



**TTAO Board Meeting  
June 13<sup>th</sup> and 14<sup>th</sup>, 2020  
Virtual Meeting**

**Board Training Q&A**

No questions or discussions were requested prior the meeting being called to order.

**I. Call to Order**

*The meeting was called to order by Carrie Klypchak at 10:08 am.*

**Board members present:** Carrie Klypchak, Craig Hertel, Mark Pickell, Jill Ludington, Yvonne Phillips-Dupree, Scott Allen, Gary Cooper, Jim Mammarella, Mandy Epley, and non-voting guest Paula Rodriguez

**II. Changes to the Agenda**

No changes to the agenda were submitted.

**III. Approval of Past Minutes**

*Jill Ludington motioned that the January 2020 minutes be amended to include the new At-Large members of the Standards & Practices Committee: Lou Lindsey, Omar Leos, and Greg Arp. Yvonne Phillips-Dupree seconded the motion. The motioned carried unanimously.*

*Mark Pickell motioned to amend that the first duplicate “Article 11: Process for Recommending Area, Region, State Adjudicators” be removed to reflect our adopted policy (originally listed in minutes as Option B). Jim Mammarella seconded the motion. The motion carried unanimously.*

*Scott Allen motioned that the meeting dates in the minutes on page 14 “Jun 13-24” be changed to “Jun 13-14”. Mark Pickell seconded the motion. The motion carried unanimously.*

**IV. Officer Reports**

**A. Chair – Dr. Carrie Klypchak**

**Chair Report, Texas Theatre Adjudicators and Officials  
Board of Directors Meeting, June 13-14, 2020 (Virtual)  
Carrie Klypchak, PhD**

General Activities/Information

Since the January BOD Meeting, I have spent the majority of my time, beginning mid-March and continuing as of the writing of this report on the following:

1. Managing and negotiating significant complexities for the organization and its members arising from COVID-19.
2. Focusing on conceptualizing the Core Values Action Plan and a Leadership Resolution for Racial Justice for our organization - both of which we will be working on as a Leadership Team during our current meetings.

The number of meetings and communication actions that the above mentioned foci have required (and continue to require) proves far too large to document separately in the scope of this Chair Report. That being said, the actions of communicating with our membership during this time comprised the writing and distribution of multiple emails/documents; and the meetings generally comprised multiple interactions for determining the best course(es) of action with the following:

- The UIL State Theatre Director
- The Executive Board Committee
- TTAO's Virtual Assistant
- The Organization's TTAO Connect Primary Administrator
- And many, many others from our Leadership...

I should like to note that any missteps in navigating these unprecedented times for our organization are entirely my own. Time, in many instances, has been my enemy, as things have often shifted daily (or multiple times within a day) that suddenly needed to be addressed very quickly. I would like to take the time here to thank those above who have engaged in numerous meetings with me along the way (some planned and some very spontaneously needed) to try to help determine and implement the best course(s) of action.

Respectfully submitted,

Carrie Klypchak, PhD  
Chair, TTAO

**B. Chair Elect – Craig Hertel**

Chair-Elect Report – Craig Hertel

1. In November TTAO trained 10 new adjudicators at the Plano ISD One-Act Play Contest
2. In December, TTAO hosted an on-site training for Contest Managers and certified 5 new Contest Managers. This was only the second on-site training for Contest Managers (the first non-State Meet training). This allowed a comparison of hosting at State versus hosting at a District.
3. In the Spring, we had planned another Contest Manager training in the Houston area for March, and adjudicator trainings in April (Lubbock) and May (Round Rock). These were all cancelled, since these contests did not happen.
4. For 2020-2021 school year, scouting out sites for both types of trainings next school year, depending on variables of COVID-19. Preliminary plans are to look for sites for early Fall, and to make up for those cancelled in Spring of 2020.

**C. Past Chair – Mark Pickell**

Past Chair Report – Mark Pickell

Board Members,

While Covid cancelled most of the OAP contest It was still a very eventful spring for the Past-Chair. Here is an overview of my activity on behalf of TTAO.

- Contacted Wells Fargo and coordinated getting Gary Cooper as a signor on the account while removing Rachel Mattox. Cruz Navarro, at Wells Fargo 713-863-0451 was very helpful in walking us through the process. He also made me aware that outside of signors on the account there are Executives. These Executive signors have higher authorities to make changes to the account. I visited a local branch and signed on to both checking and savings accounts as an executive signor. Rachel still needs to be removed and Gary and Carrie added as I roll off of the board next year.

- Created an explainer video for the new area/regions/state recommending committee using our powtoon account that was published to social media. I plan on creating an explainer video for what to do if you are not paid and also a video that outlines the new contest management requirements being adopted at our meeting.
- I contacted the awards recipients (Adonia Placette - Legacy, Alison Frost- Service, and Mandy Epley - Special Recognition) and they agreed to be honored at the state meet (Mandy at our business meeting at TETA). Then Covid arrived and I contacted them again to let them know we would not be able to honor them at the moment. I suggested that we would hopefully honor them in conjunction with the 2021 recipients next year at the state meet. I did not order the awards as I was awaiting to hear from the board what action we might take to honor our 2020 recipients.
- Created a graphic explaining the upcoming changes in contest management training and specifically it spells out the differences between a non-ttao contest manager and a TTAO Contest Manager. Hopefully this can be used to help our membership understand the changes.
- Contacted Alison Frost who set up the original website and we finally were able to log into our G Suite account. This manages the emails like [treasurer@ttao.org](mailto:treasurer@ttao.org) . Alison set this up when TTAO became a non-profit with google. Since we are a non-profit we get this service free from Google. This is where our google drive is and other tools. Hopefully I can report at the next meeting about the applications that google offers that we might take advantage of. I also met with Jill Ludington to show her how to log onto the service and make changes. Hopefully this will be added to the transition duties so that we don't have a lapse where there is no one on the current board who can login.
- I was scheduled to present an adjudicator training in Lubbock at the end of March and it was cancelled due to Covid. I would be happy to return there in the future when the contest resumes and if TTAO needs me to.
- Chaired the Awards and Scholarship committee meeting on June 9. We selected two brilliant theatre students to recommend to the board for consideration for our annual scholarships.
- Contacted Tim Thomas our web developer in addition to the changes he made in response to covid (extending the calendar, editing contest dates) he is currently working on implementing these features in the near future.
- Labels for "Former S&P" and "Former Board Member" to assist Standards and practices when the committee is nominating members for

leadership roled (some roles require prior experience on S&P or the board). We will be able to filter for eligible members to be nominated.

- Contest Manager Contact Form - This will allow people to contact contest managers about potential jobs while not revealing any personal contact info on the internet. This feature will only be available for TTAO Contest Manager (members who pay dues and complete contest management training).
- Text Message Alert - This was an original idea for TTAO connect that got put on hold as the time crunch to finish the original system took precedent. This feature would send a text message to an adjudicator when a new invite arrives in TTAO connect. Each member would opt into the service. A lot of invites go to spam and so this feature would remind members to go and check their account and hopefully speed up the process of contracting judges.
- Updated our Grievance form to reflect the new conflict of interest policy.
- Developed a new logo for TTAO that incorporates our newly adopted Core Values that the board will review at the summer meeting.
- Created updates for the Manual of Operations that the board will vote at the summer meeting regarding language around elections, and payment grievance among others.

Respectfully submitted,

Mark Pickell  
Past-Chair

#### **D. Treasurer – Gary Cooper**

##### Old Business

- Rachel Mattox and I met on May 11<sup>th</sup> to transfer all documents and share information. She provided access to the By-Laws and Manual of Operations in order to understand the responsibilities and timeline of the Treasurer position.
- Wells Fargo Account
  - On 6.1.20. Rachel Mattox and I met with a Wells Fargo representative in Houston. We were able to add my name onto the account as an authorized signer and remove Rachel. Additionally, we returned Rachel's debit card and I

received a temporary debit card. Currently, only Mark and I have debit cards on this account.

- There are currently only two authorized signers on this account (Mark and me), although Mark and Carrie previously met with a WF representative to add her as a signer. The WF rep said that Rachel is still on the account even though she is no longer an official signer. He was not sure why and was going to look into it.
- Rachel Mattox received an email recently that gives instructions on changes/additions to the WF account through conference calls. Carrie, Mark, Craig and I could each go to a WF branch near each and work with them on a conference call to continue to update the account (add signers/issue debit cards). I can initiate this process after the meeting if we want to continue to update the account.
- I have initiated the BillPay option with WF. Beginning now we will have the option to do a direct deposit of individual reimbursements as well as pay recurring operational expenses rather than write paper checks (unless a paper check is requested). I will create a direct deposit information form for members that will use this type of reimbursement.
- PayPal
  - Rachel Mattox shared with me that there had been issues in changing contact/account information on PayPal. And that an email that Ricky Ramon (who set this account up) created was still connected to the account. Rachel had sent a letter to PayPal and got most of the account information changed over to her, but the that email remained. I was able to find a business contact change section within PayPal. I have removed all previous contact information and replaced with my contact information.
- Google Drive
  - I now have access to the TTAO google folder and have begun uploading all financial documents into this folder.
- IRS
  - The tax return deadline has been pushed back to July 15<sup>th</sup>. In an email conversation on May 15<sup>th</sup>, Anna Swenson stated that she would begin working on our 990 with two weeks of the email date. I was told that she usually uses the extension, but I have not been told yet if she plans to do this or not. When I receive the 990, I will send it to the board for review before final submittal.
- There is still an ongoing issue with our IRS status. We were mistakenly created as a private foundation instead of a public charity. Previously, Rachel has request that Anna Swenson contact the IRS to determine the process to get this corrected. In the May 15<sup>th</sup> email, I asked Anna for an update on this. She stated she would check again, but because the IRS office had been closed due to COVID-19, she had not been able to reach them. In another meeting, Mark Pickell suggested that perhaps our lawyer might be a better option to tackle this issue rather than our accountant. Lifetime Memberships
  - There has be a few discrepancies between Connect and Paypal regarding who has paid a lifetime membership to TTAO. Each has been resolved as Rachel Mattox was able to search in PayPal to confirm payments. Due to this issue, a

filter was created within Connect to list all lifetime members. This summer I will work through PayPal to make sure this list matches all PayPal lifetime membership transactions.

- Financial Report

**Texas Theatre Adjudicators and Officials  
Financial Report**

	<b>As of 5/31/2020</b>
<b>Cash on Hand:</b>	
Wells Fargo Checking	20,187.19
Wells Fargo Savings	24,815.78
Pay Pal	1,592.25
	46,595.22
<b>For the Five Months Ended 5/31/2020</b>	
<b>Receipts</b>	
Membership Dues	10,900.00
Interest Income	2.12
Total Revenue	10,902.12
<b>Disbursements</b>	
Program Expenses	
Travel and Meetings	934.01
Operations	
Bank and PayPal Fees	366.40
Books, Subscriptions, Online Software	228.00
Supplies	8.93
Virtual Assistant	1,500.00
Total Expenses	3,037.34
<b>Receipts in Excess of Disbursements</b>	<b>7,864.78</b>

#### New Business

- Forms
  - I will be creating interacting online forms that will be required to be completed and submitted for future transactions (reimbursements/expense reports, credit card authorization, etc).
- Accounting
  - Currently we rely heavily on Anna Swenson for all financial documents. She sends these reports in a PDF document that does not always reflect the language

we use in association with our Budget. Most documents of record are in paper format store in a safe box, rather than digital . I would like to propose purchasing a subscription to Quickbooks in order to have “quick” access to any receipt, statement, and report requested. This will also give us easy access to the total picture over the fiscal period.

- Wells Fargo Checking
  - To prevent too much money in our checking, should I transfer all but about 5000.00 into the WF savings account? *\*Gary will transfer all but \$5,000 from the checking account into the savings account.\**
- Rachel Mattox
  - Rachel wanted me to share that she enjoyed her time on the TTAO Board and working with everyone and good luck to all as we forge ahead in these new times.

Respectfully submitted,

Gary Cooper

Treasurer- TTAO

## **E. Communication Director – Jill Ludington**

June 9, 2020

TTAO Board Meeting  
Report of the Communications Director

1. I worked with Jill Ludington and Tayler Gill to implement the communications strategy for January – June of 2020. Due to Covid-19, some of the planned communication was not implemented. Tayler began creating a quarterly TTAO newsletter to help keep our membership informed.
2. I met online with Jill Ludington, Tayler Gill, Carrie Klypchak, and Mandy Epley to plan the communications strategy through the summer.
3. Tayler Gill has updated the TTAO website to include new positions on both the Board of Directors and Standards & Practices Committee. Jill with work with Tayler to update the history portion of the TTAO page.
4. Jill and I monitored the requests to join the TTAO/UIIL Adjudicator and TTAO/UIIL Contest Managers Facebook pages.
5. Tayler and Jill posted Scholarship information to the TTAO and UIL OAP Director FB pages.
6. Communication about the extended time for membership dues was communicated.
7. Due to this extended time the current and lapsed membership numbers are not true numbers at this time.



Respectfully submitted,  
Cathy Huvar, TTAO Communications Director  
June 9, 2020

## V. Reports of Select Committees/UIIL

### A. State Theatre Director - Paula Rodriguez

June 8, 2020

#### **UIL Theatre Report- State Theatre Director – Paula Rodriguez**

1. **COVID-19.** Governor Abbott’s announcement of school building closures for the remainder of the school year ended all UIL competitions, including the One Act Play contest on April 17, 2020. 41 District contests were cancelled. Approximately 287 schools were unable to compete in OAP this year.

UIL would like to express our gratitude to the TTAO Contest Managers and Adjudicators for their support, helpful suggestions and their ability to remain flexible throughout the spring.

2. **Adjudicators for Area, Region and State 2020-2021-** Due to the cancellation of all 2020 Area, Region and State contests, the assigned judges (as of April 2020) will remain for the coming 2021 season. Some changes will be necessary due to schedules, changes in location and the replacement of individuals who can no longer judge these contests. Updated Adjudicator information will be posted in July.

3. **Legislative Council** -The UIL Legislative Council will meet June 16 & 17. Council meeting will be live streamed. Information is available on the UIL Website. UIL Theatre has three proposals from 2019 to be addressed including

*A proposal for a change in the selection of OAP adjudicators for area, region and state contests.*

*A proposal to adopt a conflict of interest policy and procedures by UIL OAP and TTAO.*

*Official recognition of Top Technician and Top Crew Team at all levels of OAP contests.*

UIL will share the TTAO's Conflict of Interest Policy and the process for selecting and recommending future Area, Region and State judges.

**4. New proposal-** A proposal to adjust TTAO's conflict of interest policy; specifically, retired teachers judging their former schools or schools where they serve as substitute teachers.

**5. Announcements:** Dr. Marla Dean, Theatre scholar and TTAO Adjudicator passed away January 22, 2020. Mildred Peveto, retired award-winning high school theatre director and TTAO adjudicator passed away March 19, 2020.

Respectfully submitted,  
Paula Rodriguez

## **B. Contest Manager Training - Craig Hertel**

Contest Manager Committee Report – Crag Hertel

June 9, 2020

1. Discussed the “Hard” Deadline for when Contest Managers must have attended an onsite Contest Manager training session. Discussions from earlier had been looking at June of either 2023 or 2024. Due to cancellations and other uncertainty surrounding COVID-19, the committee decided to move that date to June of 2025.
2. Looked at what benefits should be given to those who have completed the training. These include Contest Managing at Area/Region/State contests, being listed on TTAO Connect, using TTAO Contract for Contest

Managers (when this is available), and not having to do the online CM test each year (only doing the New Rules section—when this is technologically possible).

3. Debated merits of allowing only TTAO-Certified Contest Managers to use other resources on TTAO website (such as CM “lists” and videos). This discussion was inconclusive, and sent for more discussion at S&P Meeting.
4. Discussed ways to publicize and honor those who have completed the training. This includes posting congrats (on Social Media, website, etc.) and inviting them to special events (such as mixer).
5. Discussed Contest Managers and Safety. Discussed how far a Contest Manager should go in enforcing safety in fight choreography. The committee pointed out a distinction between ruling on what is unacceptable and “reblocking” a scene. The discussion of this issue was continued by S&P.

#### **C. Awards and Scholarships Committee – Mark Pickell**

Awards and Scholarship Committee Report

Virtual Meeting June 9th 2020 3-3:30pm

Members Present: Mark Pickell, Gary Cooper, Yvonne Phillips-Dupree, Rick Garcia

Members Absent: None

- The Awards and Scholarship Committee reviewed 14 Performance Scholarship Applications and 10 Technical Scholarship Applications. The committee used the new rubric. We met and discussed the applications and came to a consensus.
- The committee recommends to the Board of Directors that the selected technical and performance students be awarded TTAO scholarships for 2020
- Gary Cooper raised the idea that TTAO has a portion of unused monies because covid canceled our trainings in the spring and our in-person board meeting. After a brief discussion the committee also recommend that the Board consider repurposing unused funds to increase the number of scholarships given. The committee has identified up to 4 more deserving students and can share those names if the board chooses to take action.

Respectfully Submitted,

Mark Pickell Chair - Awards and Scholarship Committee

#### **D. Standards and Practices Committee – Craig Hertel**

Report on

## **TTAO Standards and Practices Meeting**

June 12, 2020

Members attending: Larry Carpenter, Aimee Kasprzyk, Carla Schuman, Allana Patterson, Rachel Harrah, Freddie Buckner, Kelsey Kling, Lou Lindsey, Greg Arp, Phillip Taylor, Omar Leos (Paula Rodriguez also listened in to most of the meeting, Dr. Carrie Klypchak—TTAO Chair also briefly)

### 1. Grievances

Flagging school for slow payment after payment ultimately received.

Recommend: S&P recommends that TTAO take no action on flagging certain school districts for payments issues.

### 2. Contest Managers and Safety Responsibility – Fight Choreography

Recommend TTAO support Contest managers making a ruling that something is unsafe, but not step in and change a scene.

Request UIL look at adding a statement about Fight Choreography to safety discussion in OAP handbook and CM handbook.

Request UIL examine the wording of Community Standards form to include staging/fight choreography.

### 3. Nominees for Positions generated to be offered to the Board of Directors for the following positions:

Board (2 years)

Chair Elect (Current: Craig Hertel)

At Large Position (Current: Yvonne Phillips-Dupree)

S&P (3 years)

Region 1 Contest Manager (Current: Cy Scroggins)

Region 1 Adjudicator (Current: Allana Patterson)

Region 3-Appointed At-Large (Current: Phillip Taylor)

Recommend: S&P recommends TTAO develop a history of who has served on Board and S&P

#### 4. Diversity

Discussed Core Values of TTAO and the Core Values Action Plan. Brainstormed ideas to be offered to the Board of Directors to consider for increasing Diversity, Inclusion, and Cultural Sensitivity/Understanding.

## VI. Old Business

### A. Dormant Judges' Profiles – Timeline Revisions

#### Discussion:

- Mark Pickell reviewed the policy of paying \$50 annual TTAO dues in order to maintain membership. When dues are not paid, judges are considered dormant judges. Due to Covid-19, this policy was paused.
- *Mark Pickell motioned to extend the removal of dormant profiles until Spring of 2021 due to Covid-19. Gary Cooper seconded the motion. The motion carried unanimously.*
- Communication will promote the dormant profile policy this year.

### B. TTAO Membership: Contest Manager Training Deadline

#### Discussion:

- How long does a contest manager have to get certified?
- Mark Pickell suggested to change the deadline date to 12/31/2025.
- Craig Hertel expressed the need for Area, Region, and State judges to be certified sooner. Paula Rodriguez confirmed that there may be issues with adjudicators going over their contest limit due to contest managers creating late contracts. It would be important to complete training by summer to avoid these issues.
- *Craig Hertel motions to set the TTAO Contest Manager's on-site training certification deadline to 12/31/2025. Yvonne Phillips-Dupree seconded the motion. The motion carried unanimously.*
- *Craig Hertel motions that all Contest Managers that want to be assigned for Area, Region, and State contests must complete in person training by 6/1/2025. Mandy Epley seconded the motion. The motion carried unanimously.*

## VII. New Business

## A. Logo Adoption (See Appendix 1)

### Discussion:

- Mark Pickell created a new logo and explained the logo concept and details. The new logo reflects TTAO's CORE values and symbolizes a force of guiding light.
- This is a vector image so can be stretched and maintain quality.
- *Karen King motioned to accept the new logo, pending correction to the spelling of the work "transparency". Scott seconded the motion. The motion carried, with Mark Pickell abstaining.*

## B. Updates to Manual of Operations

### Discussion:

- Mark Pickell reviewed the proposed changes to the Manual of Operations with the board.
- Changes are presented below. Changes are red-lined:

# Proposed Changes to TTAO MOO

June 2020

## CLARIFICATION INFO FOR MEMBERS

### Section 8 - Payment Issues Process

TTAO has created a step-by-step process for officials to deal with issues relating to non-payment.

1. If adjudicator ~~is~~ not paid after 30 days or not paid ~~fully contact~~ **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. **The contact information for the administrator responsible for payment should be found on the agreement.** (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 if payment is not rendered in full.

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.

## **GROUPS 2 AT-LARGE POSITIONS INTO A SINGLE ELECTION**

### **Article 7-Elections**

#### **Section 1-Nominations**

- A. The Standards and Practices Committee will present a slate of prospective candidates for the Board of Directors and elected members of the Standards and Practices Committee.
- B. Nominees must be active members in good standing.
- C. Individuals may not be nominated for more than one position at the same time.
- D. This slate will be made available electronically to the membership on the TTAO website 45 days prior to the election.
- E. Additional nominations may be made electronically by the membership within 14 days of the announcement of the initial slate by completing the online nomination form. Nominations will close after the 14-day open period.
- F. Nominees must submit required information for the website and be present at the annual meeting.
- G. Nominees for the Chair-Elect position must have completed or must be currently serving a term on the Board of Directors.
- H. Any nominee for the Board of Directors must have completed or currently be serving a term on the Standards and Practices Committee
- I. Former board members must wait two years prior to being nominated to another position on the Board of Directors with the exception of the Chair-Elect position.
- J. **If two at-large positions positions are being elected then the slate of nominees for those two at-large positions will be grouped into one pool of nominees with the two highest vote earners winning the position. Members will be asked to vote for two nominees from the pool during the election.**

#### **Section 2 Voting Process/Results**

- A. The election of the Board of Directors and elected members of the Standards and Practices Committee shall occur electronically after the annual meeting.
- B. A link to the electronic ballot and the deadline for submission will be clearly communicated by the Communications Director.
- C. The nominee receiving a majority of the votes cast is elected **unless the election is for two at-large positions, in which case the two highest vote earners will be elected.**
- D. The Communications Director will tabulate ballots and full results will be reported to the Board.

- E. Results will also be posted on the TTAO website including percentages of total votes of those elected.
- F. The board must use an election platform that is secure and allows only one vote per member.
- G. The voting window for elections will open December 1st and close December 14th of each year.

## **CREATES TRAINING REQUIREMENT FOR CONTEST MANAGERS**

### B. Contest Manager- Active TTAO Contest Managers *shall*:

1. Complete online Contest Manager certification requirements annually.
2. Agree to become familiar with the rules of the One-Act Play Contest as outlined in of the most recent UIL Handbook for One-Act Play.
3. Pay annual TTAO dues as prescribed by the Board of Directors and provide an updated educational profile on or before June 1<sup>st</sup> of each year.
4. Participate in elections and organizational business in person, or through digital correspondence, as required.
5. Agree to follow the TTAO Code of Ethics and Professional Standards when serving as an official at a contest.
6. Complete a TTAO certified in-person contest management training before December 31, 2025. If a TTAO member fails to attend an in-person training before the deadline the member will lose their designation as a TTAO certified contest manager.

## **SPECIFICALLY ASSIGNS TASK OF UPDATING MOO**

### **Article 5-Officers, Duties, and Term of Office**

#### **Section 1-Officers**

- A. Past Chair
  1. Serves as an advisor to the Chair and Board of Directors.
  2. Reviews organizational documents and makes recommendations for revisions as needed.
  3. Maintains and updates the TTAO By-Laws and Manual of Operations as needed.
  4. Chairs the Awards Committee.
  5. Orders TTAO Service Award, TTAO Legacy Award, Special Recognitions, and State Officials recognition awards.
  6. Reviews Adjudicator Evaluations.
  7. Chairs the Area/Region/State Selection committee as a non-voting member.
  8. Other powers and duties as assigned by the Board of Directors or Chair.



## MINOR LANGUAGE CHANGES

### Article 3-Membership

#### Section 1. Membership Types and Qualifications

A. Adjudicator- Active TTAO Adjudicators *shall*:

1. Attend an initial new adjudicator certification workshop and meet renewal requirements annually.
2. Have a four (4) year college/university or conservatory degree or certification in Theatre Arts AND and one or more of the following
  - a. Advanced degree in Theatre
  - b. Three or more years of educational theatre experience post degree
  - c. Three years of professional theatre experience post degree

Or an application that demonstrates satisfactory practical experience with the UIL One Act Play contest, as determined by the ~~Committee on Standards of Adjudication Practices~~ **Standards and Practices Committee**.

#### Section 3-Adjudicator/Contest Manager Limitations

- A. Adjudicators shall accept only six (6) official UIL contests unless the State Theatre Director approves additional contests for just cause. A district's zone contests are considered one (1) official contest (Note: This does not restrict the number of workshops, clinics, or festivals in which the adjudicator participates, AND does NOT include junior high/middle school contests, non-UIL contests or the UIL OAP State ~~Meet Contest~~.)
- B. There are no limitations on the number of contests for Contest Managers
- C. A Contest Manager shall not contact an Adjudicator before August 15 about judging a Zone or District contest. Furthermore, an adjudicator shall not discuss the possibility of judging a Zone or District contest before that date.
- D. A Contest Manager shall not contact an Adjudicator before November 2 about being a second or third panel member for a Zone or District contest. Furthermore, an Adjudicator shall not discuss the possibility of serving as a second or third panel member for a Zone or District contest before that date.
- E. Adjudicators may not be involved in the production, direction, or critique of an official UIL one-act play entry at the high school or middle school level.
- F. Contest managers may not serve as ~~adjudicators~~ **contest manager** for one-act play entries that they may adjudicate at a higher level for that year.
- G. Failure to comply with these limitations and guidelines will be considered an ethics violation and may result in suspension or removal from TTAO.

### **Section 5 - Code of Ethics and Professional Standards**

Adjudicators and Contest Managers shall know and uphold all rules for one-act play competition as stated in the current editions of the UIL Constitution and Contest Rules and current edition of the The Handbook for One-Act Play published by the University Interscholastic League. Failure to comply with TTAO's Code of Ethics and Professional Conduct will be considered an ethics violation and may result in range of penalties including suspension or removal from TTAO.

- A. Adjudicators
  1. Adjudicators shall be physically, emotionally and mentally fit to discharge their duties at OAP contests.
  2. Adjudicators shall maintain an ethical code of conduct which will not impair or prejudice effectiveness as a adjudicator, before, during and immediately following competition dates.
  3. Adjudicators shall honor all signed agreements, assignments and duties as prescribed in writing by the contest manager. Prompt notification of the contest manager regarding emergency situations is required.
  4. Adjudicators shall avoid any behavior that might be interpreted as favoritism by contest participants.
  5. Adjudicators shall not discuss negatively other adjudicators or fellow panelists with directors or school officials. Such criticism of other adjudicators shall be made in writing to Chair of TTAO.
  6. Adjudicators should use discretion by avoiding repeated judging in their immediate vicinity. Do not judge more than two years consecutively in the same zone, district, area, or region.
  7. Adjudicators currently employed in Texas public schools shall not accept judging assignments in which said schools could potentially compete.
  8. Adjudicators are expected to use discretion in accepting assignments at sites that would likely be considered ~~a violation of good common sense~~ or a potential conflict of interest **as defined in Article 3 Section 6 of the TTAO MOO.**
  9. Adjudicators shall present critiques after awards and attendance should be open to anyone who wants to listen.
  10. Adjudicators shall not announce the awards, distribute the trophies, serve as the timekeeper, perform any of the tasks of the contest manager, or become openly involved in interpreting the rules of the contest.
  11. Adjudicators shall correct mistakes immediately. When contest managers misread or give awards incorrectly, stop the process before the situation becomes more complicated. Speak up. Don't wait. Mistakes discovered during critiques should be corrected.
  12. Adjudicators shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the adjudicator's discharge of assigned duties and responsibilities
  13. Adjudicators shall not confer with anyone before they have made their decision.
  14. Adjudicators shall not contact students from any production they have adjudicated unless contacting the student falls under their official duties for an institution of higher learning. This is not intended to limit recruitment.
  15. Adjudicators shall not use social media to announce results from contests and should refrain from commenting on any contest they have adjudicated or could possibly adjudicate in the future.
  16. Adjudicators may not critique a one-act play entry in festival, clinic or contest or watch as an audience member any production that they may adjudicate in a future contest that year.
  17. Adjudicators shall respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or schools.
  18. Adjudicators shall only use TTAO Connect to accept agreements for official UIL Contests.

---



---

## **Article 6-Committees**

### **Section 1-Standing Committees**

#### D. Executive Committee

The executive committee is ~~comprised~~ **composed** of the top leadership of TTAO and adjudicates grievance issues. The committee may also be called to assist the Chair in decision making, planning, and important updates about the organization and the UIL One-Act Play contest.

---



---

- ***Mark Pickell motioned that the proposed changes be accepted. Craig Hertel seconded the motion. The motion carried unanimously.***

#### C. Scholarships

##### **Discussion:**

- Mark Pickell presented the two students selected by the Awards and Scholarship Committee for the TTAO scholarships. Each scholarship is \$1,500.00
- ***Mark Pickell motions that the Board award the selected students for the TTAO Performance and TTAO Technical Scholarship. Yvonne Phillips-Dupree seconded the motion. The motion carried unanimously.***
- Jill Ludington will create a letter congratulating both recipients on behalf of TTAO and will send the letter to Gary Cooper.
- Gary Cooper will create an acceptance form to be filled out by the recipient within 30 days. Gary will send both the letter and form to each recipient.

***The meeting was recessed for lunch from 12:41pm – 1:30pm.***

***Jim Mammarella motioned that the meeting be reconvened at 1:30pm. Karen King seconded the motion. The motion passed unanimously.***

#### C. (continued)

- Carrie Klypchak discussed possible funds due to Covid-19 be used to give additional scholarships. As the Board will be discussing other areas related to

possible expenditures today and tomorrow, it was agreed to come back to this at the end of the meeting.

- ***Mark Pickell motioned to table discussion on further scholarships until June 14th. Craig Hertel seconded the motion. The motion passed unanimously.***

#### **D. Virtual Assistant**

##### **Discussion:**

- The current virtual assistant, Tayler Gill, is a vital asset to TTAO.
- Tayler has assisted the Communication Director with a quarterly newsletter and social media posts. She is highly involved in TTAO Connect and servicing our members.
- Tayler's current pay rate is \$3,000 annually, which consists of approximately 100 hours of consulting services.
- Current market value for similar services is \$40/hr.
- ***Mandy Epley motions that we continue employment of Tayler Gill for another year with an annual payment of \$4,000. Scott Allen seconded the motion. The motion passed unanimously.***

#### **E. Contractual Agreement Language Considerations – Judges' Travel**

##### **Discussion:**

- Jim Mammarella discussed the benefits to the school districts and the adjudicators when the school districts make and pay for all travel arrangements. School districts often have discounts with local hotels and airline companies. School districts are also non-taxed entities.
- Mandy Epley questioned if this needs to be added to the upfront contractual obligation to give the judges the option to take a contest if the school won't pay the costs up front.
- Mark Pickell agrees that TTAO Connect should allow us to have that information at the time of accepting a judging assignment.
- Craig Hertel discussed reimbursements for travel costs when contests are cancelled.
- ***Mark Pickell motions that Craig Hertel will craft 3 statements to add to TTAO Connect before July 1, 2020. 1. Recommend that host schools pay travel & lodging directly to vendors. 2. Strongly recommend that travel be paid separately from judging fees for IRS purposes. 3. Recommend that if the contest is cancelled, the school responsible for payment reimburse the adjudicator for all monies for other than service rendered. Jim Mammarella seconded the motion. The motion carried unanimously.***

#### **F. Nominations (for positions to begin June 2021, including Standards and Practices nominations and Board of Directors nominations for upcoming, positions)**

1. Board of Directors
  - a. Chair-Elect (Current: Craig Hertel)
    - Ezekiel Morgan
    - Yvonne Phillips-Dupree
  - b. Director-At-Large (Current: Yvonne Phillips-Dupree)
    - Phillip Taylor
    - Omar Leos
2. Standards and Practices Committee
  - a. Region 1-CM (Current: Cy Scroggins)
    - Tana Howard
    - Tim Tatum
  - b. Region 1-Adj (Current: Allana Patterson)
    - Adriana Dominguez
    - Bob Chanda
    - A. Ray Newberg
    - Kathy Harvey
  - c. Region 3-Appointed At-Large (Current: Phillip Taylor)
    - Aquilla Aubrey
    - Joi Hughes
    - Cleo House

- *Mark Pickell motions to accept these nominations pending the nominee's acceptance. Yvonne Phillips-Dupree seconded the motion. The motion carried unanimously.*
- *The board appoints Aquilla Aubrey to the position of Region 3 At Large.*

**G. Adjudicator and Contest Manager Trainings – Number and Sites  
Discussion:**

- The board discussed the uncertainty of traditional scheduling of training due to Covid-19. The board also discussed the possibility of finding a middle school contest as a training site in the fall.
- *Mark Pickell makes a motion to transfer the authority to the executive committee for training scheduling for the fall. Mandy Epley seconded the motion. The motion carried unanimously.*

**H. Recommendation Regarding Stage Combat Statement and Contest Managers' Liability**

- *Mark Pickell motions to recommend that UIL review all documents and policies regarding physical contact. Scott Allen seconded the motion. The motion carried unanimously.*

**I. 2019-2020 Judges and Contest Managers Evaluations and New Area, Region, State Certified Judges Approaches**

**Discussion:**

- Due to Covid-19 and the subsequent cancellation of 2020 Spring contests, the Area, Region, & State Committee (comprised of the current year state judges) will begin reading evaluations for the 2021 contests.
- UIL is putting together a PDF file of the evaluations received for the shortened 2020 contest season.
- By common consent, a temporary committee comprised of Mark Pickell, Carrie Klypchak, Karen King, and Jim Mammarella will review the 2020 evaluations and mail the evaluations to the judges that were able to be evaluated and review judges currently eligible for Area, Region, State qualification.

**J. New Committees****Discussion:**

- For a growing organization to function at its highest level, be sustainable, and effectively serve its members, it is important to discover our strengths and utilize them where best served. The following committee proposals will be discussed further in tomorrow's session.

1. Core Values Action Committee

2. Leadership Reorganization Committee - For Consideration of New and/or Re-Configured Positions in the Organization - with Possibilities for Discussion

Including, but Not Necessarily Limited to:

- a. Diversity, Equity, and Inclusion Position
- b. Adjudicator Training Position
- c. Contest Manager Training Position
- d. Technology

**K. Chair Charge and Organization for 6/14 Board Committee Work – Core Values Action Plan: Diversity Focused and Formal Statement of Support**

- Tomorrow's committee work will be a safe space for honest sharing of ideas to come up with real action items to enact real change.

*Mark Pickell motioned to recess at 4:15pm. Craig Hertel seconded the motion. The motion passed unanimously.*

**RECESS UNTIL 6/14**

*6/14/2020. 2:05pm. Committee Work - Core Values Action Plan: Diversity; Statement of Support. Board and Standard & Practices members went into breakout rooms for group discussions.*

*6/14/2020. 3:00pm. Board and representative Standards & Practices members discussed the committee work.*

6/14/2020. 4:20pm. *Carrie Klypchak made a call to order to resume the Board Meeting.*

L. Discussion and Adoptions

1. Core Values Action Plan

**Discussion:**

- *Carrie Klypchak motioned that TTAO adopt core values action plan. Yvonne Phillips-Dupree seconded the motion. The motion passed unanimously.*

2. Resolution/Statement of Support

**Discussion:**

- Jill Ludington presented the specific commitments from the committee discussions.
- *Mark Pickell motioned to recommend that UIL include the following: 1. Cultural sensitivity ranking to the evaluation forms. 2. Adding a statement concerning diversity and inclusivity to be read by the Contest Manager at contest. 3. A statement concerning diversity and inclusivity be included in the program. Scott Allen seconded the motion. The motion carried unanimously.*
  - The diversity and inclusion ad-hoc committee will craft the statements and Paula Rodriguez will take this recommendation to UIL.
- *Mark Pickell motioned to recommend to UIL to add a statement of importance of inclusion and diversity to the play evaluation form. Jill Ludington seconded the motion. The motion carried unanimously.*
- *Craig Hertel motioned TTAO expand the diversity section of training for contest managers and adjudicators. Mark Pickell seconded the motion. The motion carried unanimously.*
- *Mark Pickell motioned TTAO create a required training video regarding understanding responsibilities as far as diversity and cultural sensitivity in judging, critiques, and contest managing. Craig Hertel seconded the motion. The motion carried unanimously.*
  - The video should be completed by July 15, 2020.
- *Scott Allen motioned for TTAO to develop a campaign for contest managers and adjudicator to donate to a scholarship fund for diversity, equity, and inclusion. Yvonne Phillips-Dupree seconded the motion. The motion carried unanimously.*
  - Update will be given at the September board meeting
- Gary Cooper reported that budgeted funds for travel & lodging were not used due to Covid-19, creating a budget surplus.
- *Mark Pickell motioned TTAO commit up to \$10,000.00 to the ad-hoc committee for diversity and inclusion for use of speakers, recruiting, training, workshops, and any project to support our urgent goal of*

*diversity and inclusion. Jim Mammarella seconded the motion. The motion passed unanimously.*

- Carrie Klypchak and Yvonne Phillips-Dupree will work on the final details of the TTAO resolution statement and it will be published after Yvonne Phillips-Dupree offers her additions and/or suggested revisions to the statement.

*Yvonne Phillips-Dupree motioned to form a committee to explore new board positions. Mark Pickell seconded the motion. The motioned carried unanimously.*

*Mark Pickell motioned that TTAO reaffirm our goal that our membership reflects the students that we serve. Yvonne Phillips-Dupree seconded the motion. The motion passed unanimously.*

*Mark Pickell motioned that TTAO appoint Mandy Epley to explore, research, and report back to the board the best practices to collect cultural identification of our membership. Gary Cooper seconded the motion. The motion carried unanimously.*

*Gary Cooper motioned that we give two additional \$1,500 TTAO scholarships, one performance and one technical. Jim Mammarella seconded the motion. The motion passed unanimously.*

#### VIII. Closed Session

#### IX. Comments, Announcements, Other Business

- A. Continuing of Officer Manuals Development
  - a. Carrie Klypchak reminded the Board about the importance of updating and maintaining individual officer manuals so that they can be passed to the future officers.
- B. Next Board of Directors Meeting: Wednesday, September 23, 2020 – 5 pm-9 p.m. (Tentatively scheduled at Moody Gardens in Galveston during Theatrefest at the Texas Educational Theatre Association Convention)

#### X. Adjournment

*Gary Cooper motioned to adjourn. Mark Pickell seconded the motion. The motion passed unanimously.*





Appendix 1: Logo

