



**TTAO Board Meeting
September 24, 2020
6:00 – 10:00 PM
Virtual Meeting**

- I. Call to Order
- ❖ *Carrie Klypchak called the meeting to order at 6:04pm.*
 - ❖ *Members present: Carrie Klypchak, Craig Hertel, Mark Pickell, Gary Cooper, Jill Ludington, Paula Rodriguez, Karen King, Yvonne Phillips-Dupree, Jim Mammarella, Scott Allen, Mandy Epley.*
- II. Changes to the Agenda
- ❖ *Mark Pickell motioned to accept the agenda with no changes. Jim Mammarella seconded the motion. The motion carried.*
- III. Approval of Past Minutes - for review of minutes, go to <https://www.ttao.org/wp-content/uploads/2020/06/TTAO-Board-Meeting-6-1314-2020-final.pdf>
- ❖ *Yvonne Phillips-Dupree motioned to approve the minutes. Karen King seconded the motion. The motion carried.*
- IV. Officer Reports
- A. **Chair – Dr. Carrie Klypchak**

**Chair Report, Texas Theatre Adjudicators and Officials
Board of Directors Meeting, September 24 (Virtual)
Carrie Klypchak, PhD**

General Activities/Information

A snapshot of activities since the June 2020 Board Meeting (in no particular order):

1. Worked with Yvonne Phillips-Dupree on statement of solidarity of the organization with the Black Lives Matter Movement, solicited feedback from the BOD and S&P, edited the document appropriately per member requests, and publicized it.
2. Requested participation of membership, appointed members, and issued charges to the following Ad-hoc committees: Core Values Action Committee, Real Change Committee, and Leadership Re-organization Committee.
3. Continued working with the Chairs and other members of the above mentioned committees for development and fielding multiple questions,

clarifying misunderstandings, aiding in organization, etc. via phone conversations, emails, texts, and social media messages.

4. Worked with the Real Change Committee, as well as our Virtual Assistant, on the practicalities of implementing campaign via our technology to come up with a feasible plan of action.

5. Continually working with the Core Values Action Committee for submission and implementation of Introductory Diversity, Equity, and Inclusion training video, as well as our Virtual Assistant and Tim Thomas. New formal release date projected Oct. 1.

6. Virtually attended the UIL Legislative Council and conducted follow-up meeting via phone with the State Theatre Director.

7. Attended UIL Advisory Committee and clarified TTAO's position on points raised, as well as misperceptions regarding TTAO's authority to implement certain ideas; follow up activities to help clarify certain misperceptions.

8. Worked with the UIL State Theatre Director to acquire 19-20 Adjudicator Evaluations, worked with the Ad-hoc Adjudicator Evaluation Committee to distribute evaluations for review and issued charge, sorted, addressed, and mailed all evaluations to adjudicators, and sent reminders to some adjudicators regarding policies as needed from evaluations.

9. Implemented a "Did You Know" social media posting campaign to try to educate our membership on the major working dynamics of the organization (purpose, mission, structure of leadership, etc.).

10. Worked with the owner of the former UIL/OAP Contest Managers Facebook group to dissolve the site, as it was not TTAO member specific and we therefore did not have control over the site, and the UIL State Theatre Director indicated that she preferred to communicate to Contest Managers via email. Then, worked with the owner of the old TTAO social media site that was no longer used to dissolve that site. Then, worked with the Communications Director and Virtual Assistant to create a new TTAO Contest Managers site.

11. Answered multiple questions from membership at large via phone, text, Facebook messages, and email regarding TTAO Connect issues and/or questions about general membership, dates, etc.

12. Worked with Tayler Gill and Tim Thomas on multiple challenges with Connect – realignment implementation in the system, shifts in the site that caused some issues elsewhere, and a number of other suggestions to streamline certain elements.

13. Sent the Treasurer documentation from meeting with Wells Fargo to try to help get our signers aligned appropriately.

14. Requested from the State Theatre Director clarification and written direction from UIL for Adjudicators who will be judging during COVID restrictions/complexities and publicized that to membership.
 15. Provided guidance to several TTAO officers on practical approaches of duties.
 16. Worked with the Communications Director and Communications Director-Elect on solidification of workshops for TxETA and presenters.
 17. Attended webinar regarding TxETA's virtual approach. Communicated with TxETA programming staff multiple times for clarification, organization, and troubleshooting.
 18. Conducted meeting with Executive Committee to determine best approach for some of the TxETA virtual webinars and met with the Communications Director to solidify plans for implementation and advertisement of TTAO's TxETA events.
 19. Conducted phone meeting with TxETA President to propose co-sponsoring a nationally renowned speaker for both TTAO and TxETA membership regarding honing diversity, equity, and inclusion amongst our memberships. Proposed virtual webinar format in January 2021 pending TxETA Board approval.
 20. Researched possible speakers for TTAO Leadership regarding honing diversity, equity, and inclusion in organizational leadership. Projected January 2021.
 21. Continued to respond to issued "Grievances," including continuing reimbursement issues with schools.
 22. Continually working with Tayler Gill to update website as needed.
- ...And all other activities as they have arisen and as needed to keep our organization effectively running.

Respectfully Submitted,

Carrie Klypchak, PhD
Chair, TTAO

B. Chair Elect – Craig Hertel

September 2020

Trainings:

Last year, we held trainings for new Adjudicators in Plano in November, and one for Contest Managers in Leander in December.

Adjudicator trainings scheduled for Lubbock in April and Round Rock in May, and a Contest Manager training in the Houston were all cancelled due to Covid-19.

We have been planning for trainings for the 20-21 school year. Currently, we have an Adjudicator Training to be held December 4-5, 2020 in a virtual format.

I, working with the Executive Committee, plan to have both Adjudicator trainings and Contest Manager trainings in the Spring. Dates and sites are still to be determined.

I am continuing to work on improving the on-site Contest Manager trainings, based on feedback from the two sessions we have done so far.

C. Past Chair – Mark Pickell

Past Chair Report – Mark Pickell

9/17/20

Past Chair Board Report

Sept 2020

Board Members:

I do not have a lot to report to you since the last board meeting. I updated the changes to the Manual of Operations adopted in June. I also served as chair of the Ad-Hoc TTAO Reorganization Committee (will provide separate report). Finally I met with the executive committee to advise on the virtual format of our TETA meetings as well as adjudicator and contest manager trainings for the fall.

Respectfully Submitted,

Mark Pickell

Past-Chair TTAO

D. Treasurer – Gary Cooper

Treasurer Report – Gary Cooper
9.17.20

- **Treasurer information transfer:** Rachel Mattox and I met on May 11th 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. I was then able to transfer all TTAO financial accounts (Wells Fargo and PayPal) into my name.

- **PayPal**

- o Made transfers of membership payments & Real Change payments from Paypal to our Wells Fargo account in June, July, August and September.

- o Created a donation button that allows TTAO members to donate to the Real Change Campaign through our TTAO website. This also allows TTAO to track all donations to make sure these funds are used only for Real Change expenses.

- **Wells Fargo**

- o I have made several transfers in June, July and August from our Wells Fargo Checking to our Savings to keep a minimal amount in checking at any given time.

- o I paid the following expenses:

- Virtual Assistant, Tayler Gill, ½ of her total fee in July.
- TEA data report in July (Data for Real Change campaign)
- BuyPlayTix in August (TTAO Connect support)
- US Liability Insurance in September.

- **IRS**

- o I contacted Anna Swenson to inquire about our 990 tax return in June and again in July. She recently stated that the tax return is now in review and will be sent to me upon completion of the review.

- o There is still an ongoing issue with our IRS status. We were mistakenly created as a private foundation instead of a public charity. I called the IRS in June and stayed on hold for over an hour before having to hang up due to another commitment. I will keep calling until this is resolved.

- **Lifetime Memberships**

- o In August, I worked with Taylor Gill and Carrie Klypchak to corroborate our list of Lifetime members in Paypal and TTAO connect. We now have a complete and accurate record of all Lifetime Members in TTAO Connect.

- **Scholarships**

- o I sent letters to all recipients of the 2020 TTAO Scholarships. And, after receiving all Higher Education Institute Financial Aid Office information from the recipients, I sent checks to their respective institutes. All check amounts have been applied to each recipient's financial aid account.

- **Google Drive**
 - o I uploaded all reports and financial statements into our TTAO google drive.

- **Accounting**
 - o I purchased a TTAO subscription to Quickbooks in order to have “quick” access to any receipt, statement, and report requested and to give us easy access to the total overall picture of the fiscal period.
 - o I have submitted June, July and August Wells Fargo and Paypal statements to our Accountant, Anna Swenson, to include in our Annual Financial Report.

- Financial Report (see Appendix A & B)

Respectfully submitted,

Gary Cooper

Treasurer- TTAO

E. Communication Director – Jill Ludington

September 12, 2020
 TTAO Board Meeting
 Report of the Communications Director

1. TTAO Membership

TTAO Membership	Current Members	Lapsed Members
Adjudicators	280	177
TTAO CMs	127	96
Non-TTAO CMs	6	332
Total Current Members	327	617

2. Met online with Mandy Epley and Tayler Gill to review and revise communication plan.
3. Contacted slate of nominees proposed this summer for Board and Standards and Practices positions. Requested headshots and bios from the slate of nominees.
4. Mandy Epley created TTAO quarterly newsletter, which was sent to the membership.
5. Communicated to membership through Facebook pages and emails.
6. Monitored requests to join TTAO Facebook pages.
7. TTAO membership numbers are difficult to get a true reading at this time due to Covid-19 and an increase in lapsed members.
8. Met with Carrie Klypchak to plan TTAO offered workshops at TxETA.
9. Mandy Epley contacted all TTAO workshop presenters to confirm their commitment to present.
10. Contacted all TTAO workshop presenters and informed them of webinar/traditional zoom options and provided them the TxETA design training for this. Also reminded all TTAO workshop presenters, host, and co-hosts of needed payment in order to present at TxETA.

11. Communicated to membership that TxETA moved to online format and needed payment to attend.
12. Future Business
 - a. Online voting
 1. Determine date and length of time for voting
 2. Post final slate of candidates along with bios and headshots. Contact and inform all nominees via email that they are required to submit a 30-60 second video in place of attending the business meeting at Theatrefest to introduce themselves. This must be posted online 45 days before the election according to our MOO.
 3. Prepare ballot including photos/bios/videos of candidates and conduct election
 - b. Meet with Mandy Epley and Tayler Gill as needed to review and revise the communication strategy.
 - c. Purchase gifts for TTAO members receiving TETA awards at Theatrefest

Respectfully submitted,

Jill Ludington
TTAO Communications Director

V. Reports of Select Committees/UII

A. State Theatre Director - Paula Rodriguez

September 17, 2020
UII Theatre Report

Activities since June 2020

- June-August, UII Theatre provided over 20 professional development workshops for Capital Conference, the Maestro Group and several ISDs.
- July 9- Adjudicator Evaluations were sorted and sent to TTAO Chair.
- Assisted Contest Managers and Adjudicators with TTAO connect system (general troubleshooting).
- In July, Area, Region and State Confirmation forms were sent to adjudicators.
- Legislative Council was held on June 16.
 - o No action was taken on past proposals.

- o The Academic Committee took no action a proposal to adjust the conflict of interest rule for adjudicators of OAP.
- Travis Springfield was chosen by the state theatre director was added as the 4A state judging panel. Mr. Springfield was selected based on the evaluations and recommendations from the summer 2019.
 - o OAP State Judging panels for 2021 are
 - 1A STATE JUDGES Alison Frost, Jerry Cotton, Yvonne Phillips- Dupree
 - 2A STATE JUDGES Freddie Buckner, Deb Shaw, Mariana Jones- Meaders
 - 3A STATE JUDGES R. Scott Allen, Terri Castleberry, Margaret Valenta-Davis
 - 4A STATE JUDGES Phillip Morgan, Kim Hines, Travis Springfield
 - 5A STATE JUDGES Cathy Huvar, Gary Davis, Lisa Hale,
 - 6A STATE JUDGES Kim Frederick, Kelsey Kling and Kathy Harvey
- Area and Region. Planning continues for Area and Regional contests. Some sites have changed and some are unconfirmed awaiting approval from administration.
 - o OAP Enrollment deadline is October 1. OAP Alignment will be posted and updated in the weeks following.
- Web pages continue to be updated as Sites, Contest managers and judges are confirmed.
 - o Play Approval list has been updated and 41 new plays were added.
 - o Updated OAP Handbook is on the UIL Theater website. No new rules were added this year. Community Standards and Compliance Form was updated to clarify “physical actions”.
- ANNOUNCEMENTS
 - o UIL Student Activity Conferences are scheduled for October and November with a mix of live (ZOOM) and prerecorded sessions.
 - o Next Legislative Council Meeting will be held on October 18-19. Meetings will be held via Zoom.
 - o UIL Building remains closed to visitors due to Covid- 19 until further notice.
 - o UIL continues to plan for in-person Junior High and High School One Act Play Contests for 2020-2021 school year. UIL continues to monitor the current public health situation. Any changes to the contest including interruptions or changes in contest structure will be communicated immediately to the UIL theatre community.
 - o UIL Covid- 19 Risk Mitigation Guidelines for all UIL activities for the 2020-2021 school year are posted on the UIL home page along with links to guidance from the Texas Education Agency and the Governor’s Executive Order GA-29. At this time additional guidelines for UIL Academic activities, including the One Act Play contest, have not been

added. Information on planning for the OAP contest is being finalized and will be sent to Directors, Contest Managers and the TTAO membership.

Respectfully Submitted,
Paula Rodriguez
UIL State Theatre Director

B. Contest Manager Training - Craig Hertel

Contest Manager Committee Report – Crag Hertel

September 2020

Extended the deadline for Contest Managers to go through on-site training until May of 2025 (Note: Contest Managers currently have no prerequisite other than the online test).

Examined issues of Contest Managers and Safety (including Fight Choreography)

Looked at best ways of evaluating feedback about Contest Managers

C. Standards and Practices Committee – Craig Hertel

Standards and Practices Committee Report – Craig Hertel

September 2020

Issues involving Payment, Expenditures and Cancellations

Issues of Safety and Fight Choreography

Supported TTAO's Core Values Action Plan, currently focusing on Diversity. The committee worked on both immediate and long-terms actions.

D. Real Change Committee – Karen King

REAL CHANGE COMMITTEE REPORT

Committee Chair – Karen King;

Members: Freddie Buckner, Kim Hines, Luis Munoz, Gary Cooper



Formed at the annual Summer Meeting, Real Change is a fund-raiser

JULY 9, 2020, the Committee met and formed a plan to move forward

1. We will tease the campaign on July 15th with a 30 second or less PPT -
2. We need to have a statement ready by August 15th, along with the donation button available at that time
 1. Our statement needs to explain the purpose
 2. Our statement needs to highlight the benefits
 3. Our statement should speak to campaign as "ongoing"
 4. Our statement should show ways of donating
3. There is a sense of "urgency" and we need to have this initial launch ready by 8/15
4. By November 1st, we should have the polished marketing campaign ready for view
5. She approved the expense of obtaining the report from TEA
6. We can look at marketing via Social Media, TETA Virtual Convention, and of course on TTAO's site.

AUGUST 11, 2020: RC Committee created purpose statement and submitted to TTAO . The statement and explanation of funding is live on the site.

REAL CHANGE STATEMENT: WHAT IS REAL CHANGE: TTAO's fund-raising campaign to place needed dollars in our socio-economically disadvantaged communities. Money raised will be used to fund TETA convention attendance, summer camp tuitions, clinics, and guest artists.

A trip to TETA, the Thespian Convention, tuition for a Summer Drama Camp changes lives and helps expand theatre in our communities, which affects our society as a whole. Be part of the real change, and as you accept your contracts for this upcoming UIL OAP season, think about donating and be the difference in implementing Real Change.

The donation button is live now on the TTAO site and is being promoted on TTAO's social media site. Adjudicators have the ability to make a one time donation or a monthly recurring donation.

Since the launch – from 8/15 – 9/18/2020 – TTAO’s PayPal Donation account reflects nine donations totaling, \$832.00. The goal is \$22,000 and the suggested donation is \$45/contest.

Next Actions:

- Promote Real Change at our Open Forum on 9/26
- Complete Testimonial Video regarding how opportunities to engage in the activities which Real Change funds, has enriched lives and did, in effect, create Real Change. Deadline by October 25, 2020.
- Request weekly blasts on our social media accounts to continue to promote campaign.
- Form an “awards” committee to create parameters and submission requests for funding.

E. Core Values Action Committee – Yvonne Phillips-Dupree

**TTAO CORE VALUES ACTION COMMITTEE
REPORT**

September 21, 2020

The TTAO Action Committee was established as an outgrowth of TTAO’s commitment to develop strategies and activities that address equity in the organization. At the core of this initiative is the desire to build a culture of inclusivity that aligns with the core values of education, diversity, integrity, transparency, and service. The committee has been segmented into three sub committees:

- I. **Professional Development:** TTAO BoD, S&P, and Membership Trainings (speakers and workshops) - Phillip Taylor, Michael Avila, Yvonne Phillips-Dupree, Norma Thomas and Ezekiel Morgan
- II. **Statements of Support and Literature:** DEI/CVAC Mission Statement, Diverse Literature, and Glossary of Terms to consider or reconsider (Ballots, UIL, etc.). Diversity, Equity, and Inclusion - Joi Hughes, Jim Mammarella, Aimee Kasprzyk, and Rachel Harrah
- III. **Recruitment & Special Projects:** Recruitment efforts and any project that supports the urgent goals of diversity,

equity, and inclusion (support for standing committee). - Omar Leos, Cathy Huvar, and Joel Garza

Professional Development

The principle initiatives of this sub-committee are as follows:

- To develop a ten-minute diversity training video for Adjudicators and Contest Managers. *The committee began work on the video in June 2020 and the finished product was submitted to the TTAO Chair in September 2020*
- To provide ongoing professional development that focuses on the core value of diversity
- To present a professional development session on diversity at the TxETA Convention on October 3, 2020 at 2:00 p.m.
- To provide diversity training at the Texas Thespians Festival for teachers, students and administrators – November 21, 2020
- To present a diversity and inclusion guest speaker in January 2021 (date TBA)

Statements of Support and Literature

The principle initiatives of this sub-committee will be to develop and initiate:

- A statement of the Core Values Action Committee's Mission Statement for 2020-2021
- A statement of commitment to be read by contest managers *similar to the UIL Community Standards Statement*
- A statement of commitment to Diversity and Inclusivity printed in UIL OAP programs *like copyright photos or recordings*
- A statement of the importance of Diversity, Equity, and Inclusion on the UIL OAP play evaluation form
- Standards which address dialect, diction, accents, and culturally authentic vocal choices vs. standard American English.
- A glossary of appropriate terms for our membership regarding respect for diversity, equity, and inclusion
- A pilot program for Pro Bono Clinics for emerging or low-income schools

Recruitment & Special Projects

- The principle initiatives of this sub-committee are to create an action plan to intentionally recruit and retain BIPOC Adjudicators and Contest Managers as well as increase TTAO Leadership positions
- Develop a list of BIPOC educators who work in higher education or professional/community theaters as a resource for recruitment

Respectfully submitted,

Yvonne J. Phillips-Dupree
Core Values Action Committee
Board Liaison

F. Leadership Re-Organization Committee – Mark Pickell

Ad Hoc Reorganization Committee Meeting Report Virtual Meeting 9/9/20 6pm-8:40pm

Committee Members in Attendance:

Chair Mark Pickell
Ezekial Morgan
Rick Garcia
Scott Allen
Robin Robinson

Members not in Attendance:

None

Summary:

CORE VALUES COMMITTEE (CVC)

The Committee recommends making the Core Values Committee a standing committee with a chair that serves in a new position on the board to focus on all core values of our organization.

CONTEST MANAGER REVIEW COMMITTEE (CMRC)

We also recommend creating a new standing Contest Manager Review Committee composed of the CM's elected into Standards and Practices that would review evals and training.

CONTEST MANAGER TRAINER / ADJUDICATOR TRAINER

We further recommend that 2 non-board 1-year term appointed positions be added as Contest Manager Trainer and Adjudicator Trainer to assist the chair-elect in facilitating trainings in the future.

ADJUDICATOR REVIEW COMMITTEE (ARC)

The committee recommends making the newly formed Adjudicator Review Committee a standing committee in the bylaws. This committee reads evaluations and makes recommendations to the board for Area/Region/State.

TECHNOLOGY

In regards to technology we recommend exploring a paid project manager role to be the go between the board and the developer, testing new features until the bugs are worked out, and report and make recommendations to the board. This role could be an extension of our virtual assistant or it could be a separate paid role.

ELIGIBILITY FOR SERVICE ON BOARD

We also recommend that service on any TTAO committee/trainer should make you eligible to serve on the board (currently the only path is through Standards and Practices).

CHANGE OF CHAIR TO PRESIDENT

The committee recommends changing the titles of officers in the by-laws that are currently known as Chair, Chair-Elect, and Past-Chair to President, President-Elect, Past-President in order to avoid confusion with the title of chair with standing committees and to fully transition from our roots as a committee of TETA to an independent non-profit.

EXECUTIVE COMMITTEE

We further recommend that the executive committee composed of the Chair, Chair-Elect, and Past-Chair be formally adopted into the bylaws as a standing committee (The committee currently exists in the Manual of Operations only).

V. Old Business

A. Membership Demographics Approach

Gathering Membership Demographic Data

(Acquired data for this project thus far of students in the state for comparison purposes provided by Mandy Epley, Communications Director-Elect)

Most current Texas student demographic breakdown:

2018-2019

TEXAS Students Total 5,416,400

African American 12.6%

Hispanic 52.6%

White 27.4%

American Indian 0.4%

Asian 4.5%

Pacific Islander 0.2%

2+ Races 2.4%

- ❖ *Mark Pickell motioned to have TTAO implement a mandatory questionnaire for May TTAO membership renewal and that Mandy Epley and Scott Allen report back to the Board at the January meeting with the suggested data categories that will be collected from our membership. Yvonne Phillips-Dupree seconded the motion. The motion carried.*

B. Middle School Theatre Directors as Adjudicators

- ❖ *Mark Pickell motioned to create an ad hoc committee to explore middle school judge's involvement in adjudication and report back to the board at our winter meeting with specific language recommendations, recommendations on how to deal with current adjudicators it may effect, and also report to the board how it may affect all stakeholders. Yvonne Phillips-Dupree seconded the motion. The motion carried.*

The board went to a 10-minute recess.

VI. New Business
A. Budget

TTAO BUDGET 2021

TOTAL CURRENT ASSETS	\$	43,123.98
EXPENSES:		
Program Expenses		
Travel Reimbursement	\$	4,500.00 (all travel expenses beyond travel for trainers)
Website Development	\$	2,500.00
Board Meetings	\$	2,000.00
Scholarships	\$	3,000.00
Training Expenses	\$	4,500.00 (including travel for trainers)
Diversity, Equity, and Inclusion	\$	10,000.00
Awards	\$	2,000.00 (two years' worth)
Member Social Events and Gifts	\$	1,700.00
Supplies	\$	300.00
Board Insurance	\$	1,000.00
Operations		
Accounting	\$	1,200.00
Bank and Paypal Fees	\$	800.00
Postage and Mailing	\$	200.00
Website Hosting	\$	960.00 (annual)
Virtual Assistant	\$	4,000.00
TOTAL EXPENSES	\$	38,660.00
BALANCE AFTER PROJECTED EXPENSES	\$	4,463.98

Carrie Klypchak, 9/26

❖ ***Jill Ludington motioned that the Board approve the proposed budget. Gary Cooper seconded the motion. The motion carried.***

- B. Consideration for feedback for adjudicators who do not give critiques
- ❖ ***Mark Pickell motioned that we make a recommendation to UIL to explore the practicality of giving directors the ability to provide feedback for all adjudicators on the panel. Carrie Klypchak seconded the motion. The motion carried.***
- C. Core Values Action Committee Recommendation Proposals
(See D-1 below)
- D. New Leadership Considerations:
1. Core Values Committee (CVC) (see Appendix C)

❖ ***Mark Pickell motioned to put to the membership a change of the bylaws to create a Core Values Director position on the Board of the Directors , make a new standing Core Values Committee, and accept the duties and structure that the Leadership Reorganization Committee has recommended. Gary Cooper seconded the motion. The motion carried.***

2. Contest Manager Review Committee (CMRC) (see Appendix D)
 - ❖ *Scott Allen motioned to accept the recommendation from the contest manager review committee to present to membership for a change of the bylaws. Craig Hertel seconded. The motion carried.*
3. Contest Manager Trainer and Adjudicator Trainer (see Appendix E)
 - ❖ *Mark Pickell motioned that the Board adopt the recommendation of adding a Board appointed adjudicator trainer and contest manager trainer. Gary Cooper seconded the motion. The motion carried.*
4. Adjudicator Review Committee (ARC)
 - ❖ *Carrie Klypchak motioned to table the presentation to membership of the ARC committee becoming a standing committee in the by-laws until we have completed a trial year. Jim Mammarella seconded the motion. The motion carried.*
5. Technology (see Appendix F)
 - ❖ *Carrie motioned to table the technology recommendation until January 2021 when we have a firmer idea of our budget. Mandy Epley seconded the motion. The motion carried.*
6. Change of Titles (Chair, Chair-Elect, and Past Chair)
 - ❖ *Mandy Epley motioned to accept the recommended change of titles for Chair, Chair-Elect, and Past Chair to President, President-Elect, and Past President respectively. Gary Cooper seconded the motion. The motion carried.*
7. Executive Committee (see Appendix G)
 - ❖ *Mark Pickell motioned to put forth to membership to change the by-laws to include the executive committee as a standing committee. Gary Cooper seconded the motion. The motion carried.*

VII. Closed Session

VIII. Comments, Announcements, Other Business

- A. Continuing of Officer Manuals Development
- B. Important Required TTAO meetings at TxETA attendance reminders:
 - 1. Open Forum - Saturday, 9/26 from 10 a.m. - 11:00 a.m.
 - 2. Business Meeting - Saturday, 10/3 from 10 a.m.- 11 a.m.
- C. Next Board of Directors Meeting: Saturday, January 23; 1 p.m. – 5 p.m. (Virtual)

IX. Adjournment

- ❖ ***Mark Pickell motioned to adjourn the meeting. Mandy Epley seconded the motion. The motion carried.***

Appendix A – Statement of Financial Position

Texas Theatre Adjudicators and Officials

STATEMENT OF FINANCIAL POSITION

As of August 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Business Market Rate Savings (1681)	42,135.95
PayPal Bank	763.49
Wells Fargo Business Choice Checking (5444)	796.54
Total Bank Accounts	\$43,695.98
Total Current Assets	\$43,695.98
TOTAL ASSETS	\$43,695.98
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Net Assets	38,730.43
Retained Earnings	
Net Revenue	4,965.55
Total Equity	\$43,695.98
TOTAL LIABILITIES AND EQUITY	\$43,695.98

Appendix B – Statement of Activity

Texas Theatre Adjudicators and Officials

STATEMENT OF ACTIVITY

January - August, 2020

	TOTAL
Revenue	
Membership Dues	17,857.00
Real Change Campaign	572.00
Total Revenue	\$18,429.00
GROSS PROFIT	\$18,429.00
Expenditures	
Operations	
Bank Charges & Fees	785.41
Books, Subscriptions, Reference Materials	1,343.14
D&O Insurance	904.00
Virtual Assistant	3,500.00
Total Operations	6,532.55
Program Expenses	
Scholarships	6,000.00
Travel	934.00
Total Program Expenses	6,934.00
Total Expenditures	\$13,466.55
NET OPERATING REVENUE	\$4,962.45
Other Revenue	
Interest Income	3.10
Total Other Revenue	\$3.10
NET OTHER REVENUE	\$3.10
NET REVENUE	\$4,965.55

Appendix C

CORE VALUES BOARD MEMBER and Standing CORE VALUES COMMITTEE

Requires By-Laws Change

Core Values Advisor (Core Values Director?)

New Board Member Role

2 Year Term Elected from Membership

Duties

- Chairs Core Values Committee.
- Advises on the impacts and adherence of TTAO's Core Values on any motion put before the board.
- Other powers and duties assigned by the Board of Directors or Chair.

Core Values Committee (CVC)

New Standing Committee

Meets Bi-Annually Before Summer Board Meeting and before TETA Board Meeting. Special meetings may be called by the Chair of the committee or Chair of TTAO.

Chair

Core Value Advisor (New Board Position - Term 2 Years)

Committee Makeup:

6 members excluding the Chair. 4 elected positions (with each region represented) 2 Board Appointed? /Core Value Advisor Appointed? Positions. All 2 year terms staggered.

First year Jan 2021 Board appoints two 2-year term members and two 1-year term members. To create a natural rotation during elections. Membership would elect 2 committee members in Dec 2021 and 1 year appointments would roll off and the newly elected committee members would begin Summer 2022.

Committee Functions:

Created to make recommendations to the Board of TTAO on all matters regarding our core values. The committee will also report to the general membership the state of TTAO's core values at the annual business meeting.

Education - Annually organize all educational workshops provided by TTAO to various conferences. (currently Communications Director's role)

Diversity - Recommends to the board ideas for recruitment and retention of members and advice on all TTAO business relating to inclusion with a sensitivity to issues facing Persons of Color, the LGBTQ Community, as well as issues of Age and Disability. They could possibly track the "diversity" of our enrollment and reports whether our BOD and committees reflect the same ratios

Integrity - Providing workshops and trainings covering TTAO's code of ethics and conflict of interest policy. (possibly serving as the second group to review grievances after executive committee?)

Transparency - Advise and make recommendations to the TTAO board on best practices to fulfill our promise to our membership to be an open and transparent organization.

Service - Annually organize a membership wide service project. The Core Value Advisor develops the project with the assistance of the committee. The committee could also assist with our scholarship programming as well.

SUMMER MEETING

Focus - Core Values, Organize Conference and Workshop Slate

TETA MEETING

Focus - Core Values, Service Project

Appendix D

Contest Manager Review Committee

New Standing Committee

Require By-Laws Change

Committee Makeup: The 4 CM members of S&P (regionally represented) and the Appointed Contest Manager Trainer.

Chair:

Elected by the contest manager committee each year by majority from the committee. The TTAO Chair-Elect is an ex officio member of the committee.

Logic: All executive committee members chair committees leading up to each board meeting. Allowing the committee to elect their own chair would allow another member to take the lead and would not further burden top leadership with meetings. We also felt that if the trainer is included and they were appointed and not elected that it might be best to allow the elected positions to decide who chairs the group for the year.

Functions:

Annually Review Contest Manager Evaluations

Annually Review and Recommend changes to online training and in person training

Recommends changes to UIL contest rules

Meetings:

Would meet once a year prior to the fall TETA board meeting and would report to the board.

Appendix E

Adjudicator and Contest Manager Trainers

May not require By-Laws Change

Two members appointed by the Chair-Elect to facilitate adjudicator trainings and contest manager trainings. The Chair-elect is still in charge of organizing the trainings and may participate or lead trainings.

Contest Manager Trainer leads in person contest manager trainings;

Adjudicator Trainer leads in person adjudicator trainings.

Appendix F

Technology Recommendations

Does not require By-Laws Change

We recommend possibly expanding our virtual assistant's (Tayler) role and pay to include project management of changes to TTAO Connect the chair, or any future chair doesn't have to communicate back and forth with the developer. The chair gives the project to the virtual assistant and project manager (Tayler) and she works with tim to implement it, and troubleshoot it if necessary without immediate advice of the chair (unless the chair wants to be included)

This role could also be offered to someone other than Tayler.

Logic: Tayler knows the system and is getting to know our org pretty well. Allow her to manage changes.

Recommend Tayler send organizational questions that come to support@ttao.org that usually go to chair to the communications director instead.

Logic: transferring the duties of organizing conferences to the core values committee could offset this duty. The comm directors will get to know the org better by sleuthing questions from bylaws and manual of operations and they can build a FAQ off from the questions coming in.

We do not recommend setting up another committee at this time, knowing that the chair could create an ad hoc committee if necessary.

Appendix G

Executive Director

The committee spent a brief time discussing the possibility of adding a paid executive director to run day to day operations and report back to the board. The committee agreed that it might be too early to explore that idea and cited that TETA a larger organization did not have an executive director. For these reasons the committee does not recommend a change at this time.

Respectfully Submitted,

Mark Pickell

Chair Ad-Hoc TTAO Reorganization Committee