the adjudicators in training, the hosts at the training sites, and the panel of adjudicators who voluntarily aid in the training sessions with tokens of the TTAO's appreciation.

a. Past Chair

No report

b. Treasurer Report

As of 5/31/2018

- **Cash on Hand:**

Wells Fargo Checking	26,996.97
Wells Fargo Savings	9,807.01
Pay Pal	0.00
Total	36,803.98

For the Year Ended 5/31/2018

• Revenue	
Membership revenue	9,164.90
Interest Income	1.22
Total	9,166.12
• Expenses	
Program Expenses	
Training Expenses	2,713.25
Supplies	89.00
Website	24.75
Operations	
Legal and Accounting	3,000.00
Membership management software	180.00
Bank and PayPal fees	39.95
Total	6,046.95
Net Income	3,119.17

c. Communications Director Report

- Moved to a monthly contract with Wild Apricot for \$90 per month since we are transitioning to TTAO Connect

- Membership

Total membership as of June 1, 2018 – 489

Total Adjudicators: 415

Current Adjudicators: 304

Lapsed Adjudicators: 111

Total Contest Managers: 151

Current Contest Managers: 92

Lapsed Contest Managers: 59

- Election results

254 ballots received out of 450 eligible voters (56% of eligible membership)

All four statements on the ballot received 100% of the vote

Candidate voting results are as follows. Winners appear in bold print:

Executive Board: Communications Director-Elect

Jill Ludington: 55.90%

Bradley Nies: 44.10%

Executive Board: Treasurer-Elect/Historian

Billy Dragoo: 52%

Lisa Hale: 48%

Executive Board: Director-At-Large

R. Scott Allen: 36.60%

Freddie Buckner: 25.20%

Rick Garcia: 38.20%

Executive Board: Director-At-Large

Omar Leos: 39%

Deb Shaw: 61%

S&P Region 1/Contest Manager

Tana Howard: 28.70%

Cy Scroggins: 40.60

Tim Tatum: 30.70%

S&P Region 1/Adjudicator

Aaron Adair: 33.90%

Denise Green: 28.30%

Allana Patterson: 37.80%

- TTAO Connect

This first phase seems to have gone smoothly. Mark Pickell and the Connect team resolved any issues that came up during the renewal period. Recommend including Alison Frost in any future discussions concerning the administrative side of this new platform. Special thanks to Mark Pickell for creating a very user friendly TTAO Connect video tutorial for the membership.

- Other

Recommend that we send an email to membership to let them know that Alison Frost is no longer their contact person for membership/renewal issues.

Need to correct address on current TTAO logos and digital stationery. Recommend purchasing new letterhead and envelopes with correct address

Thanks to outgoing Communications Director, Alison Frost, for a job exceptionally well done. Welcome to Communications Director-Elect, Jill Ludington.

Reports of Select Committees

- a. Executive Committee

Three discipline actions taken all from State Theatre Director

- b. State Theatre Director

Luis Munoz welcomed Paula Rodriguez as the incoming State Theatre Director

Thanked TTAO for their support and for the positive changes in both the contest and the organization.

Cautioned about the choices for the future. Consider the impact choices made will have on millions of children and on educational theatre.

Reminder that what adjudicators say and do is making it into print.

Training is very important.

The only proposal moving forward has to do with the film contest providing medals as well as plaques.

- c. Ad Hoc Contest Management Committee

Committee Members: Mark Pickell, Craig Hertel, Luis Munoz, Paula Rodriguez, Deb Shaw, Billy Dragoo

Problem: TTAO needs to create a near-term replacement for the contest management certification while also creating a vision for a long-term high quality contest management training.

Core Values: Accessibility

Proposed areas of curriculum and test:

Pre-contest - TTAO Connect Organization

Rehearsal - full-disclosure, set and property rules

Safety - Rules focused on student safety

Performance - procedures during performance

Awards, Critiques, and Post Contest - procedures

Myths - things that are not rules

Communication - how to communicate when organizing and how to communicate when issues arise.

New Rules and Updates

Committee Proposals:

1. Create an online module test similar to what was used in the past this year to allow anyone to certify to be eligible to contest manage. This module would be for members and non-members.
 - a. After completing training you would receive a provisional certificate to contest manage good for only one year.
 - b. If you followed up your training with an in-person training experience where you witnessed an experienced contest manager run a contest your provisional certificate would become a permanent TTAO Contest Manager certificate.
 - c. All TTAO contest managers would be required to complete a module with updates and new rules each year. (not renewal just renewal statements)
2. Schedule another committee meeting before or during TETA to hammer out more details
3. At some point re-create, update, and maintain the "Guide for Contest Managers" as a quick guide resource for contest managers.
4. Mandate everyone, including veteran contest managers would do all modules the first year. However, TTAO would exempt experienced contest managers from the in-person requirement (grandfather process).

Committee needs to still answer:

1. What is an in-person training?
 - a. TETA only
 - b. Shadowing any area level contest
 - c. Shadowing designated individuals in each service region
 2. What Learning Management Software platform are we using to present the online training
 3. What is the deadline for implementing the training
 4. How do we keep track and enforce the provisional certification and conversion to TTAO certified.
 5. How many years or contests should we use to measure who gets grandfathered in.
 6. Who is responsible for creating the modules
- d. Standards and Practices Committee
- Members present: Gary Cooper, Mandy Epley, Michelle Howard-Schwind, Karen King, Carrie Klypchak, Jim Mammarella, Phillip Morgan, Allana Patterson, Cy Scroggins, Phillip Taylor
- Members absent: Michael Avila, Missey Head
1. Nominations for office
- Executive Board – Chair-Elect (2 year term/6 year commitment)
- Craig Hertel
Ezekiel Morgan

Executive Board – Director-At-Large (2 year term/ Must have served on S&P)

Gary Cooper
Yvonne Phillips Dupree
Karen King

Standards and Practices-Region 2 / Contest Manager (3 year term replacing Karen King)

Larry Carpenter
Jacob Davis

Standards and Practices-Region 4 / Contest Manager (3 year term replacing Michael Avila)

David Nanny
Carla Schumann

Standards and Practices-Region 2 / Adjudicator (3 year term replacing Michelle Howard Schwind)

Rachel Harrah
Melissa Mcmillian Cunningham
Will Walker

Standards and Practices-Region 4 / Adjudicator (3 year term replacing Mandy Epley)

Kelsey Kling
Tommy Pittman
Ronnie Watson

Standards and Practices-Appointed at Large – Region I (Finish Jill Ludington’s term Through 2020.

Stephen Crandall
Stacie Martinsen
Bronwyn Sullenberger

2. Official Issues for Consideration/Discussion and Recommendations to Board of Directors for Official Response

a. Professional decorum and dress

Recommendation: Strong reminder that individual adjudicators represent our whole organization. Dress should be most professional.

Voting: 6/10 in favor of no specific recommendation about defining what is professional dress

b. Adjudicators taking judging assignments that could be perceived as a conflict with other contests. Mainly concerns Fine Arts Directors taking judging assignments in conferences in which they have schools competing.

Recommendation: Create a TTAO guideline that prevents adjudicators From judging in conferences in which they could have a possible impact on competitions.

Voting: 4/10 and 1 abstain/non-vote for giving no guidance to UIL regarding assignments to any level

Voting: 5/10 votes for providing guidance that UIL should be cognizant of any potential conflict of interest of any judges when they assign Area, Region and State. There should be no restrictions at Zone, District and Bi-District to allow for local choice.

c. Can colleges award college theatre program scholarships at contest

Recommendation: No change in current policy

Voting: 10/10 for

3. Items from UIL Advisory for Consideration/Discussion

a. Elimination of bios on the TTAO website to be replaced by detailed information regarding past OAP experience

Recommendation: No action. At present we do not have adequate Data to comply with the request. As TTAO Connect progresses forward we would recommend building in a method of tracking number of contests either contest managed and/or adjudicated to build on the bio page.

4. Points of suggestion/feedback from TTAO members for consideration/discussion

a. Random draw of judges for contests instead of assignments and district selection

Recommendation: No action

Vote: 10/10 for

b. Regional representatives of TTAO should host a meeting

Recommendation: No action

Committee feels we already have platforms through which to Communicate

c. Inability to not vote for a particular position or group of candidates

Recommendation: Place "abstain" as a voting option on the online Ballot

d. Making directors highlight or submit all characters used in a production

Recommendation: Allow UIL to make decision regarding cutting of plays, character lists, etc.

e. CM's should request from directors that the cast list for the printed program be in order of appearance and that directors list on the scripts the date/place of contest.

Recommendation: Encourage UIL to make reminder of current policy To directors and reinforce it through contest manager training in TTAO.

f. Language and format of critique forms

Recommendation: Place that statement (vocabulary and terminology can be found on the UIL website) on the TTAO rubric.

e. TTAO should take a stand to make school districts itemize checks or separate them for adjudicators

Recommendation: Remind TTAO members that it is their responsibility as contractors to retain that information for tax reporting purposes. Hopefully, TTAO Connect will be able to generate that data/tax info for us in the future.

f. TTAO should provide a strongly suggested per diem for contest managers

Recommendation: No action. There is already a suggested payment for contest managers

5. Additional points for consideration/discussion per TTAO leadership

a. Ideas for promoting less experienced adjudicators

Recommendations:

Mentor/Mentee opportunities to allow veteran Area/Region/
State adjudicators to make themselves available to mentor new

adjudicators on a volunteer basis

TTAO social event in order to network, identify and build relationships
With veteran CMs/Adjudicators

Chair-Elect email list of newly certified adjudicators in order for current
CM's to be aware of who is new and ready to be hired

Potential "new adjudicator of the week" bio and picture email blast
at random draw to all CM's from our TTAO's Communications Director

Sending email from TTAO Communications Director to UIL State Drama
Director with a link of "newly certified" adjudicators to statewide DEC's
and Organizing Chairs before the school year

- b. How contest managers should approach the preservation of script integrity
Recommendation: Board should remind all CM's that they are
Responsible to report any violation of script integrity, cutting issues, etc.
to UIL for determination and ruling

- c. Contest scheduling that does not allow adequate/reasonable time for script
review by adjudicators

Recommendation: Board should ask UIL to reframe the practice to
require directors to mail copies of official scripts to state judges prior
to State meet regardless of qualification

Recommendation: Board should request to have UIL reexamine educa-
tional value of the contest and to consider changes in the scheduling
timeline to allow TTAO adjudicators to receive and review scripts prior
to contests.

- d. Other adjudicators reading fellow panelists' ballots in critique at the contest
Recommendation: This shall not be an allowed practice.

6. New Points for S&P Consideration/Discussion (as time allows)

- a. Promote amongst ourselves to use the issues and grievance form before
S&P

- b. Recommendation to UIL to add/provide more individual awards at the State
UIL OAP Meet

- c. Reminder that TTAO adjudicators avoid social media, blogs or other specific
knowledge of potentially competing schools in the contest

- d. Recommend that UIL increase communication to DEC Organizing Chairs via
email reminders for those districts/chairs to select One-Act Play organizers/
coordinators to ensure those contests have strong organization and planning.

- e. Locate the historical data regarding TTAO members who have served on the
TETA-AO or TTAO Board of Directors and Standards & Practices Committee for
the purpose of nominations and historical archiving.

V. Old Business

- a. Middle school teachers as adjudicators

This needs to be part of a larger discussion at a future Board meeting about the quality
of adjudicators and vetting adjudicators.

Motion: Mark Pickell moved that we table this issue. Carrie Klypchak seconded. Passed
unanimously.

- b. Board Insurance

Motion: Mark Pickell moved that if Kathy Love Harvey is unable to find the completed

application for insurance she started, Mark Pickell and Rachel Mattox will complete a new application as soon as possible. Craig Hertel seconded. Passed unanimously.

Motion: Mark Pickell moved to allow Rachel Mattox and Mark Pickell to find another agency to complete insurance application in a timely fashion. Craig Hertel seconded. Passed unanimously.

c. Future Meeting Schedule (Board, Business, S&P)

No Board member was opposed to three Board meetings during the year.
(Summer/TETA/Winter)

Motion: Mark Pickell moved that the TTAO Board meet at TETA and at date in January to be determined by a Doodle poll sent to Board members by the Chair. Carrie Klypchak seconded. Passed unanimously.

Motion: Mark Pickell moved that the summer meeting be changed to a three day schedule with S&P meeting on Thursday. The Board meeting will be Saturday with committee meetings/working meetings for the Board on Thursday and Friday as needed. Jill Ludington seconded. Passed unanimously.

V. New Business

a. Update financial policies and procedures

Rachel Mattox presented a proposal for TTAO budget policies and procedures. (proposal found in Board Packet)

Instructed Rachel Mattox to ask accountant if she can accept a credit card bill instead of receipts.

We want to establish clearer guidelines on expenditures and reimbursements.

Chair should submit a budget for Board approval.

Want to make sure we spend most of our money on our membership which we currently do.

Motion: Mark Pickell moved to allow Board and S&P members to submit receipts for travel expenses related to board or committee duties with limits adopted by the Board. Rick Garcia seconded. Passed unanimously.

Motion: Mark Pickell moved that the Treasurer or Treasurer-Elect bring to our next Board Meeting proposals for limits for those reimbursements. Rick Garcia seconded. Passed unanimously.

Motion: Mark Pickell moved that the Treasurer or Treasurer-Elect explore the best method of providing a credit card to the Chair-Elect. Craig Hertel seconded. Passed unanimously.

Motion: Mark Pickell moved that expenses incurred for the summer 2018 meeting can be submitted to the Treasurer using the reimbursement report form within thirty days. Jill Ludington seconded. Passed unanimously.

Board adjourned for lunch. Board members were to review scholarship applications during the break.

b. Communication Strategy to get information about TTAO Connect out to all who will use it

UIL can post on website
Create news items
Text message notifications
Digital bulk mailings through UIL office
Partner with TETA
Target a director in each district to distribute information.
Bi-District representatives will need the information soon.

Motion: Mark Pickell moved that TTAO engage with TETA and UIL for assistance in getting the Information out. Jill Ludington seconded. Passed unanimously.

c. Conflict of Interest

Motion: Mark Pickell moved that in order to clarify misunderstood language, the wording of the Manual of Operations Section 5.A.7 should be changed to read: Adjudicators currently employed in Texas public schools shall not accept judging assignments in which said schools could potentially compete. Billy Drago seconded. Passed unanimously.

The Board also stated that TTAO supports the UIL State office's continued due diligence in avoiding direct conflicts of interest.

d. Script Delivery

The Board would prefer that adjudicators get scripts in a timely manner although it understands The restrictions of scheduling. The Board believes it is important for adjudicators to get scripts in a timely manner. No action was taken.

e. Appoint S&P member to replace at-large position

S&P submitted the following nominations to replace Jill Ludington on S&P

Stephen Crandall
Stacie Martinsen
Bronwyn Sullenberger

Carrie Klypchak moved that we take an open vote. Jill Ludington seconded. Passed unanimously. Stephen Crandall was elected. Term of office will be 2018-2020.

f. Create a history of TTAO

Motion: Mark Pickell moved that the Historian document the history of our organization and the contributions of its members to be posted on our website with physical backup and updated annually. The historian is to report back at the summer meeting 2019. Rick Garcia seconded. Passed unanimously.

g. Scholarship recipients

Motion: Mark Pickell moved that we award three \$1000 scholarships this year: one performance scholarship, one technical theatre scholarship and one additional scholarship (either performance or technical). Rachel Mattox seconded. Passed unanimously

After reviewing the applications, the Board voted to award the following scholarships:

Technical Theatre Scholarship – Brandon Hearrell
Performance Theatre Scholarship – Arden Hinshaw
Performance or Tech Theatre Scholarship – Brianna M. Wyatt

Cathy Huvar will notify Jerry Ivins of the winners' names. Rick Garcia will contact Jerry Ivins to establish clearer criteria for choosing the scholarship recipients and report back to the Board at the next meeting.

h. Clarify Manual of Operations regarding eligibility to judge

Mark Pickell will give Cathy Huvar the corrected wording for the MOO.

i. TTAO Connect Development

Current focus is getting ready for contests.

Motion: Mark Pickell moved that we table this agenda item until the September meeting. Craig Hertel seconded. Passed unanimously.

j. Adjudicator Training Support and Materials

Motion: Mark Pickell moved that TTAO reimburse travel costs for a second facilitator at the State meet adjudicator training. Jill Ludington seconded. Passed unanimously

Motion: Mark Pickell moved that TTAO allow Carrie Klypchak to purchase up to \$500 in swag for the coming year. Jill seconded. Passed unanimously

k. Reading other adjudicator ballots in critique

Mark Pickell added a renewal statement to TTAO Connect stating that renewing adjudicators understand that other adjudicators' evaluations should not be read aloud as a part of their own critique.

This information will also be conveyed by the Communications Director as part of the communication strategy.

VII. Closed Session

Motion: Mark Pickell moved that the Board go into closed session. Carrie Klypchak seconded. Passed unanimously

VIII. Comments, Announcements, Other Business

Craig Hertel volunteered to coordinate workshops for TETA and Super Conferences. He will submit workshop proposals and follow up on those proposals.

Paula Rodriguez will distribute the adjudicator evaluation sheets. She will contact Robin Robinson for guidance as to how this was done last year.

Mark Pickell thanked Luis Munoz for his outstanding service to TTAO and educational theatre in Texas. Mark Pickell welcomed Paula Rodriguez as the incoming State Theatre and stated that the organization looks forward to working with her.

IX. Adjournment

Mark Pickell moved the meeting be adjourned. Rachel Mattox seconded. Passed unanimously. Meeting adjourned at 3:30 pm.

Respectfully submitted,
Cathy Huvar
TTAO Communications Director
June 12, 2018

