


TTAO Board Meeting
January 26, 2020
Virtual Meeting

I. Call to Order

The meeting was called to order by Carrie Klypchak at 2:02 pm

Board Members Present: Carrie Klypchak, Craig Hertel, Mark Pickell, Cathy Huvar, Rachel Mattox, Jill Ludington, Rick Garcia, Yvonne Phillips-Dupree, Paula Rodriguez

Board Members Absent: Deb Shaw

II. Changes to the Agenda

No changes to the agenda

III. Approval of Past Minutes

Carrie Klypchak noted that Yvonne Phillips-Dupree's name should be added to both of the minutes from September. **Mark Pickell moved that the corrected minutes be accepted. Rick Garcia seconded the motion. Motion passed.**

IV. Reports

A. Officer Reports

a. Chair – Carrie Klypchak

General Activities/Information

Since the September BOD Meeting, I have again spent the bulk of my time troubleshooting minor issues that have arisen via healthy and regular communication with the officers, Tayler Gill, the UIL State Theatre Director, our membership, etc. What follows is a snapshot of other representative activities:

1. At the TETA Convention, I led the TTAO Open Forum and Business Meeting and attended the UIL Advisory Meeting. I also collaborated with Allana Patterson to produce a successful New Adjudicators and Contest Managers Mixer. Special thanks to Allana for her wonderful work in organizing the Mixer.
2. I traveled to Round Rock and spoke at the October meeting of the UIL Legislative Council on behalf of TTAO.
3. I worked with Mark Pickell, as Past Chair, on developing a proposal for MOO changes regarding a new selection process of recommendation to UIL of upper-level judges. To be reviewed and voted on in this meeting.
4. I worked with the Ad Hoc Conflict of Interest Committee, comprised of Jill Ludington, Kelsey Kling, and myself, to develop a Conflict of Interest Policy to provide transparent clarity for our members, as well as the public. Subsequently, this document was also sent through the TTAO Executive Committee for further revision, with whom I worked as well. The resulting policy was produced via approximately eight months of work: Locating and considering a large amount of research of other, similar organizations' and governmental policies, numerous phone and in-person meetings, S&P's recommendations in June, the Board's recommendations in both June and September that eventually led to the Ad-Hoc Committee's and Executive Committee's work, etc. etc. Special thanks for all involved in this lengthy and important process. To be reviewed and voted on in this meeting.

b. Chair-Elect – Craig Hertel

THE FALL:

On Nov 8-9, we trained 7 new adjudicators Plano.

On December 6-7, we trained 5 new contest managers at Rouse High School in Leander.

UPCOMING:

Next Contest Manager Training will be March 20-21 at Atascosita High School.

Judge trainings will be April 3-4 at Estacato High School in Lubbock, and May 1 in Round Rock (State Meet).

c. Past-Chair – Mark Pickell

It was a relatively quiet fall for the Past-Chair. I did convene and meet with our awards committee Rick Garcia, Deb Shaw, Yvonne Phillips-Dupree. The results of our work will be presented at this board meeting.

I volunteered to lead the adjudicator training in West Texas and secured a host and site at Estacado High School April 3-4. I also worked with Tim Thomas, TTAO connect web developer, to work out some bugs dealing with contest limits to make sure the website reflects our policies.

As part of the executive committee I worked with Carrie and Craig to help create a new proposal for Area/Region/State judge selection that we will review at this board meeting.

d. Treasurer - Rachel Mattox

Attached is the Financial Report as of 12/31/2019.

Please review.

In answer to the question I saw in the minutes of the meeting in September, 2019 regarding the Insurance Payment being included in the Financial Report presented in September: no, the Insurance payment was NOT included in that Financial Report because the Report went through August, 2019. The Insurance was paid in September, 2019, therefore it is shown on the current Report.

Item for your consideration:

TTAO has not heard from the IRS regarding change of designation from Private Foundation to Public Charity filed September, 2015, but currently still pending. On November 12, 2019 I asked Anna Swenson, the TTAO Accountant to look into this. On January 20, 2020 I asked her if she has heard from the IRS regarding the change of designation for TTAO. She has not heard from them, but will “reach out to the IRS again” regarding this matter.

I am considering this unfinished business that all should be aware of as a new Treasurer steps in to replace me.

I also want to thank you all for understanding my need to miss the September meetings, and to Billy for filing the report for me.

**Texas Theatre Adjudicators and Officials
Financial Report**

As of 12/31/2019

Cash on Hand:

Wells Fargo Checking	12,514.83
Wells Fargo Savings	24,813.66
Pay Pal	1,401.95
	38,730.44

For the Year Ended 12/31/2019

Receipts

Membership Dues	23,450.00
Interest Income	4.93
Total Revenue	23,454.93

Disbursements

Program Expenses

Awards	930.00
Consulting	1,500.00
Scholarships	2,000.00
Training Expenses	3,644.75
Travel and Meetings	6,262.63

Operations

Bank and PayPal Fees	810.20
Books, Subscriptions, Reference	2,742.80
Materials	
Insurance	950.00
Supplies	254.80
Total Expenses	19,095.18

Net Receipts in Excess of Disbursements 4,359.75

Rachel Mattox will ask the TTAO accountant to clarify the Books, Subscriptions, Reference Materials category found in the above budget.

d. Communications Director Report -Cathy Huvar

Omar Leos, Lou Lindsey, and Greg Arp were appointed as At-Large Members to the Standards and Practices Committee.

Election Results

The online election was held from December 1 – 14, 2019. I met online with Jill Ludington in November to prepare her to run in the election in my absence. The results are as follows:

Communications Director-Elect	
Mandy Epley	52.9%
Phillip Morgan	47.1%

Abstentions 12

Treasurer-Elect/Historian

Karen King 54.1%
Gary Cooper 45.9%

Abstentions 15

Board of Directors - Director-At-Large

R.Scott Allen 48.2%
Miskey Head 36.6%
Bill Doll 15.2%

Abstentions 9

Board of Directors - Director-At-Large

Jim Mammarella 55.5%
Michael Avila 44.5%

Abstentions 13

S&P - Region 3/Contest Manager

Aimee Kasprzyk 45.1%
Timothy Estelle 38.3%
Frank Chuter 16.5%

Abstentions 27

S&P - Region 3/Adjudicator

Freddie Buckner 53.4%
Eric Skiles 28.1%
Brad Nies 18.6%

Abstentions 12

233 ballots were cast out of 397 eligible voters (59%)

Jill had to issue two ballot links to eligible voters who notified her that they did not receive an email with a link to the ballot. Jill reported that there were no other significant problems during the election. I want to thank Jill for running the election in my absence. She did a FANTASTIC job!

Communications Strategy

Jill Ludington and I continue to work on developing our communications strategy in coordination with Tayler Gill. Tayler has developed a newsletter for our membership. The winter newsletter has recently been emailed to our membership.

I want to thank the members of the Board for their support over the last two years. I would also like to thank Tayler Gill for all of her help. She has been an extremely valuable part of our team. I especially want to thank Jill Ludington for being the BEST partner I could ever have asked for as we worked together to create a communications strategy designed to keep our membership informed and involved. I'm excited to see the direction that Jill and Mandy Epley will take us in the future!

f. State Drama Director – Paula Rodriguez

A review of events since our meeting at Theatrefest.

1. All Area, Regional and State judging assignments have been filled. a. Concern regarding communication between State office and host sites/contest managers due to personnel changes and lack of or miscommunication that may affect contest organization.

2. The UIL Legislative Council met in October. Thank you Dr. Klypchak for representing the Adjudicators organization and TTAO for your support of the UIL OAP contest and process.

3. The Academic Standing committee reviewed and responded to the summer proposals that our office agreed to further study. Proposals that pertain to UIL and TTAO that will be studied and reported at the June 2020 UIL Legislative Council meeting.

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

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

c. Denied, rejected or Took No Action on the following proposal. A proposal that the judges' tabulation sheet for all OAP contests should be posted within 50' of the auditorium in full public view within 5 minutes of the announcement of the play rankings. No action was taken but our office agreed to examine the issue in an effort to be more transparent in the contest.

4. Contest Managers Modules- Appears to be very successful, no calls in our office.

5. Official UIL Junior high contests – numbers are rising. More play submissions, more official contests, fewer festivals.

V. Old Business

A. Overview of proposed process for recommending Area/Region/State adjudicators

Mark Pickell presented an overview of the process for discussion.

We will ask Tim Thomas to create a filter in Connect to help the Communications Director compose a list of eligible candidates to be considered for addition to the Area/Region/State adjudicator list.

It is important to maintain the confidentiality of the evaluations reviewed by the committee.

The committee will need to get the evaluations as soon as possible so that the list is available for the summer TTAO Board Meeting

This year, the state adjudicators would be asked to serve on the committee since it was not a requirement when they committed to adjudicate in 2020. Hereafter, it would be a requirement for adjudicators accepting a state assignment.

VI. New Business

A. State Adjudicator Scripts

Discussion:

- It is important for adjudicators to get the scripts with enough time to read all of them. Because of the calendar, however, it is a challenge.
- Advancing schools could send them directly to the adjudicators instead of sending them to the state office to be bundled together and then sent to the adjudicator. This would be easier for state office, but more work for already overloaded directors and schools who must submit a significant amount of paperwork to the state office in addition to the scripts. It would also involve an additional expense for the schools. Paula also expressed concern about adjudicators receiving all of the scripts. Regional CM's would need to confirm preferred mailing address of adjudicators to give to the advancing directors.
- **Mark Pickell moved that TTAO recommend to the State Theatre Director that scripts for state adjudicators be sent directly to the adjudicator by the advancing directors. Craig Hertel seconded the motion. Motion passed.**

B. Assistant Contest Managers at State Meet

Discussion:

- TTAO would recommend that assistant contest managers be chosen to assist the State Meet Contest Managers.
- This would be a way for contest managers in TTAO to get that learning experience and recognition.
- It would require a committee to read contest manager evaluations.
- It is a next step to bring contest managers into our organization as fully as possible.
- This would be at the expense of the contest manager.
- **Yvonne Phillips-Dupree moved that we recommend to the State Theatre Director that assistant contest managers be selected based on their evaluations to assist the State Meet Contest Managers. Mark Pickell seconded the motion. Motion passed.**

C. Bundling the two Board of Directors at-Large positions into one election

Discussion:

- Instead of having two separate races, make it one race with the top two vote getters winning the election.
- Voters would still vote for just one person, but the top two vote getters would win the election.
- Minimum number of candidates needed was discussed.
- This would be a change in the Manual of Operations.
- **Mark Pickell moved to table this item until the June 2020 meeting so that specific language can be developed. Yvonne Phillips-Dupree seconded the motion. Motion passed.**

D. Awards

- **Mark Pickell moved that the board go into closed session. Rick Garcia seconded the motion. The motion passed.**

CLOSED SESSION

- **Craig Hertel moved that the board end closed session and go into open session. Rick seconded the motion. Motion passed.**
- Mark Pickell presented the slate of awards recipients recommended by the Awards Committee comprised of Mark Pickell, Rick Garcia and Yvonne Phillips-Dupree.
 - 1. Legacy Award – Adonia Placette**
 - 2. Service Award – Alison Frost**
 - 3. Special Recognition – Mandy Epley** in recognition of her work establishing and running the TTAO swag shop.
- **Mark Pickell moved that the Board adopt the slate of award recipients. Rick Garcia seconded the motion. Motion passed.**

E. Approval of spending for state adjudicators and contest managers celebratory event

- Carrie Klypchak asked for the Board to approve up to \$1000 for her to spend on celebrations or gifts for the adjudicators and contest managers selected for the State Meet.
- Rick Garcia volunteered to help brainstorm an appropriate way to recognize state adjudicators and contest managers.
- **Mark Pickell moved that the Chair be allowed to spend up to \$1000 for celebration of adjudicators and contest managers selected for the State Meet. Jill Ludington seconded the motion. Motion passed.**

F. New Treasurer appointment

- The Executive Committee presented a slate of two to fill the position of Treasurer which was vacant due to Billy Dragoo's resignation. The slate of nominees are:
Gary Cooper
Phillip Taylor
- Board members were given an opportunity to review the biographies of the two candidates in the Board packet.
- Carrie Klypchak polled the Board for their votes.
- Gary Cooper was appointed by the vote of the Board to the position of Treasurer.
- Rachel Mattox will work with Gary Cooper this spring to orient him to the position.
- Carrie Klypchak will contact the nominees and post the results online.

G. Adoption of Manual of Operations changes

1. Area/Region/State Recommendations

- Mark Pickell presented the following proposed changes to the Manual of Operations as it applies to the recommendation of adjudicators for Area/Region/State contest assignments (Proposed changes are in red):

PROPOSED CHANGES TO MOO

Article 5-Officers, Duties, and Term of Office

Section 1-Officers

Officers of TTAO shall be a Chair, a Chair-Elect, a Treasurer, a Treasurer- Elect/Historian, a Communications Director, a Communications Director-Elect, three Director-At-Large Positions and an Immediate Past Chair. The UIL State Theatre Director shall serve as an ex-officio non-voting member for a term commensurate with tenure in office.

Section 2-Duties

A. Chair:

1. Creates the agenda and presides at all Board meetings.
2. Acts as ex-officio member of all standing and ad-hoc committees.
3. Serves as a liaison to the State UIL Theatre Office, TETA, Inc., Texas Thespians and other relevant educational theatre organizations.
4. Serves as the primary contact on the TTAO website and copies the Chair-Elect on all responses.
5. Creates ad-hoc committees as needed.
6. Reviews reports from officers and committee chairs.
7. Calls additional Board meetings as needed.
8. May make purchases under \$500 in coordination with the Treasurer without Board approval.
9. Reviews Adjudicator Evaluations **and makes recommendations for UIL adjudication assignments to the State Theatre Office.**
10. Other powers and duties as assigned by the Board of Directors.

B. Chair-Elect

1. Serves in the place of the Chair in his or her absence.
2. Chairs and presides over the Standards & Practices Committee.

3. Coordinates adjudicator and contest management certification workshops, and provides reports to the Chair and Communications Director following each event.
 4. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.
 5. Other powers and duties as assigned by the Board of Directors or Chair.
 6. Maintain and update adjudicator training curriculum.
- C. Treasurer
1. Oversees the collection of annual dues.
 2. Supervises and serves as the liaison with the organization's bookkeeper and any external accounting services.
 3. Provides financial reports to the Chair, Chair-Elect and Treasurer-Elect.
 4. Prepares and presents an annual financial report to the general membership at the annual membership meeting.
 5. Prepares and presents a financial report at each Board meeting.
 6. May make purchases under \$500 in coordination with the Chair without Board approval.
 7. Handles accounts payable in coordination with organization's bookkeeper.
 8. Responsible for filing and maintaining all tax documents in coordination with the organization's bookkeeper.
 9. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.
 10. Other powers and duties assigned by the Board of Directors or Chair.
- D. Treasurer-Elect/Historian
1. Serves in the place of the Treasurer in his or her absence.
 2. Actively assists the Treasurer in the performance of their duties.
 3. Collects reports and records from all officers/committee chairs and maintains a digital archival history of the organization.
 4. Provides archives to incoming Treasurer-Elect upon transition to Treasurer.
 5. Serves on the Awards Committee.
 6. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
 7. Other powers and duties as assigned by the Board of Directors or Chair.
- E. Communications Director
1. Communications Director
 1. Takes minutes and maintains a record of all TTAO Board and Annual Meetings.
 2. Prepares and presents an annual membership report to the general membership at the annual membership meeting and provides a copy to the Historian.
 3. Submits a copy of meeting minutes to the Chair, Chair-elect, Historian and State Theatre Director within 72 hours of adjournment.
 4. Supervises the maintenance and upkeep of the TTAO website.
 5. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
 6. Maintains TTAO's social media accounts.
 7. Remove all TTAO Adjudicator and TTAO Contest Manager profiles that are not current on April 30th each year.
 8. Provides the Area/Region/State Selection Committee with lists of membership needed to complete their selection duties.
 9. Other powers and duties as assigned by the Board of Directors or Chair.
- F. Communications Director Elect
1. Assists Communications Director with all duties.
 2. Maintains a master list of TTAO sponsored workshops to be presented at various conferences.,
 3. Submits the workshop information to different conferences on behalf of presenters.
 4. Sends reminders to workshop presenters regarding their obligations.
 5. Maintains procedural calendar and sends reminders to the board of important dates
 6. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
 7. Serves as TTAO's Conference Workshop Planner
 8. Other powers and duties as assigned by the Board of Directors or Chair.
- G. Directors-at-Large
1. Serve on the Awards Committee.
 2. Review Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
 3. Other powers and duties as assigned by the Board of Directors or Chair.

H. 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. Chairs the Awards Committee.
4. Orders TTAO Service Award, TTAO Legacy Award, Special Recognitions, and State Officials recognition awards.
5. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.-
6. Chairs the Area/Region/State Selection committee as a non-voting member.
7. Other powers and duties as assigned by the Board of Directors or Chair.

Article 6-Committees

Section 1-Standing Committees

E. Area/Region/State Selection Committee

Members of this committee will be made up from the members who served as the state adjudicators in the previous contest year and will recommend adjudicators to the TTAO board for assignment at Area/Region/State contests.

1. Membership

- a. Adjudicators shall be automatically appointed to the selection committee after serving as a state adjudicator in the previous contest season.
- b. The committee will be chaired by the Past-Chair of TTAO who will serve as a non-voting manager of the process.

2. Responsibilities

- a. Members will read all evaluations from the previous contest year with a professional understanding of confidentiality of these records.
- b. Members will report any accusation of ethics violations found in the evaluation to the chair of TTAO using the TTAO Grievance policy.
- c. The committee will designate area/region/state adjudicators who are eligible according to TTAO's criteria and following the process laid out in Article 11 of the MOO.
- d. The committee will produce a list of ranked Area/Region/State adjudicators with vote totals to be delivered directly to the state UIL Theatre Director.
- e. The committee shall meet at the beginning of balloting to receive instructions and be reminded of the core values of TTAO.

3. Meetings

- a. The committee may meet in-person or virtually
- b. The selection committee should only need to meet once a year. The meeting will be used to go over process, review core values, distribute evaluations and ballots.
- c. The Past-Chair and Tabulation manager shall meet to tabulate the ballots in person or virtually
- d. All of the committee's work must be completed before the annual summer TTAO board meeting.

Article 11 - Process For Recommending Area, Region, State Adjudicators

Section 1 - Area/Region/State Qualified Adjudicators Designation

Annually the Area/Region/State Selection Committee will review all adjudicators with 3 consecutive years service for addition to the approved Area/Region/State list.

- A. The Communications Director will provide to the committee and Past-Chair a list of members with 3 consecutive years of service who are not currently listed as an Area/Region/State adjudicator.
- B. A single committee member may nominate any qualified member from this list. The nomination is made and without objection that adjudicator will be recommended to the TTAO board to be added to the Area/Region/State list. If there is an objection by any committee member then the motion to recommend them fails.
- C. Nominations should be based on an adjudicator's judging and evaluation history and consideration should be given to geography and TTAO's core values.
- D. Members must be current and in good standing to be considered for the Area/Region/State recommendation.
- E. Members recommended to the TTAO board for Area/Region/State designation will not be considered for the Region and State in the same year as they are recommended to the Area/Region/State adjudicator list.

Section 2 - Recommending Upper Level Adjudicators

Annually the Area/Region/State Selection Committee will review all adjudicator evaluations and produce a list of recommended adjudicators for upper level contests. This data will be given to UIL for the purpose of assisting in the placement of judges at upper level contests. The UIL State Theatre Director has final determination in placement of judges for all upper level UIL contests.

- A. Committee Members who have not reviewed all evaluations shall not participate in the selection process.
- B. The committee will elect a tabulation manager by a majority vote.
- C. The Past-Chair in conjunction with the committee tabulation manager shall tabulate rankings from each committee member. This will ensure that there is a witness to affirm the tabulation.
- D. Selection should be based on an adjudicator's judging history, as well as their current evaluations and consideration should be given to geography and TTAO's core values.
- E. Members must be current and in good standing to be considered for upper level recommendation
- F. Members should let the Past-Chair know immediately if they are unable to fulfill their duties.
- G. TTAO recommends to UIL that adjudicators not be assigned to the state meet in consecutive years.
- H. When the committee's work is complete the Past-Chair of the committee will provide the following:
 1. Recommendations for names to be added to Area/Region/State list to be delivered to the TTAO Board
 2. List of recommended judges for upper level contests with voting data delivered to the UIL State Theatre Director

Section 3 - Balloting of Area/Region/State Adjudicators

1. After reviewing all adjudicator evaluations each committee member will select 75 adjudicators from the current list of Area/Region/State provided by the Communications Director. They will only select a name, they will not be asked to rank judges. Each name selected will be a single vote for the adjudicator.
 1. Selection should be based on an adjudicator's judging history, as well as their current evaluations and consideration should be given to geography and TTAO's core values.
 2. The Past-Chair and tabulation manager will gather each ballot and start tabulation only after all eligible ballots are returned.
 3. The Past-Chair and tabulation manager will tabulate how many votes each adjudicator received from the list of eligible adjudicators.
 4. The Past-Chair and tabulation manager will rank this list of adjudicators from the highest vote total to the lowest vote total. Adjudicators who are tied in votes will be listed alphabetically by last name.
 1. The Past-Chair and tabulation manager will then provide the list of ranked judges and the vote totals to the UIL State Theatre Director.

- **Rick Garcia moved acceptance of the proposed changes to the Manual of Operations. Yvonne Phillips-Dupree seconded the motion. The motion passed**
 - Carrie Klypchak and Mark Pickell will communicate these changes to the 2020 State adjudicators and the membership.
 - Mark Pickell volunteered to make a video explaining the new method of recommending adjudicators for Area/Region/State assignments.
 - It is important to communicate to the membership that change will help the Board be more effective rather than a reactionary decision.
 - It is important to communicate to the membership that the State Theatre Director will make the final decision about State Meet adjudicator assignments.
- 2. Proposed Adjudicator Conflict of Interest Policy addition to the Manual of Operations**
- Carrie Klypchak presented the Adjudicator Conflict of Interest Policy to be added to the Manual of Operations. The proposed policy is in red:

PROPOSED ADDITION TO MOO

NEW INSERTION – THIS WOULD MOVE ALL SUBSEQUENT SECTIONS DOWN A NUMBER

Section 6 – Adjudicator’s Conflict of Interest Policy

TTAO Adjudicators shall not accept a judging assignment at a contest that would cause a legitimate conflict of interest. TTAO considers the following to officially constitute an Adjudicator conflict of interest for a One-Act Play contest:

1. The Adjudicator has familial relations (by blood, marriage, or other legal arrangement, either current or previous) to any person directly associated with a participating school’s company, directing team, or administration.¹
2. The Adjudicator knowingly accepts money, gifts, favors, or bribes in exchange for preferential treatment of a contest production.
3. The Adjudicator has worked on or viewed a school’s specific production of a contest play in any capacity before judging it on the day of the contest.
4. The Adjudicator judges a contest for which the school district of their current employment competes.

TTAO recognizes that some other activities in which an Adjudicator engages, beyond the above outlined restrictions, could lead to a situation where students, school staff members, and/or the general public may wrongly perceive a potential conflict of interest on the Adjudicator’s part. An important note regarding conflicts of interest is that the perception of a potential conflict of interest, does not in itself, provide evidence of an actual conflict of interest or wrongdoing. Given the relatively small size of the educational theatre community in the state, as well as the collaborative nature of educational theatre in and of itself, it proves natural that interactions between judges and representatives from competing schools exist outside of the One-Act Play contest. As long as the above, declared restrictions have not been violated, TTAO does not view these other, outside relationships to constitute conflicts of interest on the Adjudicator’s part. Some examples that do not constitute a conflict of interest might include, but are not limited to, social relationships, former co-worker statuses, and/or other educational or organizational associations.



TTAO trusts its Certified Adjudicators as accomplished professionals with integrity who practice the highest the highest ethical standards in One-Act Play adjudication. Thus, it is the responsibility of the Adjudicator to notify the UIL State Theatre Director immediately if any relationship exists that the Adjudicator feels would impair their ability to fairly and impartially adjudicate an assigned and/or contracted contest.

¹ See more on affinity or consanguinity as defined in [Government Code 573, Subchapter B](#)

- Rick Garcia complimented the committee who worked on this proposal (Carrie Klypchak, Jill Ludington, Kelsey Kling) for the care that they took in crafting the specific language it contains. He also complimented the committee for pointing out the relatively small size of the educational theatre community and stressing that we have to trust the integrity of our members.
- **Craig Hertel moved acceptance of the addition of the proposed Adjudicator Conflict of Interest Policy to the Manual of Operations. Jill Ludington seconded the motion. The motion passed.**

VIII. Comments, Announcements, Other Business

- Carrie Klypchak reminded the Board members that the summer Board meeting will be June 13-14 in Austin. The Standards & Practices Committee will also meet in Austin on June 12. The meeting will be tentatively be held at the UIL office pending availability.
- Carrie Klypchak and Mark Pickell thanked out-going Board members Rachel Mattox, Cathy Huvar, Rick Garcia and Deb Shaw for their service to TTAO.

IX. Adjournment

Mark Pickell moved that the meeting adjourn. Craig Hertel seconded the motion. The motion passed.

**Respectfully submitted,
Cathy Huvar
TTAO Communications Director**

