



Chair: Dr. Carrie Klypchak

Saturday, June 9, 2019
10am- 4pm
UIL Building Austin, Texas

Board Members Present:

Chair - Mark Pickell
Chair Elect - Dr. Carrie Klypchak
Treasurer - Rachel Mattox
Treasurer Elect- Billy Dragoo
Communication Director - Cathy Huvar
Communication Director-Elect- Jill Ludington
At-Large Member - Craig Hertel
At-Large Member – Yvonne Phillips-Dupree
At-Large Member - Deb Shaw
At-Large Member – Rick Garcia
Ex-Oficio non-voting Board Member – Paula Rodriguez

Board Members Absent:

Past Chair - Jerry Ivins

Minutes

I. Call to Order

II. Changes to Agenda

Mark Pickell moved to accept the agenda. Rachel Mattox seconded the motion. Unanimously accepted.

III. Approval of Minutes

Mark Pickell moved to accept the minutes. Yvonne Phillips-Dupree seconded the motion. Unanimously accepted.

IV. Reports

Officer Reports

a. Chair Report

Board Members,

While the spring was busy for our adjudicators and contest managers there wasn't a lot of business for the chair of TTAO since our last meeting in January.

Awards

I ordered awards for our distinguished recipients and helped to present the awards at the state meet. It was an honor to present the service award to Luis Munoz and Karen Ray. It was also an honor to share the stage with the family of Elizabeth Hedges who received our Legacy Award posthumously.

I did not present the special recognition award to Ian LeClair and Tim Thomas on which the board voted. Ian passed away unexpectedly a few weeks before the state meet. Tim Thomas did not think he would be able to accept the award in front of an audience. I plan on delivering the award to Tim privately.

Tabulation Video

After receiving lots of questions about tabulation over the course of the last two years I took it upon myself to create an explainer video that explains tabulation. I would be happy to continue to produce more videos that might serve as a helpful tool to help communicate TTAO policy and/or UIL policy. We have an annual membership to powtoon.com which allows us to make more videos.

Adjudicator Evaluations

This year UIL received 807 evaluations. This is an increase of 206 evals or 25%!!!!!! Thank you to everyone who participated in my impromptu Facebook video campaign as well as Cathy, Jill, and Tayler for imagining and implementing an effective communication strategy. We estimate there could be up to 2200 total evals possible, so we are only at around 36% total. I hope TTAO continues to track our progress and introduce new strategies until we reach our goal of having 100% of the evals completed.

TTAO Attorney

It came to my attention that while the board approved the funds to retain a lawyer for TTAO, we have not actually paid the retainer fee. The Cullinane law group is sending us an invoice to make that effective.

TTAO Connect

Completed Updates:

Expiration of Adjudicator Requests - CM's can now set a time (in hours) for when an invite expires. This should help with issues when an adjudicator doesn't respond to an invitation and it prevents the CM from contacting another adjudicator.

Edit Agreements - Now CM's can edit the agreement after it has been accepted. Any change to the agreement must be agreed by both parties before it will be accepted. If the CM edits the agreement an email is sent

to the adjudicator asking for agreement to the change. This will be helpful to change times, locations, amounts etc. in the future.

Archive past events - Now all events will be archived to members profiles. Rejected invites are now hidden as not to clutter the feed.

Sort events chronologically - now events are sorted by the chronology of the event date.

Upcoming updates:

Zone Contest implementation - this past year we had to use a workaround to allow zone contests to be part of the system. There will be an easier solution this coming year.

Contact form for contest managers - in addition to the list of TTAO contest managers we will allow people to contact contest managers via our website while keeping their contact info private.

Contest Management Training Modules - We are working to develop a training platform for contest management modules that we would like to incorporate into the contest manager training. When contest managers complete the modules the system will automatically denote their certification to their profile.

It has been a privilege to serve as Chair of TTAO for the past two years. Together we have accomplished so much together. We created a new membership platform, retained an attorney and commissioned a legal review of our organization, purchased board insurance, developed a system for issues and grievances, developed financial policy for the organization, implemented a communication strategy, started the realization of TTAO contest manager training among the many agenda items we tackled together. I would like to thank each of you for your contributions to the productive and serious work we accomplished.

I look forward to Dr. Klypchak's leadership and have no doubt that TTAO will continue to grow and develop to better serve our members but more importantly the students and directors across Texas.

Respectfully Submitted,
Mark Pickell
Chair-TTAO

b. Chair-Elect Report

General Activities/Information

1. In May of 2019, TTAO trained 20 new adjudicators for certification at the 6A One-Act Play State Meet.
2. The Chair-Elect developed and added a new agreement to be signed by the trainees in the adjudicator training sessions regarding expectations for successfully completing the certification process at the training contest site. This agreement was implemented at the 2019 State Meet training session.

3. TTAO tentatively plans to offer its next certification in the Dallas area during the fall of 2019 (specific location TBD); and in late April/early May of 2020 TTAO will again offer a State Meet training/certification session. An additional TTAO training session during 2019-2020 is currently under discussion.

4. The Chair-Elect has spent significant time working with the Chair to become appropriately apprised of the workings of the organization in order to assume the Chair's position.

Respectfully Submitted,
Carrie Klypchak, PhD
Chair-Elect, TTAO

c. Past Chair

No report.

d. Treasurer Report

On 5/28/2019 when Wells Fargo was unable to reach me, they called Kathy Harvey, whose name still showed on TTAO's Wells Fargo Account. Kathy called me with the number to call regarding suspected fraudulent charges/checks on TTAO's checking account. Further investigation revealed that on this day, four checks were written on TTAO checking account ending in 2025 totaling \$2385.00. A reimbursement check I had written and mailed to a Board member had been intercepted by a thief, photo shopped and used as the basis for the four fraudulent checks mentioned above. Rachel is still checking that the \$2,385 fraudulent charge is credited back to the TTAO Wells Fargo account.

Wells Fargo immediately froze this account and opened a new one, transferring all monies into the new checking account.

On 5/29/2019, a purchase was made using a TTAO debit card ending in 4595 for \$204.00, and another check for \$1,625.00 was written on our checking account. The \$1,625.00 did not get processed since the account was frozen, and the debit charge was being investigated by WF fraud. The debit card had been issued to the former Treasurer and has been in a plastic envelop in the Treasurer file box at my house since Kathy turned the records over to me, so how this debit number had been found is a mystery to me.

As of this date all disputed transactions have been credited back to TTAO's new checking account.

I received today the new checks, which now have the correct address on them as well: PO Box 6237, Round Rock, TX 78683, which is the PO Box checked by our Accountant, Anna Swenson.

TTAO has a new checking account number in full operation as of this date.

PayPal is a different story too long to relate in this report. Suffice it to say that I will be recommending action that should be taken with PayPal whenever a new Treasurer takes office so that the change of Business Contact for our account will be a smooth transition. I will add this recommendation to the Treasurer's job responsibilities document and continuing working on transferring our PayPal balance from the PayPal account to the new TTAO Wells Fargo bank account.

As requested by the President, I have also added two procedures (#'s 4 & 5) to the TTAO Budget Policies and Procedures for your approval. #4 deals with turning in debit card receipts to the Treasurer as soon as possible, and #5 suggests keeping a low checking account balance by transferring monies into the savings account when necessary. Notifying the Treasurer when using the debit card will also help protect from any future fraudulent activity.

Anna Swenson is working on the timely filing of the Form 990, so be aware that when the document is sent to you for inspection you will need to examine and sign off as having seen it.

Financial statement as of 5/31/2019 attached.
Updated TTAO Budget Policies and Procedures attached.

Financial Report

As of 5/31/2019

Cash on Hand:

| | |
|----------------------|-------------------------|
| Wells Fargo Checking | 31,397.06 |
| Wells Fargo Savings | 9,809.95 |
| Pay Pal | <u>777.20</u> |
| | <u><u>41,984.21</u></u> |

**For the Five Months
Ended 5/31/2019**

Receipts

| | |
|-----------------|-------------|
| Membership Dues | 10,700.00 |
| Interest Income | <u>1.22</u> |

Total Revenue 10,701.22

Disbursements

| | |
|------------------------|-----------------|
| Program Expenses | |
| Awards | 780.00 |
| Training Expenses | 582.40 |
| Operations | |
| Dues and Subscriptions | 1,693.80 |
| Bank and PayPal Fees | <u>31.50</u> |
| Total Expenses | <u>3,087.70</u> |

Net Receipts in Excess of Disbursements **7,613.52**

Respectfully submitted,
Rachel Mattox, Treasurer

e. Communication Director Report

1. I worked with Jill Ludington and Tayler Gill to implement the communications strategy for January – June of 2019. This completes the communications strategy we developed for the full year.
2. Tayler Gill submitted a summary of our year. Now we will go back to alter and update communication plans as needed.
3. I entered new adjudicators into the TTAO Connect and emailed a welcome letter to them with instructions for completing their profile and paying their dues. Craig Hertel has also sent new contest manager information that I will put in TTAO Connect.
4. I worked with Carrie Klypchak and Mark Pickell to plan for the distribution of adjudicator evaluations to the membership.
 - a. Printed mailing labels and return address labels
 - b. Purchased stamps
5. I promoted the TTAO scholarship on the UIL One-Act Play Director’s Facebook page.
6. I monitored the requests to join the TTAO/UIL Adjudicator and TTAO/UIL Contest Managers Facebook pages.
7. TTAO membership is growing, and this growth is being tracked. The numbers may be slightly skewed based on the transition from Wild Apricot to Connect.

Respectfully submitted,
Cathy Huvar, TTAO Communications Director
June 4, 2019

Reports of Select Committees

a. Executive Committee

There was one grievance reported to TTAO that has already been resolved.

b. State Theatre Director

Contest Season in Review/Issues on the Horizon

Contest Managers

CM Test for 2020

- Number of CM's that completed the CM Exam = 278 total; Only one request to find a CM?
- CM Test- Too many CM's took the test after deadline passed. Does there need to be a deadline?
- Do we need to house the CM test for this new year?
- Future Training Suggestion- Add a tutorial on the online Spring meet system for District entering results and checking to see that their participants are entered in the Spring Meet System.

Adjudicators

- TTAO Connect- Successful! After the first couple of months, the only criticism was due to a reluctance to change.
- Few Judge replacements- less than 10 at most?
 - Chemical fire
 - Logistics
 - Clinic/Judging Conflict
- Proposals- if approved by Legislative Council
 - 2 Best Performers
 - 20 Cast/Crew members- removing the distinctions of cast and crew to allow more flexibility in casting.
 - Tech Award and Tech Team Award continued pilot for 2019. (All conferences)
 - Question is who will judge? CM? Stage Manager? Criteria
 - More training for Contest Manager in this area
- B.O.D./S&P/Advisory Committee Members assisted in State Awards Ceremony. Continue this tradition.
- Handbook should be updated by end of July. Please review the TTAO webpages and send us any changes by July 15, so I can update website and book.
- Directors Evaluations- on CM's and Judges- over 700 evaluations submitted from Directors
- Adjudicator Contest Evaluations- nearly 300 submitted

Issues for discussion

- Still a need for more Adjudicators in Region 1 and Region 4 RGV, and more diversity
- Transparency on the Tabulation sheets. Include judges' names? Yes? No? Posting of rankings immediately after announcement.
- Social Media
- Perception Issues (*Potential Action items)
 - Conflict of interest policy proposal* see attached written public proposals that pertain to TTAO
 - More diversity in judging panels- This comes from phone conversations and emails received.
 - Judges who write plays that they could potentially judge.

Invitation

- Legislative Council MTG June 11 in Round Rock, Austin Marriott North 2600 La Frontera Blvd
- Capital Conference June 25-26

- TTAO members, consider judging (voluntarily) for Theatrical Design contest and Film.

Personal Acknowledgements

Respectfully Submitted,
Paula Rodriguez

c. Ad Hoc Contest Manager Training Committee

TTAO Ad-Hoc Contest Manager Training Committee

Chair - Craig Hertel (Adj/CM), Billy Dragoo (CM), Larry Carpenter (Adj/CM), Omar Leos (Adj/CM), Jerry Blake (Adj/CM), Gary Cooper (Adj/CM), Carla Schumann (Adj/CM)

Stakeholders:

Students, Contest Managers, Directors, Adjudicators

Goal:

Make recommendations to the board on how to implement the new contest manager training format and create timeline for implementation.

Background:

TTAO has piloted an in person contest manager training. There will be 2 types of Contest Managers: TTAO Contest Managers and Non-TTAO Contest Managers.

TTAO Contest Managers:

Each prospective contest manager must attend an in person training and complete online training modules in order to become a TTAO Contest Manager. After completing the training they will only be required to do a "New Rules" training module annually.

TTAO Contest managers will be listed in a directory on the TTAO website. TTAO CM's must pay annual dues and meet renewal requirements each year.

Non-TTAO Contest Managers:

Contest Managers that do not attend an in person training will have to complete all online training modules annually in order to serve as a CM. They do not pay dues.

Training Modules

Precontest - 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.

Current issues that need to be addressed:

1. Define a possible timeline to implement the new training requirements. Possibly create a 2-3 year plan.

Mark Pickell motioned for a two year plan that will include further piloting and continued communication concerning TTAO contest manager training. Rick Garcia seconded the motion. The motion passed unanimously.

a. It will most likely require lots of communication and lead time

2. Define who might get grandfathered into the system
 - a. What data can we use to verify?

Mark Pickell motioned for the Contest Manager Committee to work on this and bring back recommendations to the board. Craig Hertel seconded the motion. The motion passed unanimously.

3. How do we handle the members that are currently TTAO members (because they paid dues) but might not meet the grandfather clause when the training starts.

- a. Do we refund their dues if they don't attend an in person training?
- b. Should we transition to the new requirement before renewal period?
Go through the roles identify who qualifies to be grandfathered in and remove the TTAO Contest Manager designation from those that are not grandfathered in so they can't just pay dues to keep the designation
- c. Grandfather everyone who have taken the initiative to become members of TTAO?
- d. Other?

Mark Pickell motioned that the contest manager committee will work on this and bring back a recommendation to the board. Dr. Carrie Klypchak second the motion. The motion passed unanimously.

4. How many training opportunities should exist annually? Should we expect to do more in the first years and taper off?

Mark Pickell motioned that the contest manager committee will work on this and bring back a recommendation to the board. Dr. Carrie Klypchak second the motion. The motion passed unanimously.

5. Currently if someone wants to be a TTAO Contest Manager they just have to pay dues, should there be any requirements for the application process?
 - a. Adjudicators require Degree in theatre, and/or 3 years teaching, 3 years professional experience, or advanced degree

Craig Hertel motioned that experience or degree are not factors to be considered in approval of contest managers. Rick Garcia seconded the motion. The motion passed unanimously.

6. Who should be in charge of reviewing curriculum each year to make sure new information is included in the training modules? When should that be done?

Mark Pickell motioned to table this issue until our September TTAO board meeting. Dr. Carrie Klypchak seconded the motion. The motion passed unanimously.

7. How will locations of training be determined?

Mark Pickell motioned that Craig Hertel would determine location for training this year. Billy Dragoo seconded the motion. The motion passed unanimously.

8. How might we designate the person administering the training (keeping in mind they will serve as a model to the trainee's in attendance)

- a. Currently Adjudicator training is done by Chair-Elect
- b. Should there be a person in charge of adjudicator training and a person in charge of contest manager training?
- c. Should the chair-elect be in charge of all training scheduling, but can delegate the training duties to highly qualified CM's of their choosing?

Mark Pickell motioned that the contest manager committee will work on this and bring back recommendations to the board. Billy Dragoo seconded the motion. The motion passed unanimously.

1. ADVANTAGES OF BEING TTAO CERTIFIED. LISTED ON TTAO WEBSITE. ACCESS TO FEATURES. INCENTIVE TO JOIN???. RECOMMEND FOR AREA REGION STATE (BUT PROBLEM OF ENFORCEMENT)

2. Requirements for doing the certification. Recommend not.

3. TRAINING SESSIONS -- .HOW MANY -- MOVE OVER SOME OF THE THREE ADJUDICATOR SESSIONS

WHERE AND WHEN. NOT STATE MEET.

DO CLASSROOM AND OBSERVATION HAVE TO BE SAME TIME AND LOCATION

WOULD SHADOWING WORK (THOUGH WE WOULD LIST SITES SO IT WOULD BE GUIDED)

OFFER CLASSROOM PART AT CONVENTION AND/OR SUMMERFEST AND THEN SHADOW LATE FALL THRU JANUARY? COMMITTEE MEMBERS KNOW OF SEVERAL POTENTIAL SITES

4. GRANDFATHERED. CERTAIN NUMBER OF YEARS? Honesty or data? SHOULD EVERYONE JUST DO IT

5. FEEDBACK. EVALUATIONS. How could CMs get feedback?

6. LISTS FOR TTAO WEBSITE OF CM DUTIES

7. VIDEO TUTORIALS

d. TTAO Ad-Hoc Payment Process Committee Report

Members Present: Mark Pickell (*Chair/Board/Adjudicator*), Yvonne Phillips, Dupree (*Board/Adjudicator*), Rick Garcia (*Board/Adjudicator*); Phillip Morgan (*Adjudicator/ISD Fine Arts Administrator/S&P – by BOD invitation*)

Primary Law Topic of Discussion: *Agency*

Q: Does the party who makes the TTAO Contractual Agreement offer (*typically the CM*) have the authority to conduct business for a school district (*the ISD*)?

A: No, legally, the ISD superintendent or their designee (CFO, etc.) are the only entities who hold that authority. At present, the underlying issue remains that our TTAO Contractual Agreement does not have the ‘teeth’ of a legally binding document, however, this committee discussed options to potentially resolve or improve that concern (see below).

CURRENT ISSUES

1. a.) How can we (TTAO Board) support members who are:

- Not paid “on time”
- Not paid the agreed upon / full amount of the contract
- Not paid in accordance with the TTAO Contractual Agreement

+ The committee feels that we, as an organization, should empower the individual adjudicators of our membership with the tools to best advocate for themselves (initially) in order to proactively execute and monitor contractual agreements as independent, contractor/members of the organization from (First Step) initial contact in TTAO connect through (Last Step) receipt of payment.

+ The committee feels the Board of Directors could consider the following “tools” in future years:

- **Tool #1:** An option of formal ‘Late Payment’ notice(s) sent by TTAO at “Net 44 days” and “Net 51 days” as part of our official Grievance Process
- **IMPORTANT FUTURE TRAINING NOTE,** Districts *legally* have **30 days** to pay an adjudicator from the day they are presented with an invoice after services (the contest) have been rendered. This option would allow the TTAO designee to send a letter on your behalf during a formal grievance at

the two, week (44 d) and three week (51 day) marks after the district's 30 day window has lapsed.

- The first letter (Net 44) would be a formal request to pay, sent to the DEC Chair or designee of the district, with a warning that a Superintendent Letter will follow if no payment is received.
- The second/final letter would be sent by the TTAO designee (Chair, Director-at-Large, potential Ombudsperson) to all Superintendents of all ISD's in that district.
- **Tool #2:** An option for the organization to consider exploring a **Group Legal Plan** that would be paid for along with a member's dues. This would provide a true legal counsel option for interested members and coverage on member, by, member basis, should the need arise. TMEA has a similar option for protection, which allows members to pursue/protect their assets on a case, by, case basis.
- **Tool #3:** An option for the organization to consider purchasing DocuSign © software to our TTAO Connect Contractual Agreements as an added method of ensuring a true, legal, binding contract. This DocuSign © requirement would be emailed directly to an ISD's Supt/CFO/Authorized contract designee automatically upon completion of the TTAO Connect Contractual Agreement. If successful, this option could potentially solve the issue of 'Agency' and provide members with legal, binding, document with which to use to pursue action for non-payment or late-payment after a contest.

1. b.) Does the committee feel we should remove the current '75%per%play' designation regarding minimum payment and replace with new language or a new option based in a "Flat Rate/Adjudication Fee"?

- **Yes &** the committee feels that the Board might consider new language encouraging a change to a **'Minimum Adjudication Fee' of (recommended TTAO amount);**
- In example, regardless of the number of shows (4,6,8) at a contest, the newly recommended 'minimum adjudication fee' for any contest is (say) 450 (which matches a base contest of 6 shows at 75 per show, mathematically). This fee would ensure our members/adjudicators are guaranteed a total rate for shows judged, regardless of district size or participation, *versus* a potentially 'shifting' number of shows at the actual date of contest if it were left undesignated.
- The committee additionally noted that Mr. Pickell has discussed this item in consideration of his research on the athletic referees association (TASO) and that their mileage and refereeing fee scale was actually placed in UIL

official policy, making it a.) less financially attractive to adjudicators, as the state regulates all fees and mileage and b.) a very long and arduous process to add any TTAO recommended fees or mileages to UIL policy through the Executive Legislative process through the League.

2.) When an issue arises regarding a nonpayment after a contest, what is / should be the official process to resolve the issue?

+ The committee feels that the Board might consider reviewing the following step-by-step process for resolution of nonpayment or late payment:

Step 1: Provide an invoice for the payment amount to the Contest Manager on the day of the contest. Note the day following the contest at “Net 1 Day” so you may track payment timeline if needed.

Step 2: Allow the legal, Net 30 days from the date of invoice to pass before contacting the Contest Manager or DEC Designee / DEC Chairperson.

Step 3: At Net 30 date, contact (in writing and by phone) the Contest Manager to make a formal request for the payment

Step 4: At Net 37 date:

a. Adjudicator will contact (in writing and by phone) the DEC Chairperson of the district responsible to make a second formal request for the payment.

b. Go online to TTAO site and file a formal grievance with the District, CM and DEC information included.

Step 5: At Net 44 date:

a. The TTAO Chair or designee will email the DEC Chairperson (cc Contest Manager) a formal request on the adjudicators behalf as a third request for payment.

Step 6: At Net 51 date:

The TTAO Chair or designee will email all Superintendents of schools within the DEC (cc Contest Manager, DEC Chairperson), on the adjudicator’s behalf as a fifth and final request for payment.

Step 7: At Net 58 date:

a. TTAO Chair will contact other BOD members to discuss potential further action on behalf of the adjudicator/member

b. TTAO will officially document all member schools of the district that have failed to pay the adjudicator and ‘flag’ them in the TTAO Connect system for one (1) calendar year so as to provide future judges with the information that the district is an identified, poor payment entity – of

which adjudicators may choose not to enter into Contractual Agreement with.

3.) Can the committee recommend or create a policy that would satisfy the legal requirement of 'agency'?

+ The committee discussed, above, the potential options of adding DocuSign © to the TTAO Connect platform in future years to satisfy this request.

+ The committee discussed potentially adding language to the TTAO Connect Contractual Agreement that would require the Contest Manager *to submit and receive authorization from the DEC Chair's Superintendent within 14 days after successful completion of the Contractual Agreement.* Thus, ensuring that the responsible party in the DEC be provided with those agreements well in advance of the contest and confirm the binding nature of the document.

4.) Would the committee identify punitive options if agreements are not met? Such as:

- **A formal UIL Ethics Complaint?** The committee, after discussion with Dr. Stevens and Mrs. Rodriguez, advises that this option is not feasible, as the UIL is not able to officially sanction a UIL District Executive Committee (DEC) Chairperson.
- **Make public those districts that do not honor contract terms or payments?** The committee found that it is within our ability to maintain a "Slow, Pay or Fails, to, Pay" list of districts. TTAO could (as mentioned above) officially track and document all member schools of the district that have failed to pay the adjudicator and 'flag' them in the TTAO Connect system for one (1) calendar year so as to provide future judges with the information that the district is an identified, poor payment entity – of which adjudicators may choose not to enter into Contractual Agreement with.
- **Other?** The committee discussed no other punitive actions that could potentially be enforced at this time.

5.) In cases in which an adjudicator agrees to a TTAO Contracted Agreement and the Contest Manager, at a later date, requests to change the terms of said agreement, does the committee recommend that we craft language that allows the adjudicator to withdraw from the Contractual Agreement, free of obligation or penalty (if those terms are not agreeable)?

- The committee provided the following language for Board consideration:
 - *“In the event that the terms of this agreement are amended in any way by the requesting party (contest manager, DEC Chair, host school, designee), the adjudicator retains the right to void the agreement free of penalties, and is under no obligation to fulfill terms or attend /adjudicate the contest.”*
- The committee agreed unanimously that an adjudicator should not be penalized or receive any punitive action due to a change in Contractual Agreement terms (dates, amounts, expectations, locations, etc.) by the CM, DEC Chair or DEC designee after the initial signing of the agreement.
- The committee also agreed that, the TTAO Connect system already has an inborn function that will populate a message to adjudicators if “proposed changes” are being requested by the CM, DEC Chair or DEC Designee.
- The committee further agreed that communication was imperative to good contractual agreements and that phone calls to the CM to review options to maintain the agreement, if at all possible, were highly encouraged.
- The committee also discussed possible punitive actions towards CM’s or DEC’s who change or violate the Agreement terms at any point prior to the completion of the contest, specifically, any changes or cancellations within 30 days of the contest, since the adjudicator had previously made arrangements and dismissed other adjudication opportunities in order to honor the Contractual Agreement for said contest

6.) Does the committee feel that a change regarding a ‘pushback’ of the current dates to secure adjudicators later into the school year would help contest managers in having more accurate information to invite (said) judges?

- a. The committee recommended that the board consider the following date changes:
 - **August 15 – September 15:**
 - Window to secure/contract Bi-District Adjudicators
 - **September 15 – October 15:**
 - Window to secure/contract Zone or District Lead Adjudicator
 - **November 15 – Day of Contest**
 - Window to secure/contract remaining Zone or District Panel Adjudicators

The committee felt that the push back of these dates/windows above would also:

- Allow district officials and admins to be off of trainings and back to school duties in order to focus on UIL spring meet and OAP roles
- Allow more time for UIL State Drama Director to select and establish Area, Region and State assignments during June, July and August

7.) If the IRS mileage rate changes after an agreement is finalized, does the committee feel that there should be a change to the agreement?

- The committee provided the following language for Board consideration:
- *“Adjudicators should negotiate and agree upon a mileage rate at the time of acceptance of the TTAO Contractual Agreement.”*
- The committee felt as though trying to predict IRS changes would become troublesome in contracts and would incur future complaints from members.
- The committee noted that some ISD’s pay less or more than the IRS rate of mileage and are completely in their legal right to do so. Establishing an agreed upon rate/flat fee during the TTAO Contractual Agreement helps both parties rest easy on a clear, stated amount for payment.

8.) How does the committee feel regarding legal or personal options for adjudicators to request payment for itemized contest expenses (adjudication fee, hotel, transportation, meals, etc.)?

The committee contact TTAO member and attorney, Allen Otto, who provided pro bono advice regarding those matters. Mr. Otto clarified vehemently that he was not, nor did he claim to be, a tax attorney. He stated that there are three (3) prevailing methods of which adjudicators and ISD’s typically handle payment arrangements:

1.) The ISD issues one (1) check for all fees and related expenses (travel, meals, hotel, etc.), placing the responsibility to prepay on the adjudicator (but also allowing the adjudicator to retain proof via receipts of expenses for tax season).

2.) The ISD issues two (2) checks – one for fees and a second for related expenses. This option does solve the same issues as option 1, however, few school districts agree to do it and this method can become an accounts payable nightmare, leading to more delayed payment issues for adjudicators.

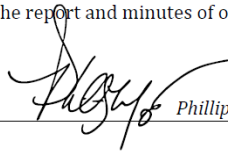
3.) The ISD issues one (1) check for fees and prepays all hotel, travel and meals for the adjudicator. While the *seemingly* easiest of all options, this option does not allow the adjudicator to retain or prove receipts for his/her expenses. The ISD may still report all expenses on the 1099 tax form to the IRS, sticking the adjudicator with an additional tax burden at the end of the year at reporting time. However, if you don’t mind taking the additional tax hit, you may opt for this trade of simplicity a price option.

Mr. Otto stated that he personally prefers Option 1 and notes all tax receipts via his own personal finances/cards, etc. The committee thanked Mr. Otto for his non-tax specific and pro bono legal counsel on behalf of

TTAO and his colleagues. He stated that he was glad to help and that we could call upon him any time for guidance as a member and colleague.

The committee makes no recommendation on an option listed, but does encourage the Board to consider that each TTAO adjudicator be aware of all tax obligations as independent contractors. Additionally, the committee encourages each member to retain records and request payment as they so choose, in the manner/option that best suits their needs as an adjudicator and financial individual.

This completes the report and minutes of our June 8, 2019 Ad-Hoc Payment Process Committee Meeting.



Phillip Morgan, Scribe

e. Scholarship Committee

1. There is no criteria for voting members to make their decision.
 - a. We have created a rubric to evaluate scholarship applications.
2. Timing of applications
 - a. We propose removing the State OAP participant requirement for scholarship consideration. Applications can be sent in earlier helping alleviate the quick turnaround time for review.
3. We do not get a lot of applications. How can we better communicate?
 - a. We propose creating a Contest Info Page (Check List) including the TTAO Scholarship information that CMs will: 1. hand out to directors during the Directors' Meeting 2. Send in prior contest email to directors.
 - b. We propose a description of the scholarship in contest programs.
 - c. Announce the previous year's recipient on the UIL Directors' FB Page.
 - d. Add a renewal statement about this change for TTAO Contest Managers.
4. Review Application Form
 - a. We have an updated proposed form.
5. We have given out at least 2 scholarships of \$1000 (one year we gave out 3 \$1000). Define the number of scholarships.
 - a. We propose raising the scholarship amount to \$5000. The amount of scholarships awarded will be contingent upon TTAO funds. We discussed the possibility of awarding recipients and additional \$1000 at the end of the first semester of college if requested check in updates were completed.
 - b. We propose opening up a separate scholarship fund account with a \$10,000 balance.
6. Currently there is a Tech Scholarship and a Performance Scholarship. Should we continue to decide the monies this way or award the most deserving applicant(s)?
 - a. The most deserving applicant(s) should be awarded.
7. Define the process for announcement and payment of scholarship.
 - a. Announcement: Email to student, teacher, and administrator

- b. Announcement: on UIL Director FB Page
 - c. Payment: The TTAO Treasurer sends a check to the school the recipient will attend once the school information is received from the recipient.
- 8. Currently the entire TTAO Board serves on the scholarship committee. This is problematic because the board members also have to review all the adjudicator evaluations in the same window of time as well as prepare for the board meeting. Should a smaller committee review the applications and makes recommendation to the board? If so, who should be a part of that committee?
 - a. Yes, a smaller committee should review the applications and provide the narrowed applicant pool to the board. The board will then vote on the recipient.
 - b. The committee should include: Treasurer, Communications Director Elect, and 1 At-large member
- 9. Updated scholarship application and scholarship rubric have been created.

Future scholarship committee members will continue to modify this proposal.

The future scholarship committee members will be two at-large board members and Treasurer elect.

V. Old Business

- a. Contest Manger Training
 - Craig Hertel reported and discussed the difference in TTAO certified contest managers versus contest managers.
 - Area, Region, and State are encourages to have TTAO certified contest managers.
 - All contest managers must take the online certification test.
 - TTAO certified contest managers will attempt an additional in-person training.
 - 14 contest managers came to the in-person training at the 2019 state meet.
- b. Proposed Core Values
 - Mark Pickell appointed Rick Garcia to chair a committee to work on core value wording with committee members to include Deb Shaw, Bill Dragoo, and Yvonne Phillips-Dupree.

OFFICER CHANGEOVER

- Mark Pickell
 - Prior position – Chair
 - New position – Past Chair
- Dr. Carrie Klypchak
 - Prior position – Chair Elect
 - New position – Chair
- Craig Hertel
 - Prior position – At-large Member
 - New position – Chair elect

- TTAO board is eternally grateful to Mark Pickell for his service as Chair and the endless work that he has given to our organization and to theatre education in Texas.

VI. New Business

a. Adopt New Chair Goals

- Strengthen the community of our membership
- Strengthening our identity as a sovereign non-profit organization
- Dr. Carrie Klypchak motioned to accept these goals. Yvonne Phillips-Dupree seconded the motion. The motion passed unanimously.

b. Officer Manuals

- Dr. Carrie Klypchak motioned to table and continue working on officer manuals. Craig Hertel seconded the motion. The motion passed unanimously.

c. Payment Issue Proposals

1. Require District Executive Committee Chair contact information on contractual agreement. (This must be known before the invitation is sent)
2. Add optional 2nd person to contact regarding payment (bookkeeper, principal etc.)

Mark Pickell proposed to accept #1 and #2. Rachel Mattox seconded the motion. The motion passed unanimously.

3. Change payment date to default to 30 days after contest.

Mark Pickell proposed to accept #3. Rachel Mattox seconded the motion. The motion passed unanimously.

4. Area and Region Equal Pay - Make recommendation to UIL that at Area and Region pay should be equivalent to the \$75.00 per show per TTAO recommended minimum pay per play.

Craig Hertel proposed to accept #4. Jill Ludington seconded the motion. The motion passed unanimously.

5. Remove per play option and make just a flat judging rate (that is calculated by using the per play option and is suggested by the system). This would prevent schools from saying they couldn't pay because service wasn't rendered when a contest goes from 8 schools to 6 schools.

Mark Pickell proposed to accept #5. Craig Hertel seconded the motion. The motion passed unanimously.

6. Recommend UIL change window of hiring judges
 - a. Area/Region/State - June-August 15th
 - b. Bi-District - August 15th-September 15th
 - c. District Lead Judge - September 15th- October 15th
 - d. First day to complete panel - November 15th

Mark Pickell proposes that UIL and TTAO further explore the calendar together. Craig Hertel seconded the motion. The motion passed unanimously.

7. Adopt process for reporting payment issues
 1. If not paid after 30 days or not paid fully contact the contest manager.
 2. If after 7 days the contest manager does not resolve the issue or doesn't respond the adjudicator should contact the District Executive Committee Chair or administrator responsible for payment. (Day 37)
 3. If after 7 days the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or doesn't respond then the adjudicator may file a grievance with TTAO. (Day 44)
 4. If the grievance is found to have merit by the TTAO Chair then TTAO will send a letter to the District Executive Committee Chair or administrator responsible for payment (Day 51) asking for prompt payment.
 5. If the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or doesn't respond then TTAO will send a letter to all superintendents of the district and ask for prompt payment. A warning will be given that all schools in the district will be flagged for payment issues within TTAO in the following year. Any future invitation from any school in the district will be accompanied by a note to the prospective adjudicators that their district failed to pay fully or on-time the previous year.

Mark Pickell proposes that we adopt the process in #7. Rachel Mattox seconded the motion. The motion passed unanimously.

d. Review of Code of Ethics and TTAO Conflict of Interest Statement

- Dr. Carrie Klypchak has appointed a committee to conduct a review of these. Committee members are Jill Ludington and Kelsey Kling.

e. Adopt any process suggestions for dormant judges' profiles and continued membership requirements

- Mark Pickell proposes that starting next year, members must be current to be considered active. If you have not renewed by June 20, you will be removed from the TTAO judging pool and you must be recertified. Rick Garcia seconded the motion. The motion passed unanimously.

f. Training

- i. Determine selection process for judges and contest managers for trainings

Mark Pickell proposes the executive committee will decide location and selection in conjunction with UIL based on needs. Rick Garcia seconded the motion. The motion passed unanimously.

- ii. Determine upcoming Trainings -Numbers and Sites

Mark Pickell proposes to keep 3 this year, and next year move to 2. Yvonne Phillips-Dupree seconded the motion. The motion passed unanimously.

g. Approval of funds for TTAO Community-based events

- Mark Pickell proposes for up to \$1,000.00 for TTAO community based events. Craig Hertel seconded the motion. The motion passed unanimously.

h. Recommendation for Changes to Directors Evaluation From (for judges)

- i. Middle School/High School
 - Add optional checkbox
- ii. Advancing/Non-advancing
 - Add optional checkbox
- iii. Language that directs respondent to directly address the adjudicator and avoids writing about other adjudicator

Mark Pickell motioned to accept the recommendations. Craig Hertel seconded the motion. The motion passed unanimously.

i. Nominations for Opening Board and S&P Positions

- Mark Pickell motioned to accept the nominations. Craig Hertel seconded the motion. The motion passed unanimously. Elections will be held in the fall.

j. Alternative Executive Committee Membership for Grievances When Needed

- Dr. Carrie Klypchak proposed the following:
 - i. Grievances filed with TTAO will be addressed and resolution attempted by the Chair.
 - ii. If the grievance filed with TTAO is directed towards the Chair, a blood relative of the Chair, or the Chair feels that they cannot be an objective party in the resolution of the grievance, the Chair will remove him- or herself from the grievance process, and the Chair-elect will be given the responsibility of addressing the grievance.
 - iii. If a grievance is deemed to require the Executive Committee (Chair, Past-Chair, and Chair-elect), and a conflict of interest as described in (ii.) above is deemed present, the member of the Executive Committee shall remove

themselves from the grievance process and the Communications Director shall be appointed to address the grievance with the remaining two members of the Executive Committee.

- iv. If a grievance is deemed to require the Executive Committee (Chair, Past-Chair, and Chair-elect), and a conflict of interest as described in (ii.) above is deemed present with two members of the Executive Committee, those two members of the Executive Committee shall remove themselves from the grievance process and the Communications Director and Treasurer shall be appointed to address the grievance with the remaining member of the Executive Committee.

- Rick Garcia seconded the motion. The motion passed unanimously.

k. Determine Appropriate Board Position as Conference Workshop Planner

- Dr. Carrie Klypchak proposes that the Communication Director-Elect will assume the responsibility of conference workshop planner into their duties.
- Jill Ludington seconded the motion. The motion passed unanimously.
- Mark Pickell moved to update the Manual of Operations to reflect the addition of this duty to the Communication Director-Elect's official duties.
- Rachel Mattox seconded the motion. The motion passed unanimously.

I. Update Manual of Operations

Current Language = Black

Proposed Change = Red and/or strikethrough

i. Awards Descriptions

1. Awards and Criteria

a. The TTAO Service Award shall be bestowed on a member or members in recognition for outstanding service to the organization beyond the duties of a particular office, role or assignment. The TTAO Service Award will honor a member of TTAO or continuous and significant service to the TTAO organization. **The name of the recipient will be added to the TTAO Website and they will be presented the award at a public gathering.**

b. The TTAO Legacy Award shall be bestowed upon a member or members in recognition for substantial history of contributions and advocacy for educational theatre in Texas and particular support and development of the UIL One-Act Play competition. Recipients may not be current Board or Standard & Practices Committee members. Recipients should be retired Adjudicators and Contest Managers. **The name of the**

recipient will be added to the TTAO Website and they will be presented at a public gathering. While this award may be given posthumously it is intended to honor living distinguished members.

c. Special Recognitions may be recommended by the Board or Standards and Practice Committee. ~~Members~~ This award is intended to give a small symbolic thanks for individuals completing terms in office, donation of time or services to TTAO, completion of specific tasks or other achievements. Recipients may be current Board or Standards & Practice Committee members. Special Recognition awards will not be added to the TTAO website and the award does not have to be presented at a public gathering.

- Mark Pickell moved to accept the changes. Rick Garcia seconded the motion. The motion passed unanimously.

ii. Replace “contract” with “contractual agreement”

Section 5 - Code of Ethics and Professional Standards

A. Adjudicators

3. Adjudicators shall honor all ~~signed contracts,~~ agreements assignments and duties ~~as prescribed in writing by the contest manager.~~ Prompt notification of the contest manager regarding emergency situations is required.

B. Contest Managers

3. Contest Managers shall honor all ~~signed contracts,~~ agreements assignments and duties.

- Mark Pickell moved to accept the changes. Rick Garcia seconded the motion. The motion passed unanimously.

iii. Update proposed amendments to the Manual of Operation

Article 10-Recommendations for Amendments to the Manual of Operations

A. The Board of Directors may revise the Manual of Operations as required without membership approval.

B. A simple majority vote by the Board during a Board meeting shall amend the Manual of Operations.

C. Recommendations for changes to the Manual of Operations may also be made by any member. The recommendation must be submitted in writing ~~30~~ 45 days prior to a called meeting. ~~of Standards and Practices who will recommend any change to the board of directors.~~

- Mark Pickell proposes the accept these changes. Jill Ludington seconded the motion. The motion passed unanimously.

iv. Add state judge selection process to Manual of Operations

Black=original text to be struck

Red = Proposed original Text

Purple = Proposed Text added to original

Article 11 - PROCESS FOR RECOMMENDING AREA, REGION, STATE ADJUDICATORS

Section 1 - Area/Region/State Qualified Adjudicators Designation

Annually the TTAO Board will review all adjudicators with 3 years service or 12 contests adjudicated for addition to the approved Area/Region/State list.

- A. A single board member may nominate any qualified member and without objection those adjudicators approved will be designated as such in the TTAO membership directory and will be eligible for recommendation for Area/Region/State assignments.
- B. Nominations should be based on an adjudicator's judging and evaluation history and consideration should be given to geography and TTAO's core values.
- C. Members must be current and in good standing to be considered for the Area/Region/State recommendation.

Section 2 - ~~Finding~~ Recommending State Adjudicators

- A. Members must be current and in good standing to be considered for state recommendation.
- B. Every voting board member shall select their ranks his or her top 75 adjudicators from those designated as Area/Region/State recommended adjudicators.
- C. Selection should be based on an adjudicator's judging history as well as their evaluations and consideration should be given to geography and TTAO's core values.
- D. The Chair and designated voting board member tabulates the ballots by finding the and finds the top 25 adjudicators names.
- E. If there is a tie for the 25th position then all judges who are tied will be included in the next ballot.
- F. Those 25 names are put on a new ballot and ranked by each board member 1 through 25.
- G. The Chair tabulates the second ballot. The top 6 are recommended to the State Theatre Director as acting adjudicators at state. The other 12 will be recommended for distributed in each conference. All assignments are at the discretion of the State Theatre Director.

Section 3 - Recommending ~~Finding~~ Regional Adjudicators

- A. TTAO will recommend the top 75 ballot for regional assignment to the state theatre director.
- ~~B. All assignments are made by the State Theatre Director taking into consideration the location of the contest, proximity of the adjudicator, and judging history.~~

Section 4 - Recommending ~~Finding~~ Area Adjudicators

- A. TTAO recommends that the State Theatre Director assign area contests from the pool of adjudicators designated as Area/Region/State qualified in the TTAO membership directory.

- Rick Garcia proposes the accept these changes. Mark Pickell seconded the motion. The motion passed unanimously.

v. Update article 8. Meeting

Section 1-Board of Directors

The Board of Directors will meet bi-annually and may call additional meetings as required. Board members may participate in person or electronically. Additional meetings may be called by, or at the request of, the Chair or two or more Directors. The summer meeting will be held on the second ~~Friday and Saturday~~ weekend of June, unless the Board deems otherwise.

- Mark Pickell proposes the accept these changes. Jill Ludington seconded the motion. The motion passed unanimously.

m. Scholarships

i. Adopt rubric and criteria

- Rachel Mattox motioned that the scholarship rubric and criteria (image below) be adopted. Rick Garcia seconded the motion. The motion passed unanimously.



Senior Scholarship Rubric Draft

| Name | High School | Major | Nominating Letter | Resume' | Transcript | Essay #1 | Essay #2 | Essay #3 | Overall Total |
|------|-------------|-------|-------------------|---------|------------|----------|----------|----------|---------------|
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Key: 0 – Did not submit, 1 – Very weak to 10 – Very strong

- ii. Adopt new form
 - Rachel Mattox motioned that the scholarship rubric and criteria (image below) be adopted. Rick Garcia seconded the motion. The motion passed unanimously.

TTAO 
TEXAS THEATRE ADJUDICATORS & OFFICIALS
Senior Scholarship Application

Name: _____ Email Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____ High School: _____

College/University and location where you will attend in the Fall (Does not have to be in Texas):

Nominating Teacher (or school official): _____ Email Address: _____

School Principal: _____ Email Address: _____

Please answer the following short answer Essay Questions (Max. 500 characters for each answer).

Essay Question #1: What is it about the theatre that makes you want to spend your life doing it?

Essay Question #2: What person do you most respect at this point in your life? Tell us why.

Essay Question #3: What could this scholarship do for you?

Please return this completed application to scholarships@ttaa.org along with these items of documentation:

- Letter of recommendation from your nominating teacher (or school official) verifying your participation as an actor or technician in a UIL One-Act Play entry or the UIL Theatrical Design contest and that you are a graduating senior.
- Theatrical resume' that includes your UIL OAP participation.
- Current transcript.

Scan all documents onto a single PDF file including your full name and "TTAO Scholarship" in the file name. (Ex: Full Name – TTAO Scholarship) Applications must be received by June 1 for consideration.

iii. New Scholarship Committee Designation

- The Past-Chair will chair this committee. The committee will also include the Treasurer-Elect and two At-Large Members.
- The committee will review applications and decide on a recommended winner(s) and present their recommendations to the board for approval.

- Rick Garcia motioned to accept the new scholarship committee. Rachel Mattox seconded the motion. The motion passed unanimously.
- Rachel Mattox moved that this change be added to the Manual of Operations. Mark Pickell seconded the motion. The motion passed unanimously.

iv. Number of scholarships and amount

- Mark Pickell proposed to table this discussion until the TTAO September Board meeting. Cathy Huvar seconded the motion. The motion passed unanimously.

v. Award scholarships

- Rick Garcia proposes we accept and award both scholarship applicants. Yvonne Phillips-Dupree seconded the motion. The motion passed unanimously.

n. Approve annual contract with Taylor Gill

- Dr. Carrie Klypchak proposes that we increase Taylor Gill's salary and contracted hours up to \$3,000.00. Cathy Huvar seconded the motion. The motion passed unanimously.

o. Transparency on the Tabulation sheets. Include judges' names and posting of rankings immediately after announcement. (UIL)

- The board discussed the issue, but it took no action.

p. Social Media policy (UIL)

- The board discussed the issue, but it took no action.

q. Adopt revision to budget policies and procedures.

TTAO Budget Policies and Procedures

May, 2018 Amended September, 2018

#4 and #5 added to Procedures for Expense Reporting and Reimbursement Requests, June, 2019

TTAO Chair presents the Annual Budget Request to the Board of Directors for discussion and approval at the June meeting.

Annual Budget Request to include:

1. Adjudicator Training expenses (travel, lodging, food, materials for Chair, Chair Elect, 3 Panelists)
2. Scholarships/Awards (in consultation with Past Chair)
3. Administrative Overhead expenses relating to communications and secretarial duties (media, website, internet, applications and maintenance, materials, fees and business expenses relating to administration)
4. Board of Directors travel and business related expenses
5. Operations
 - a. Accounting
 - b. Bank & PayPal fees
 - c. Materials, postage, mailings
 - d. Business registration fees
 - e. Insurance

Procedures for Expense Reporting and Reimbursement Requests

1. Adjudicator Training Expenses:
 - a. Chair and Chair Elect submit itemized Expense Report Form (found in TTAO Google Documents) and all receipts pertaining to travel, lodging, food, and materials associated with the training event to the Treasurer within 30 days of conclusion of event.
 - b. Treasurer reviews expenses and mails check to Chair Elect for all approved items on the Expense Report that are accompanied by receipts or another form of documentation. Check mailed within 30 days of Expense Report receipt.
 - c. Treasurer reports all expenses to Accountant monthly as needed for inclusion in Chart of Accounts and Financial Reports.
 - d. Persons receiving checks acknowledge receipt via email notification to Treasurer.
2. Board and S & P Expenses:
 - a. Member submits Reimbursement Request Form (found in TTAO Google Documents) and all receipts pertaining to travel, lodging, food and materials associated with a TTAO Board of Directors meeting within 30 days of the conclusion of the meeting to TTAO Treasurer.
 - b. Treasurer reviews expenses, tracks data, and mails a check to the member within 30 days of receiving the Reimbursement Request and receipts.
 - c. Treasurer reports all expenses to Accountant monthly as needed for inclusion in Chart of Accounts and Financial Reports.
 - d. All persons receiving checks acknowledge receipt via email notification to Treasurer.
3. All Purchases, Expenditures and Reimbursement Requests must be approved by the Chair Person and the Treasurer.

4. Notify Treasurer when Wells Fargo Debit card used via email communication. Send Treasurer all receipts with explanation regarding each debit transaction. Identify vendor and purpose of transaction. When possible, use TTAO Expense Report form.

5. Treasurer should transfer monies from Checking into Savings Account periodically in order to keep checking account balance at @\$5000. Purpose of keeping a lower balance is to protect TTAO checking account from the loss of high amounts due to fraudulent activity.

- Mark Pickell motioned to accept the addition of items #4 and #5 to the TTAO Budget Policies and Procedures. Jill Ludington seconded the motion. The motion passed unanimously.

VII. Closed Session.

VIII. Comments, Announcements, Other Business

IX. Adjournment

- Mark Pickell motioned to adjourn. Craig Hertel seconded the motion. The motion passed unanimously.

Appendix A – Term Lengths

Texas Theatre Adjudicators and Officials (TTAO) Terms

| Name | Position | Email | Region | Institution | Term |
|--|-------------------------------|---------------------------------|--------|-----------------------|-----------|
| Board of Directors | | | | | |
| Mark Pickell | Past Chair | markpickell@gmail.com | 3 | Capital T Theatre | 2019-2021 |
| Carrie Klypchak | Chair | Carrie.Klypchak@tamuc.edu | 2 | TA&M Commercial | 2019-2021 |
| Craig Hertel | Chair-Elect | craighertel@gmail.com | 2 | Lindsey ISD | 2019-2021 |
| Cathy Huvar | Communications Director | cfhswt@yahoo.com | 4 | Retired | 2018-2020 |
| Jill Ludington | Communications Director-Elect | jnj98@suddenlink.net | 1 | WTAMU | 2018-2020 |
| Rachel Mattox | Treasurer | rachelmattox@comcast.net | 3 | Retired | 2018-2020 |
| Billy Dragoo | Treasurer-Elect/Historian | billydragoo@yahoo.com | 4 | Austin HS | 2018-2020 |
| Rick Garcia | Director-At-Large | rgarcia200@yahoo.com | 4 | Independent | 2018-2020 |
| Yvonne Phillips-Dupre | Director-At-Large | phillipsdupreeyvonne@gmail.com | 2 | Independent | 2019-2021 |
| Deb Shaw | Director-At-Large | deb.shaw@midlandisd.net | 1 | Midland ISD | 2018-2020 |
| Paula Rodriguez | UIL State Theatre Director | prodriguez@mail.utexas.edu | | UIL | On-Going |
| Standards & Practices Committee | | | | | |
| Cy Scroggins | Region 1-CM | brenton.scroggins@canyonisd.net | 1 | Independent | 2018-2021 |
| Larry Carpenter | Region 2-CM | larry.carpenter@wacoisd.org | 2 | Waco ISD | 2019-2022 |
| Gary Cooper | Region 3-CM | cgcooper@Central.UH.EDU | 3 | University Of Houston | 2017-2020 |
| Carla Schuman | Region 4-CM | carla.schumann1@gmail.com | 4 | Comal ISD | 2019-2022 |
| Allana Patterson | Region 1-Adj | allanapat@msn.com | 1 | Independent | 2018-2021 |
| Rachel Harrah | Region 2-Adj | rharrah@dallasisd.org | 2 | DISD | 2019-2022 |
| Phillip Morgan | Region 3-Adj | Phillip.Morgan@gccisd.net | 3 | Goose Creek ISD | 2017-2020 |
| Kelsey Kling | Region 4-Adj | kelseykling@gmail.com | 3 | Independent | 2019-2022 |
| Stephen Crandall | Appointed At Large-Region 1 | scrandall@wtamu.edu | 1 | WTAMU | 2017-2020 |
| Missey Head | Appointed At Large-Region 2 | HeadJ@lisd.net | 2 | Lewisville ISD | 2017-2020 |
| Phillip Taylor | Appointed At Large-Region 3 | pjtaylor254@gmail.com | 3 | AISD | 2018-2021 |
| Jim Mammarella | Appointed At Large-Region 4 | jimmammarella@outlook.com | 4 | Retired | 2017-2020 |

