

TTAO BUSINESS MEETING  
Friday, September 27, 2018  
Theatrefest, Dallas, Texas  
11:00 am

## **I. Call to Order**

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

**Standards & Practices Members Present:** Cy Scroggins, Karen King, Gary Cooper, Michael Avila, Allana Patterson, Mandy Epley, Stephen Crandall, Phillip Taylor

## **II. Agenda**

Mark moved that the agenda be accepted. Phillip Taylor seconded the motion. Motion passed.

## **III. Minutes**

Mark Pickell moved acceptance of the minutes. R. Scott Allen seconded the motion. Motion passed.

## **IV. Officer Reports**

### **Chair Report – Mark Pickell**

**TTAO Connect** – has been fully realized and implemented for use this contest season. 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 November 2<sup>nd</sup> 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 Tayler'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@ttao.org](mailto:support@ttao.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.

**Contest Management:** Unfortunately not as much progress as I had hoped has been made on the Contest Manager Training modules before this meeting. I will shoulder the blame for the lack of progress. But we do have a framework to move forward and we are circling back to hopefully finish the modules. UIL would like it available by the beginning of October.

**Board and Officers Insurance:** 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. I look forward to the board reviewing the quote during this meeting. Finally, I

would like to thank Board Member Craig Hertel for volunteering to coordinate all of TTAO's appearances at Student Activities Conference as well as here at Theatrefest. I would also like to thank Cathy Huvar for taking on the task of returning evaluations to our members. I know the membership appreciates your effort

The TTAO Board voted to

- accept quote for Board and Officers Insurance as well as Employment Practices Liability Insurance from Leroy Sanchez of State Farm Insurance in San Antonio
- Hold a virtual Board meeting on Sunday, January 27, 2019 at 12 noon.
- Request that UIL allow TTAO to pilot an on-site contest manager training session at the 2019 State Meet. Craig Hertel will serve as the contest manager trainer.
- Allow Mark Pickell to investigate the possibility of using TTAO Connect in the future to handle contest manager training data and to solicit a quote for that service.
- Adopt the amended version of the Budget Policies and Procedures and add the amended document to the MOO.
- Approve the proposed 2019 budget.
- Hold elections from December 1, 2019 – December 14, 2019
- Request that the Chair, Chair-Elect, Past Chair, Treasurer and Communications Director submit rough drafts of officer manuals for their respective positions into Google Docs by the summer meeting in 2019
- Update the MOO to include the following:

#### Section 5

##### A. Adjudicators – Code of Ethics and Professional Standards

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

##### B. Contest Managers – Code of Ethics and Professional Standards

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

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Reception for new adjudicators Friday

#### **Chair-Elect – Carrie Klypchak**

2018-2019 Adjudicator Training/Certification Sessions

November 9 and 10, 2018      Sugar Land, TX – Dulles High School

March 22 and 23, 2019      Pleasant Grove, TX – Pleasant Grove High School

April 25 and 26, 2019      Round Rock, TX – Round Rock ISD Performing Arts Center (6A State Meet)

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.

#### **Past Chair – Jerry Ivins**

##### **Scholarship Program**

Approximately fifteen scholarship applications were submitted

Three scholarships were offered.

Only one recipient followed through and accepted the scholarship awarded

Recommend the creation of a more specific matrix for evaluating scholarship applications  
 Travis Springfield's work with overhauling the Manual of Operations is greatly appreciated  
 The Board's continuing work on contest manager training is greatly appreciated.

**Treasurer – Rachel Mattox**

<b>Cash on Hand:</b>	<b>As of 8/31/2018</b>
Wells Fargo Checking	32,521.25
Wells Fargo Savings	9,807.75
Pay Pal	241.25
	<u>42,570.25</u>
	<b>For the Eight Months Ended 8/31/2018</b>
<b>Revenue</b>	
Membership Dues	20,150.00
Interest Income	<u>1.96</u>
	<u>20,151.96</u>
<b>Expenses</b>	
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	<u>450.00</u>
Total Expenses	<u>11,266.52</u>
<b>Net Income</b>	<u>8,885.44</u>

We are in good financial shape.  
 We are dedicated to using TTAO funds primarily for the membership.

**Communications Director – Cathy Huvar**

**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

Sent “Thank You” notes to all State Adjudicators and Contest Managers

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.

Sorted and mailed evaluations to all adjudicators who received them.

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.

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.

#### **UII Drama Director – Paula Rodriguez**

Not many changes

Excited to begin new position

Don’t send TTAO and TTAO Connect questions to UII office

#### **Old Business**

None

#### **New Business – Nominations**

##### **Chair-Elect**

Craig Hertel

Ezekiel Morgan

Mark Pickell moved that nominations cease. Karen King seconded the motion. Motion passed.

##### **Board of Directors At-Large**

Gary Cooper

Yvonne Phillips-Dupree

Karen King

Mark Pickell moved that nominations cease. Travis Springfield seconded the motion. Motion passed.

##### **Standards & Practices Committee Adjudicator/Region 2**

Rachel Harrah

William Walker

Mark Pickell moved that nominations cease. Margaret Valenta Davis seconded the motion. Motion passed.

##### **Standards & Practices Committee Adjudicator/Region 4**

Kelsey Kling

Mark Pickell moved that nominations cease. Stephen Crandall seconded the motion. Motion passed.

##### **Standards & Practices Committee Contest Manager/Region 2**

Larry Carpenter

Jacob Davis

Kimberley Funderburk (Nominated from floor by Karen King)

Mark Pickell moved that the nominations cease. Rachel Smith seconded the motion. Motion passed.

**Standards & Practices Committee Contest Manager/Region 4**

David Nanny

Carla Schumann

Mark Pickell moved that nominations cease. Renee Jacobs seconded the motion. Motion passed.

Nominees introduced themselves to membership.

**Announcements:**

Some districts are requiring adjudicators and contest managers show proof of personal liability insurance. One possible source for this insurance is NFHS.org.

Discussion of criteria for scholarship applicants. Allana Patterson volunteered to help.

Mandy Epley was thanked for coordinating TTAO swag and making it available to the membership.

Mark Pickell moved that the meeting be adjourned. Ray Newburg seconded the motion. Motion passed.