



TTAO Board of Directors Meeting

January 23, 2022

2pm – 5pm

Virtual Meeting

I. Call to Order

- *Craig Hertel called the meeting to order at 2:03pm.*
- *Members present: Dr. Carrie Klypchak, Craig Hertel, Gary Cooper, Jill Ludington, Karen King, R. Scott Allen, Yvonne Phillips-Dupree, Jim Mammarella, Mandy Epley, Phillip Taylor, Paula Rodriguez (joined after start of meeting and before her report).*
- *Members absent: Rachel Harrah*

II. Changes to the Agenda

- *Craig Hertel made updates to reflect the new officer language. Chair-Elect was corrected to President Elect.*
- *Dr. Carrie Klypchak suggested the discussion of the Manual of Operations updates be moved to the last agenda item in New Business in case time was limited. Craig agreed to the change in agenda order.*

III. Approval of Minutes

<https://www.ttao.org/wp-content/uploads/2021/10/TTAO-Board-Meeting-Minutes-9.29.2021-edited.pdf>

- *Mandy Epley suggested a correction to the announcement of the next meeting that reflected the January 23 meeting was to start at 1:00pm to reflect it ultimately was scheduled for 2:00pm.*
- *Minutes approved unanimously.*

IV. Officer Reports

a. President – Craig Hertel

Worked with Communications Chair on a slate of candidates for open positions on Board and S&P. After the election, contacted all nominees to inform them of election results and thank them for their willingness to serve. Contacted new Board Members about June meeting.

Communicated with Core Values Chair to set up initial meeting of that Standing Committee. Welcomed the committee members (via Zoom) at the beginning of their first meeting and made myself available for questions.

Held a Zoom meeting and other communications with the President-Elect and the Adjudicator Trainer to set up the December training for adjudicators. Updated the Prezi and worked with the two of them to

present it at the December training. Held a follow-up evaluation session with the two of them via Zoom, in preparation of the Trainer taking the lead on these trainings in the Spring.

Held a Zoom meeting and other communications with President-Elect and Contest Manager Trainer to plan the March Contest Manager Training. Worked with CM Trainer to Update the Prezi for this training.

Met several times with Executive Committee about issues that affect our members.

Communicated with State Theatre Director on issues that involved our membership, including Area/Region/State judging assignments.

Worked with Tayler Gill about several technical issues and held Zoom meeting with her to discuss ideas about the future of TTAO and the technical support position.

Communicated with Tim Thomas about website issues and possible future additions to TTAO Connect and Contractual Agreements.

Fielded questions from our members about the 2021-22 contest season, TTAO Connect, and other issues.

Respectfully submitted,

Craig Hertel

TTAO President

b. President Elect – Yvonne Phillips Dupree

Key Operations

The Texas Adjudicators and Officials President-Elect Report consists of operations conducted for the organization between September 29, 2021, and January 23, 2022.

Completed Tasks	
I.	Conducted training meetings with Craig Hertel and Aquilla Aubrey to prepare for the December 10 - 11, 2021 Adjudicator Training
II.	Prepared and posted letters of application for potential trainees on the Facebook page and the TTAO website with support from Jill Ludington, Aquilla Aubrey, and Tayler Gill
III.	Reviewed applications and sent letters of acceptance to the trainees
IV.	Assessed applications and referred questionable submissions to the Standards and Practices Committee
V.	Conducted TTAO Adjudicator Training on December 10-11, 2021 with Craig Hertel and TTAO Trainer Aquilla Aubrey
VI.	15 new Adjudicators completed the training
VII.	Conducted an Adjudicator Training Debrief Zoom Meeting with Aquilla Aubrey and Craig Hertel
VIII.	Met with Larry Carpenter and Craig Hertel to prepare for the March 1 -2, 2022 TTAO Contest Managers' Training in Carthage, Texas

- IX. Met with Karen King to arrange the TTAO Contest Managers' Training logistics in Carthage, Texas

On-going Tasks

- I. Prepare letters of invitation for the On-site Contest Managers' Training: March 1-2, 2022
- II. Note: Registration period for Contest Managers' Training: February 4, 2022 – February 21, 2022
- III. Meet with Travis Springfield, Aquilla Aubrey, and Craig Hertel to plan the March 12, 2022 on-site Adjudicators Training
- IV. Impending Adjudicator Trainings
 - A. March 12, 2022 Dulles High School / Sugarland, Texas
 - B. May 7, UIL OAP State Meet
- V. Impending Contest Manager Trainings
 - A. March 1-2, 2022 Panola College/ Carthage, Texas
 - B. March 29, 2022 Smithson Valley HS / Spring Branch, Texas

Respectfully Submitted,

Yvonne J. Phillips-Dupree

TTAO President-Elect

c. Past President - Dr. Carrie Klypchak

General Activities/Information

Since the September BOD Meeting, I have undertaken the following:

-served as a resource for the current President and other BOD Members as needed regarding organizational history, policies, and approaches;

-gathered Award Winners' and State Adjudicators'/Contest Managers' mailing addresses and sent them to Gary Cooper for mailing of physical awards (thank you again for your help, Gary);

-formatted newly approved By-Laws into an appropriate document for web posting;

-worked with Tayler Gill to get the new By-Laws posted on the TTAO website;

-solicited nominations from the Awards Committee for upcoming TTAO Awards; and

-edited/updated the Manual of Operations to reflect current TTAO practices and procedures.

Respectfully Submitted,

Carrie Klypchak, PhD
Past President, TTAO

d. Treasurer – Gary Cooper

- Since September 2021 Meeting
 - Reviewed 990 IRS forms created by TTAO accountant, Anna Swenson. Approved for submittal by Anna.
 - Submitted monthly Wells Fargo and Paypal statements to Anna Swenson.
 - Continued monthly transfers of funds from Paypal to Wells Fargo Checking Account.
 - Reimbursed: Mandy Epley for award purchased, Craig Hertel for zoom account and legislative council presentation expenses.
 - Created contributions report for the C. Lee Turner Real Change Campaign.
 - Issued payments to Texas Thespians, Palco Specialities, and Cara Mia Theatre for the C. Lee Turner Real Change Awards.
 - Picked up and mailed all past awards to recipients
 - Paid second half of Tayler Gill's fee.
 - Paid Tom Thomas' fee.

Texas Theatre Adjudicators and Officials

Statement of Financial Position

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Business Market Rate Savings (1681)	50,446.17
PayPal Bank	286.56
Wells Fargo Business Choice Checking (5444)	-442.28
Total Bank Accounts	\$50,290.45
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$50,290.45
TOTAL ASSETS	\$50,290.45
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Net Assets	46,259.06
Retained Earnings	0.00
Net Revenue	4,031.39
Total Equity	\$50,290.45
TOTAL LIABILITIES AND EQUITY	\$50,290.45

Texas Theatre Adjudicators and Officials

Statement of Activity
September - December, 2021

	TOTAL
Revenue	
Membership Dues	1,250.00
Real Change Campaign	70.00
Total Revenue	\$1,320.00
GROSS PROFIT	\$1,320.00
Expenditures	
Operations	
Bank Charges & Fees	12.50
Books, Subscriptions, Reference Materials	-254.26
Insurance	904.00
Office Supplies & Software	845.76
PayPal Fees	65.64
Total Operations	1,573.64
Program Expenses	
Awards	1,106.00
Real Change Grant	9,760.70
Travel	471.38
TTAO Connect	960.00
Total Program Expenses	12,298.08
Total Expenditures	\$13,871.72
NET OPERATING REVENUE	\$ -12,551.72
Other Revenue	
Interest Income	1.86
Total Other Revenue	\$1.86
NET OTHER REVENUE	\$1.86
NET REVENUE	\$ -12,549.86

e. Communication Director – Jill Ludington

Mandy and I continue to work on keeping our membership updated and informed through social media, email, our website, and the SMORE newsletters. I manage the membership requests to join these pages, field membership questions as needed, or direct members to TTAO Support. Tayler has set up a TTAO Post Persona. This will allow the Communications Director to post in the group as TTAO manager instead of Jill Ludington or Mandy Epley. We look forward to getting trained on how to use it.

The Communications Calendar has been revised and edited based on the current needs of our organization and members. Focusing on continuing to educate our membership about our organization and who we are (Did You Know Series), ways to grow and learn from one another or tips to share, and important timely reminders, etc. We welcome any input from committees or board members when you need information communicated.

Membership:

TTAO Membership	Current Members	Lifetime Members	Leadership Interest	Lapsed Members
Adjudicators	337	46	91	175
TTAO CM's	189	25	60	86
Non-TTAO CM's	5			370

Total members 1,026

Change from October 2020:	Current Members	Lapsed Members
Adjudicators	+ 20	-7
TTAO CM's	+ 20	- 9
Non-TTAO CM's	+ 7	+ 24

As expected, TTAO membership numbers have increased since our last report. However, we are down a bit from the previous contest season.

Adjudicator Training:

We worked on promoting the Virtual Adjudicator Training for the President Elect through email and posting. The Adjudicator training met its cap limit of enrollees, so the training was communicated successfully. Tayler assisted in setting up an enrolling link. After training, I emailed all new adjudicators a welcome email that included next step directions. I then set up their new or merged accounts in our system.

TxETA workshops and Award Winners:

Mandy continued to gather all video submissions for TxETA TTAO workshops. She also mailed out all gifts to the TxETA Award Winners that are members of TTAO and to the two TTAO Trivia Winners.

The Minutes:

I prepared the minutes from the September Board Meeting and Business. I sent these to the Board for approval, made corrections if needed, and sent to Tayler to upload to our website.

TTAO Swag:

Mandy coordinated and opened the online TTAO Swag Shop.

Membership Survey:

Mandy disaggregated data from the TTAO membership demographic survey.

Age	
21-35	20
36-50	103
51-65	108
65+	87
Prefer Not to Answer	7
Grand Total	325

Degree	
Bachelor's Degree	98
Master's Degree	193
Ph.D. or higher	28
Prefer Not to Answer	4
Trade School	2
Grand Total	325

Gender	
Male	130
Female	190
PNA	5
Grand Total	325

Race/Eth	
Asian	2
American Indian/Alaskan Native	3
PNA	15
Black or African American	18
Hispanic/Latino	20
White	267
Grand Total	325

UIL One Act Play Adjudicator Experience	
Never	46
0 - 5 Y	105
6 - 10 Y	85

11 - 20 Y	57
21+ Y	32
Grand Total	325

UIL One Act Play Contest Manager	
Never	126
0 - 5 Y	91
6 - 10 Y	64
11 - 20 Y	35
21+ Y	9
Grand Total	325

Responses regarding requested topics for professional learning:

No Suggestion/Happy with Current Training	77
Preparing and Presenting Critiques with common verbiage	60
Quick Reference Guide/Rule Review	44
Training of DIVERSE group of adjudicators	33
Logistics of the Contest	19
Contest Manager Training	10
Tips and Techniques	10
PD led by veteran adjudicators sharing knowledge	9
Group meetings to share experience	9
note taking and feedback	6
Specific Performance Training	5
Observation/Experience the arts	5
Dealing with angry contestants	4
Appropriate intimacy coaching	4
Recorded/virtual training option	4
new innovations/trends	4
Shadowing Experienced People	3
Networking	3
Access to new plays/training materials	2
Judge Conduct	2
fully digital procedures	2
Cutting of Full-length plays	2
early access to competing schools' materials	2
General PD	1
DEI PD	1
Building Programs	1
Social Distancing	1
Panel Judging	1

Elections:

Your Communication Team gathered bios, videos, and headshots for TTAO Elections. The membership had the opportunity to learn about the candidates through email, posting, and our website. I sat up the election through Election Buddy and reported the voting percentages to the board. Although members were sent 5 email reminders and continual reminders on our Facebook page, only 40% voted.

Election Results

Board of Directors: Communications Director-Elect

Carla Schumann: 140 votes (97.2%)
No-I reject the candidate: 4 votes (2.8%)

Carla Schumann wins with 97.2% of the vote.
Votes tallied: 144
Abstentions: 12

Board of Directors: Treasurer-Elect/Historian

Omar Leos: 58 votes (38.4%)
Larry Carpenter: 93 votes (61.6%)

Larry Carpenter wins with 61.6% of the vote.
Votes tallied: 151
Abstentions: 5

Board of Directors: Director-At-Large (2 Positions Available)

Kelsey Kling: 114 votes (37.3%)
Ezekiel Morgan: 87 votes (28.8%)
Phillip Morgan: 101 votes (33.4%)

Kelsey Kling wins with 37.3% of the vote.
Phillip Morgan wins with 33.4% of the vote
Votes tallied: 302
Abstentions: 5

Standards and Practices Region 2- Contest Manager

Cade Butler: 44 votes (35.2%)

Kelly Parker: 81 votes (64.8%)

Kelly Parker wins with 64.8% of the vote.

Votes tallied:125

Abstentions: 31

Standards and Practices Region 2- Adjudicator

Bill Doll: 53 votes (39.8%)

Jenae Yerger Glanton: 56 votes (42.1%)

Colin Wells: 24 votes (18%)

Jenae Yerger Glanton wins with 42.1% of the vote.

Votes tallied: 133

Abstentions: 23

Standards and Practices Region 4- Contest Manager

Mike Doggett: 74 votes (53.2%)

Jacob Layton: 23 votes (16.5%)

Megan Thompson: 42 votes (30.2%)

Mike Doggett wins with 53.2% of the vote.

Votes tallied:139

Abstentions: 17

Standards and Practices Region 4- Adjudicator

Scott Schumann: 88 votes (67.7%)

Mark Stringham: 42 votes (32.3)

Scott Schumann wins with 67.7 % of the vote.

Votes tallied:130

Abstentions: 26

All members running for a position were contacted by the President with the results. All membership was notified of the results through email, FB page, and TTAO website.

Respectfully submitted,

Jill Ludington
TTAO Communications Director

V. Reports of Select Committees

a. State Theatre Director - Paula Rodriguez

Activities since November 2021

1. Commissioner of Education approved the UIL proposal to ban the use of contact strikes (slaps, punches, kicks) to the face and head in the UIL One-Act Play competition. The rule can be found under the UIL Ethics code and went into effect immediately.
2. Forms on the UIL study on critiques are being received. UIL will send reminders prior to district to contest managers in an effort to receive more feedback. Survey to directors from fall semester junior high contests will be sent next week.
3. UIL Presentations at the Texas Thespians conference in November and January.
4. Participated on a UTeach Fine Arts Panel titled "Critical Evaluation & Response: Competitive Arts as Unifying Practice."
5. Assisted contest managers and adjudicators on communication regarding judging assignments and TTAO Connect.
6. Our office processed over 400 plays for the OAP contest, with the assistance of our UIL Play reading committee who read and evaluated the submissions.
7. Continue to edit the OAP Handbook which will be available summer 2022.
8. Communication- Correspondence- emails, ZOOMS and telephone calls with school administrators, directors, adjudicators, contest managers and parents.

Respectfully submitted,

Paula Rodriguez

b. Core Values Committee Chair – Rachel Harrah

No report submitted.

VI. Old Business

a. Demographics

- *Craig shared that now that we have the submitted demographic data, we need to have a direction for how we will use the information. The Board discussed what the Board has already put into action and additional suggestions regarding recruitment and promotion strategies for increased inclusion and diversity in the organization.*
- *Yvonne Phillips-Dupree motioned that the efforts the Board have done be communicated to the members via email, members be encouraged to provide feedback via a Google Form link, and the member feedback be provided to the Core Values Committee for recommendations for next steps or future organizational actions to be presented at the June meeting. Mandy Epley seconded. Motion passed unanimously.*

VII. New Business

a. Service Award

- *Dr. Carrie Klypchak nominated Mark Pickell for the 2022 TTAO Service Award. No other nominations were proposed.*
- *Dr. Carrie Klypchak motioned to give the 2022 TTAO Service Award to Mark Pickell. Gary Cooper seconded. Motion passed unanimously.*

b. Legacy Award

- *Dr. Carrie Klypchak shared Kathy Barber's name as a possible nomination for the 2022 TTAO Legacy Award. R. Scott Allen nominated Kathy Barber and Jim seconded the nomination.*
- *Yvonne Phillips-Dupree nominated Maureen V. McIntyre and Mandy Epley seconded the nomination.*
- *R. Scott motioned to nominate both Kathy Barber and Maureen McIntyre for the TTAO 2022 Legacy Award. Yvonne Phillips-Dupree seconded.*
- *Craig Hertel initiated a vote for the award. R. Scott Allen shared he meant his motion to indicate that both Kathy Barber and Maureen McIntyre would be the award recipients for 2022.*
- *Craig Hertel motioned for both Kathy Barber and Maureen McIntyre to receive the award and Jim Mammarella seconded. 8 in favor, 2 opposed.*

c. Manual of Operations Updates (moved to final item in new business)

- *The agenda item was tabled by common consent. Dr. Carrie Klypchak will provide updates for the Board for review prior to the June meeting.*

d. Area/Region/State Contractual Agreements

- *Paula Rodriguez shared concerns about Area/Region/State Contracts not being completed in TTAO connect in a timely fashion and judges exceeding their 6 shows due to Contest Managers not finalizing contracts in TTAO Connect or Adjudicators not responding to the Contest Managers setting up agreements for these levels of contests.*

She suggested the UIL State office having the ability to log in to TTAO connect to set up the contractual agreements for these levels and then transferring the contracts to the assigned Contest Managers for the details. Craig shared that this would be possible in TTAO Connect

- *R. Scott Allen also suggested a button to mark that an adjudicator is booked for all 6 contests after Karen King suggested adjudicators should block remaining dates once they have committed to the limit of contests. Phillip Taylor shared that the 6-contest limit button option should not cancel out the opportunity to judge unlimited middle school contests.*
- *Craig Hertel motioned that he would connect with TTAO tech support for remedies available to address the Area/Region/State Contractual Agreement issues including the transfer of contracts set up by the UIL State office to Contest Managers and a “maxed out” button option that does not affect middle school contest booking for adjudicators. Yvonne Phillips-Dupree seconded. 9 in favor, 1 opposed.*
- *Dr. Carrie Klypchak stated the proper channels to address concerns continued to be shared with members. Social media is not the place to address grievances, issues, suggestions, or concerns. There is a proper process on the TTAO website.*

e. Integrating New Adjudicators

- *Yvonne Phillips-Dupree shared new adjudicator concerns regarding how they get work as adjudicators. Yvonne proposed new adjudicators being assigned to zone and district contests with veteran adjudicators. And asked for feedback on this approach that would offer students fresh perspectives.*
- *The board discussed the proposal offering a variety of strategies for new judges to get connected and be hired to judge including resources on how to get hired and bringing back the new adjudicator mixers when the TxETA conference is back in person and also offering a Meet the New Adjudicators session at the conference.*
- *Paula Rodriguez shared that the structure Yvonne proposed would be a constitutional change for UIL. TTAO could strongly encourage new judges to adjudicate at these levels, but we could not require DECs to hire new judges.*
- *Jill Ludington motioned to have the Adjudicator representatives on the Standards and Practices Committee develop new adjudicator resource documents at the June meeting to include: tips for promotion like doing clinics, workshops and volunteering to contest manage, to be posted on the TTAO website. A list of new adjudicators would be posted annually on the TTAO website, and the new adjudicator mixer and TxETA Meet the New Adjudicator session would also be added at conference in an effort to promote new adjudicators. Yvonne Phillips-Dupree seconded. Passed Unanimously.*

f. TTAO Tech Support Position

- *Craig Hertel shared that Tayler Gill will fulfill her contract in June and this will be her last year with TTAO. She is willing to train someone else and stay for 6 months after her contract ends.*
- *The Board shared suggestions for training of Board members including the Communications Director-Elect to learn the duties of the tech position. Craig Hertel shared that that training would happen for the Board in June.*

- *Craig Hertel motioned that he would work with Tayler Gill to transition her position to a new tech person for June 2022.*

VIII. Closed Session

X. Comments, Announcements

- *Karen King reminded the Board that she would be communicating out to members the opportunity for members to contribute to the C. Lee Turner Real Change Fund. She shared the current balance for the fund and her commitment to contribute.*
- *Phillip shared the need to communicate the charge for the Core Values Committee to Rachel Harrah since she was unable to attend.*
- *Next Scheduled TTAO Meetings (still TBD as to whether these will be in Austin per the usual or virtual, but please reserve appropriate days): Standards and Practices – Friday, June 10 Board of Directors: Saturday, June 11 and Sunday, June 12.*
- *Craig Hertel and Dr. Carrie Klypchak thanked outgoing members: Gary Cooper, Jill Ludington, R. Scott Allen, and Jim Mammarella for their service to the Board and TTAO.*

XI. Adjournment

- *Craig motioned to adjourn the meeting at 5:08PM. Carrie seconded. Passed unanimously.*