



TTAO Board Meeting
TETA Theatrefest Renaissance Hotel
Wednesday, September 26, 2018
5 pm
Bellaire III

I. Call to Order

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

Board Members Absent: None

Guests: Paula Rodriguez

II. No changes to the Agenda

III. Approval of Minutes

Jerry Ivins moved acceptance of the minutes. Carrie Klypchak seconded the motion. Motion passed unanimously.

IV Chair Reports

Officer Reports

a. Chair - Mark Pickell

In a quick turnaround from our last meeting a lot has been happening with TTAO. It is my pleasure to announce that TTAO Connect has been realized and implemented for use this contest season. There are few bugs still to be worked out, but it seems to be working well connecting contest managers and adjudicators. Special thanks to Tim Thomas and Ian Fleming for their tireless efforts developing the web-page on our behalf. Their initial agreement is complete and now any improvement or update to the site will require a quote from the developers.

I gave the developers the go-ahead to start working on 2 crucial updates before Nov 2nd when CM's are completing their panels. These two updates are

1. Expiration of adjudicator event requests - It would allow the CM the ability to enter a time to allow the invite to expire. So you could designate that the invite expire after 48 hours.
2. Cancellation of accepted contracts - This is an issue because there is no way to cancel an individual contract without deleting the entire event when adjudicators made a mistake when responding. This was a frequent problem during the roll out.

Another big change that is hopefully evident to a lot of you is Tayler Gill, our virtual personal assistant, has been busy with our communications strategy. Cathy Huvar, Jill Ludington, and myself had a very productive virtual meeting with Tayler regarding the implementation of our

communication strategy. She has been posting away on social media ever since. I think Taylor's skills will help TTAO catch the attention of our members with helpful reminders. She is also helping to respond to TTAO Connect help questions at support@ttaa.org.

I had a great lunch meeting with Paula Rodriguez our new State Drama Director. I tried to get her up to speed with all the changes at TTAO in recent years. She is very excited to work with us to continue to improve the contest for the students and teachers. I look forward to working with the UIL office under the leadership of Paula. .

I was also finally able to get a quote for the Board and Officers insurance that the board has been pursuing for well over a year. The board adopted the quote at our meeting.

Business that occurred during the spring included:

New Website

Updated with new look and organization of informations 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 has since to addressed and corrected:

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.

TTAO 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 for

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 TTAO has 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.

The focus in my second year as chair will be on the contest management training and continuing to improve our online system. I look forward to continue to work on your behalf and improve the organization as we serve teachers and students across the state.

b. Chair-Elect – Carrie Klypchak

General Activities/Information

1. The following Adjudicator Training/Certification Sessions have been scheduled for the 2018-2019 academic year:

Adjudicator Certification Workshop #1

Dates: November 9 and 10, 2018

Location: Sugar Land, TX – Dulles High School

Information and Application Link

Forthcoming – application period open from October 1 through November 1 (or until filled to capacity)

Adjudicator Certification Workshop #2

Dates: March 22 and 23, 2019

Location: Pleasant Grove, TX – Pleasant Grove High School

Information and Application Link

Forthcoming – application period open from February 10 through March 10 (or until filled to capacity)

Adjudicator Certification Workshop #3

Dates: April 25 and 26, 2019

Location: Round Rock, TX – Round Rock ISD Performing Arts Center (6A State Meet)

Information and Application Link

Forthcoming – application period open from March 15 through April 15 (or until filled to capacity.)

2. Per the Board’s and Standards and Practices Committee’s support at the June 2018 Board Meeting: TTAO had invited the 47 currently active judges who were certified in the past two years to a New Adjudicators Meet and Greet on Friday, September 28 from 4 p.m. – 6 p.m. The more newly certified judges will have a chance to make connections, mingle, and network with TTAO Board and Standards and Practices Committee members, as well as 2019 State Judges and Contest Managers and UIL Leadership representatives, Special thanks is offered to Allana Patterson for planning and implementing this first New Adjudicators Meet and Greet.

c. Past Chair – Jerry Ivins

No report

d. Treasurer – Rachel Mattox

| | |
|--------------------------------|---|
| Cash on Hand: | As of 8/31/2018 |
| Wells Fargo Checking | 32,521.25 |
| Wells Fargo Savings | 9,807.75 |
| Pay Pal | 241.25 |
| | <u>42,570.25</u> |
| | For the Eight Months Ended 8/31/2018 |
| Revenue | |
| Membership Dues | 20,150.00 |
| Interest Income | 1.96 |
| | <u>20,151.96</u> |
| Expenses | |
| Program Expenses | |
| Training Expenses | 2,513.25 |
| Scholarship | 1,000.00 |
| Awards | 838.04 |
| Travel to board meeting | 1,942.38 |
| Supplies | 89.00 |
| Operations | |
| Professional fees | 3,500.00 |
| Bank and PayPal fees | 705.10 |
| Membership management software | 450.00 |
| Total Expenses | <u>11,266.52</u> |
| Net Income | <u>8,885.44</u> |

e. Communications Director – Cathy Huvar

1. TTAO Membership

| | | |
|-----------------------|---------------------|-----|
| Adjudicators: | Current Members | 325 |
| | Lapsed Members | 88 |
| | | |
| TTAO CMs | Current Members | 125 |
| | Lapsed Members | 47 |
| | | |
| Non-TTAO CMs | | 103 |
| | | |
| Total Current Members | | 450 |
| Total 6/18 | Current Members | 396 |
| | Lapsed Members | 170 |
| | | |
| Increase/(Decrease) | Current Members (+) | 54 |
| | Lapsed Members (-) | 35 |

2. Sent “Thank You” notes to all State Adjudicators and Contest Managers
3. Notified all scholarship recipients of their awards and the procedure they needed to follow to receive the money. Communicated that information with Rachel Mattox for follow up.
4. Sorted and mailed evaluations to all adjudicators who received them.
5. Met online with Mark Pickell, Jill Ludington and Tayler Gill to solidify Communications Strategy so that Tayler could begin to implement it. Tayler has been posting to the TTAO website as well as the TTAO, TTAO/UII Adjudicators and TTAO/UII Contest Managers Facebook pages.
6. Contacted slate of nominees proposed this summer. Melissa McMillian Cunningham and Tommy Pittman have declined their nominations. Slate of nominees has been posted online along with information about taking nominations from the floor at the Business Meeting at Theatrefest.
7. Looked into purchasing gifts for TTAO members receiving TETA awards at Theatrefest
8. Future Business
 - a. Online voting
 1. Determine date and length of time for voting
 2. Post final slate of candidates
 3. Prepare ballot including photos/bios of candidates and conduct election
 - b. Meet with Jill Ludington, Rachel Mattox and Rick Garcia during Theatrefest to plan Communication Strategy through June, 2019

Select Committee Reports

a. Executive Committee – Mark Pickell

No report

b. State Drama Director – Paula Rodriguez

- TTAO Connect is wonderful but there were a few bumps such as people calling the UIL office for assistance.

- UIL staff wants a way to contact adjudicators in case of emergencies
- TTAO Support was very accessible and helpful
- Training on the use of TTAO Connect should continue
- All but one Regional judging position has been filled
- UIL office needs to set dates and venues for upper level contests as soon as possible
- Activity Conferences are going well. One was cancelled due to inclement weather
- Suggested revising the Contest Managers' test and modules to reduce length

c. Ad Hoc Contest Manager Training Committee

No Report

V. Old Business

a. Board Insurance

Mark Pickell received a quote from Leroy Sanchez of State Farm Insurance in San Antonio. He has worked with other non-profits. The quote was as follows:

Board and Officers Insurance

\$794 annual premium for \$1,000,000 coverage

Employment Practices Liability

\$156 annual premium for additional \$1,000,000

Motion: Mark Pickell moved that the Board accept the quote for both parts and move forward with purchasing the insurance. Rachel Mattox seconded. Motion passed unanimously.

b. Future Meeting Schedule

Mark Pickell moved that the Board hold a virtual meeting on Sunday, January 27, 2019 at 12 noon. Jill Ludington seconded the motion. Motion passed unanimously.

c. Contest Manager Training for 2018-2019

• **Ad Hoc Committee Proposal**

Mandate that everyone, including veteran contest managers complete all training modules in the first year. This would create a provisional certificate good for one year. Non-TTAO certified contest managers would have to complete all modules each year. A contest manager could become a TTAO certified contest manager by an in-person training by shadowing an experienced contest manager. TTAO would exempt experienced contest managers from the in-person requirement in the first year if they have two years of recorded experience (UIL only has records on the last two years). TTAO certified contest managers would only have to complete the "New Rules" module.

- We need more comprehensive contest manager training similar to that of adjudicators
- Paula Rodriguez and UIL have offered to allow TTAO to use the "Register My Athlete" program for contest managers.
- Access to certification process is very important

- Discussion regarding suitability of using State Meet as a site for on-site contest manager training.

Motion: Mark Pickell moved that we request that UIL allow TTAO to pilot a contest manager training session at the 2019 State Meet. Billy Drago seconded the motion. The motion passed with the following vote:

Yes – 8

No – 1

Absent – 1

Motion: Mark Pickell moved that Craig Hertel serve as the first contest manager trainer at our pilot contest manager training session at the 2019 State Meet. Rick Garcia seconded the motion. Motion passed unanimously.

Motion: Mark Pickell moved that the Board allow him to investigate the possibility of using TTAO Connect to manage the contest manager data from the trainings and to solicit a quote for that service. Deb Shaw seconded the motion. Motion passed unanimously.

d. Financial Procedures

Motion: Mark Pickell moved to adopt the amended version of the Budget Policies & Procedures. Rachel Mattox seconded the motion. Motion passed unanimously.

Motion: Mark Pickell moved that the amended Budget Policies & Procedures be added to the Manual of Operations. Billy Drago seconded the motion. Motion passed unanimously. Cathy Huvar add this to the MOO.

VII. New Business

Motion: Mark Pickell moved to amend the agenda to discuss the TTAO budget before TTAO Connect. Carrie Klypchak seconded the motion. Motion passed unanimously.

a. 2018-2019 Budget

- Mark Pickell submitted a proposed budget for 2018-2019
- Rachel Mattox will consult with our accountant regarding mileage and per diem.
- The budget should be revisited in June.

TTAO Budget 2019

| | | | |
|--|----|-------------------|--|
| Cash on Hand | | | |
| Wells Fargo Checking | \$ | 32,521.25 | |
| Wells Fargo Savings | \$ | 9,807.75 | |
| Paypal | \$ | 241.25 | |
| Total Cash on Hand | \$ | 42,570.25 | |
| Revenue | | | |
| Membership Dues | \$ | 22,500.00 | (based on 450 members) |
| Interest Income | \$ | 2.60 | |
| Total Revenue | \$ | 22,502.60 | |
| Expenses | | | |
| Program Expenses | | | |
| Travel Reimbursement | \$ | 7,500.00 | (based on \$500 for Board and \$250 for S&P) |
| Board Meeting | \$ | 1,000.00 | |
| Website Development | \$ | 5,000.00 | |
| Scholarships | \$ | 3,000.00 | |
| Training Expenses | \$ | 3,000.00 | |
| Awards | \$ | 1,250.00 | |
| Supplies | \$ | 300.00 | |
| Board Insurance | \$ | 1,200.00 | |
| Attorney Retainer | \$ | 5,000.00 | |
| Operations | | | |
| Accounting | \$ | 1,200.00 | |
| Bank and Paypal Fees | \$ | 700.00 | |
| Postage and Mailing | \$ | 200.00 | |
| Business Registration Fee | \$ | 50.00 | |
| Website Hosting | \$ | 960.00 | |
| Virtual Assistant | | \$2,000 | |
| Total Expenses | \$ | 32,360.00 | |
| Net Income | \$ | (9,857.40) | |
| Membership Spending Ratio | | | |
| Board Spending | \$ | 8,500.00 | 26.27% |
| Member Spending | \$ | 21,860.00 | 67.55% |
| These numbers reflect the percentage of the budget that is spent on the board and S&P for travel reimbursements including mileage, food, and hotel | | | |
| prepared by Mark Pickell 9/20/18 | | | |

Motion: Mark Pickell moved that we adopt the proposed 2018-2019 budget. Craig Hertel seconded the motion. Motion passed unanimously.

b. TTAO Connect Development

- Initial agreement with developers is complete
- Any update or new feature will require a quote for the work from the developer
- Two proposals:
 1. Engage into an annual contract with Tim Thomas to host and provide support for 1 year paid in advance for \$960 annually.
 2. Approve payment of \$540 for new features including the following two features:

Feature 1: Expiration of adjudicator event requests

Time: 4 hours = \$240

Feature: Contest Manager will be able to specify an expiration datetime for an event request.

Acceptance Terms: The contest manager is able to pick an adjudicator, specify an expiration datetime with a default value prepopulated. The notification email will be modified to include the expiration date. When the request expires it will be marked as rejected and the rejection email will be sent out. The contest manager can then pick another adjudicator.

Information needed from Mark to begin: What should the default expiration period be?

Feature 2: Cancellation of accepted contracts

Time: 5 hours - \$300

Feature: Ability for either a contest manager or adjudicator to cancel an accepted contract if the judge was invited in error or accepted in error - this should require both parties consent

Acceptance Terms: Add a cancellation button. Change the icon on the button to be a cancel pending icon. When the cancel pending icon is clicked again it will allow the user to stop the cancellation. When the user clicks it display a popup that the other party must agree to the cancellation. Send a request for cancellation by email to the other party with a link to do the cancellation. Have a page explaining the cancellation and allowing it to happen. Cancelling the request then calls the rejection code and sends out the rejected email. If the cancellation request is cancelled send out another email announcing it to the other party.

- Suggestions for additional features:
 - Ability to edit with approval and notifications
 - Tracking how many contests people have contracted

- Using evaluations to provide better data for choosing adjudicators for higher level contests

Recommendation that Board members take suggestions for additional features. This will be revisited at the January meeting.

c. Election Schedule

Motion: Mark Pickell moved that the election be held online beginning in December 1, 2018 and closing on December 14, 2018. Jill Ludington seconded the motion. Motion passed unanimously.

d. Officer Manuals

- The Chair, Chair-Elect, Treasurer and Communications Director will create manuals detailing the requirements for fulfilling their positions.
- New Standards & Practices Committee members also need a manual detailing the requirements for fulfilling their jobs.

Motion: Mark Pickell moved that rough drafts of these five manuals will be in google docs by the June, 2019 meeting. The Communications Director will send out two email reminders to the people responsible for creating these manuals. Carrie Klypchak seconded the motion. Motion passed unanimously.

e. TILF Scholarships

Discussion of the benefits of awarding the TAAO Scholarships under the TILF Scholarship program.

- Main benefit would be vetting, but TTAO would have greater flexibility if we vet the applications ourselves.
- We need specific criteria for evaluating the applications.
- Deb Shaw volunteered to contact Travis Springfield for scholarship criteria. A digital version of these criteria will be emailed to Board members and will be reviewed at the January meeting.

Motion: Mark Pickell moved that we take no action on TILF Scholarships. Carrie Klypchak seconded the motion. Motion passed unanimously.

f. MOO Updates to include TTAO Connect in Ethics

Motion: Mark Pickell moved that the following be added to Section 5.A (Adjudicators-Code of Ethics and Professional Standards)

18. Adjudicators shall only use TTAO Connect to accept contracts for official UIL Contests.

Rick Garcia seconded the motion. Motion passed unanimously.

Motion: Mark Pickell moved that the following be added to Section 5.B
(Contest Managers – Code of Ethics and Professional Standards)

11. Contest managers shall only use TTAO Connect to contract adjudicators for Official UIL Contests.

Deb Shaw seconded the motion. Motion passed unanimously.

Motion: Mark Pickell moved that the above changes to the MOO be added to the renewal statements next year. Deb Shaw seconded the motion. Motion passed unanimously.

g. Wild Apricot

Motion: Mark Pickell moved that we terminate our contract with Wild Apricot. Rachel Mattox seconded the motion. Motion passed unanimously.

Announcements:

- Reminder of the mixer for new adjudicators. Allana Patterson was thanked for her hard work organizing this wonderful event.

Adjournment

The meeting was adjourned at 8:45 pm.