

Texas Theatre Adjudicators and Officials Organization

Business Meeting Minutes





Texas Theatre Adjudicators and Officials Organization

Business Meeting

Thursday, September

6:00p.m. – 9:00p.m.

AGENDA

52 members in attendance from 559 active members.

I. Call to Order Yvonne Phillips-Dupree at 11:04 am on Thursday, 9/28/02. Moved to adopt the agenda by Phillip Morgan and seconded by Roy Rodriguez. Approved by all.

II. Approval of Agenda Yvonne Phillips-Dupree III. Moved to accept the agenda by Jeanie Gilson and seconded by Rachel Harrah. Approval of Meeting agenda by unanimous vote.

III. Meeting Norms presented by Yvonne Phillips-Dupree.

TTAO MEETING NORMS

Begin and end on time

Respect others' opinions/points of view

Watch air time

Silence cell phones / electronic devices

Take care of personal needs

Staying on schedule is everyone's responsibility

Minimize distractions/sidebar conversations

Collaboratively solve problems, Keep

One speaker at a time

Remain positive

an open mind / suspend disbelief, Be

Present

Meeting norms were adopted by common consent.

IV. [Approval of the Minutes presented by](#) Yvonne Phillips-Dupree. Adopted by common consent.

V. The TTAO Pledge. The pledge was introduced and recited together by the membership led by Phillip Morgan.

I am the Texas Theatre Adjudicators and Officials Organization

- I pledge to uphold the highest standards of professionalism and impartiality in my duties as a theatre adjudicator or contest manager.
- I will support the TTAO Core Values of education, diversity, integrity, transparency, and service by always striving to promote fairness and respect for all participants in the theatre community.
- I will continually educate myself on best practices and will seek to share my knowledge and expertise with others.
- I will demonstrate service in my actions and words, both spoken and written, honoring the selfless spirit and craft of teaching and learning.
- I am TTAO, and we are better together.

VI. Core Value Connections Rachel Harrah. Rachel addressed the group on Core Values.

VII. Officer Reports

A. President Yvonne Phillips-Dupree report was presented by herself as follows:

TTAO PRESIDENT’S REPORT

September 25, 2023

This president’s report covers the period from June 10, 2023 - September 25, 2023, and provides an overview of strategic operations and significant developments that have occurred during this quarter. • Met with accountant Clara Veal on 06/22/23 and 06/28/23 to address our organization’s tax status reclassification and the filing of back taxes. Our taxes are now current, and the reclassification has been corrected.

- Opened new savings and checking accounts at the Bank of America with Scott Allen and Aquilla Aubrey and arranged for the closing of the Wells Fargo Bank accounts: 06/13/23 and 06/28/23.
- Met with Past President Craig Hertel and President-Elect Scott Allen and State Drama Director to discuss adjudicators’ evaluations.
- Updated the Prezi Training Document with Adjudicator Trainer Aquilla Aubrey and President-Elect Scott Allen
- Established a Continuing Education Committee to design a professional development structure for our membership and met with them twice via Zoom.
- Published a TTAO Performance Assessment Survey with Communications Director-Elect Carla Schumann. The results are as follows:

Description	% for excellence	% room for growth or degree of uncertainty
TTAO’s commitment to the needs of the membership	84.6%	7.7%
How satisfied are you with TTAO?	69.2% (highly satisfied)	30.8% (satisfied)
Areas TTAO excels	<input type="checkbox"/> Communication <input type="checkbox"/> Training <input type="checkbox"/> Making people feel valued	N/A
Areas should TTAO improve	<input type="checkbox"/> Increase feedback <input type="checkbox"/> Provide more opportunities for growth and connections. <input type="checkbox"/> Offer opportunities to learn and understand all OAP rules. <input type="checkbox"/> Increase directors’ evaluations <input type="checkbox"/> Inclusivity	N/A
What would you like to see TTAO accomplish over the next five years?	<input type="checkbox"/> More training for veteran adjudicators <input type="checkbox"/> A more diverse pool of adjudicators at Region & State.	N/A

<p>What would you like to see TTAO accomplish over the next five years?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> More training for veteran adjudicators <input type="checkbox"/> A more diverse pool of adjudicators at Region and State <input type="checkbox"/> Mentorship for new members <input type="checkbox"/> More clear goals and input from members—like this 	<p>N/A</p>
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- Met with State Drama Director Paula Rodriguez regarding the implementation of the new TTAO Oath.
- Updated the PayPal and Quickbooks accounts with treasurers Aquilla Aubrey and Larry Carpenter. Special appreciation is given to Former Treasurer Karen King for her ongoing assistance.
- Worked with officers Mandy Epley, Rachel Harrah, Craig Hertel, and Carla Schumann to develop the new TTAO Pledge.
- Sent the first draft of the TTAO Pledge to the membership for their input.
- Met with Communications Director-elect Carla Schumann to plan the TTAO workshops for TxETA Convention.
- Notified TTAO Candidates for office and requested campaign pitches and photographs for the TTAO business meeting at TxETA Convention.
- Assisted the Core Values Chairperson, Rachel Harrah, with preparations for the TxETA Convention and collaborated with her and Ezekiel Morgan to secure the TTAO guest speaker, Nicole Brewer. ▪ Ordered two banners for use at meetings to enhance the TTAO brand image.
- Assisted President-Elect Scott Allen with plans for the TTAO Mixer at TxETA Convention.

Respectfully submitted,

Yvonne J. Phillips
Dupree

TTAO President

B. President-Elect Scott Allen presented his report as follows:

TTAO President-Elect Report

September 28, 2023

The President-Elect's report reflects critical operations during the period from June 9, 2023 – September 28, 2023.

- I. Met regularly with President Yvonne Phillips-Dupree to discuss issues and planning for the year.
- II. Met with stakeholders to prepare the 2023-2024 Adjudicators and Contest Managers Training Schedule
 - i. Fall Adjudicator Training: Ft. Bend ISD Middle School Contest, October 28, 2023
 - ii. Fall Contest Manager Training: Ft. Bend ISD Middle School Contest, October 28, 2023
 - iii. Spring Adjudicator Training: TBD
 - iv. UIL State Adjudicator Training: May 13-14 (Monday-Tuesday)
 - v. Fall Contest Manager Training Ft. Bend ISD Middle School Contest, October 28, 2023
 - vi. Spring Contest Manager Training: TBD
- III. Transferred banking account from Wells Fargo to Bank of America with other TTAO Officers.
- IV. Worked with Board Members to create OAP Contest Scripts (Before First Show/Between Shows, Stage Manager's Cue Sequence for Start of Each Show, Awards Ceremony) to be posted online as contest resources for Contest Managers.
- V. Worked with Board Members to plan the TTAO workshop, Adjudicator Continuing Education Training: Collaborating the Critique - Oral & Written Workshop (with Rachel Harrah) for TxETA Convention.
- VI. Organized the TTAO New Adjudicators and Contest Managers Workshop and Reception for TxETA Convention with Yvonne

Phillips-Dupree, Larry Carpenter, Aquilla Aubrey, and Jerry Ivins.

VII. Sent email blasts and invitations to the New Adjudicators and Contest Managers Workshop and Reception to guests and participants.

VIII. Met with the Adjudicator Continuing Education Committee throughout the fall. IX. Updated the 2022 Adjudicator Training Prezi with Yvonne Phillips-Dupree and Adjudicator Trainer, Aquilla Aubrey.

X. Met with Amy Jordan to coordinate the TTAO New Adjudicators Enhancement Training at the Texas Thespians Convention.

i. San Antonio: November 11 and 12

ii. Grapevine: November 16 and 17

XI. On-Going Tasks

i. Development and implementation of the 2023-2024 Adjudicator and Contest Manager Trainings.

Respectfully submitted,

R. Scott Allen, President-Elect

C. Past President Craig Hertel presented the following report:

TTAO Past President Report

Since our June meeting, I have been involved in the following.

Read Adjudicator evaluations for 2022-23. Worked to clear up a few issues and get the proper evaluations to the proper adjudicator. Red flagged a few of these for discussion. Then, communicated through email and calls to UIL Theatre Director Paula Rodriguez, and with TTAO Executive Committee Members--Yvonne Phillips-Dupree and Scott Allen about any issues. Had a Zoom meeting with the three of them to reach decisions concerning a handful of the evals, including which might need special communication to an adjudicator.

Prepared and sent out Adjudicator evaluations to our membership. Sent out group email and several messages on Facebook about these evaluations. Answered a few follow-up questions from our members.

Read the Contest Manager evaluations and communicated with Paula Rodriguez on a few of these. Also, assisted Larry Carpenter and Contest Manager Committee in preparing their Zoom meeting, concerning Contest Manager evaluations.

Assisted in the transition to our appointed Treasurer, Aquilla Aubrey. Helped her get information and documents she needed for TTAO finances.

Communicated with our technology team on some issues with TTAO Connect. Answered questions from members on some of these issues.

Communicated with the members of the Awards Committee in order to select recipients of the C. Lee Turner Real Change Award. Sent information and rubric to committee members, and then tabulated their results.

Consulted with our President on a number of other issues concerning the organization.

Respectfully submitted,

Craig Hertel

TTAO Past President

D. Communications Director Mandy Epley. Mandy Epley's report was presented by Carla Schumann,

Communication Director -Elect, as follows:

Report of the Communications Director

TTAO Membership

	Current Members	Lapsed Members	Lifetime Members
Adjudicators	346	224	60
TTAO CMs	211	154	34

Non-TTAO CMs	2	411	0
Total Current Members	559	789	94

Current Adjudicators is up 49 from June 2023 and lapsed adjudicators is down 49 from June 2023. Lifetime member adjudicators are the same since June 2023.

TTAO CMs are up 46 from June 2023. Lapsed TTAO CMS are down 39 from June 2023. Lifetime TTAO CMS are the same since June 2023.

Non- TTAO CMs are down 4 from June 2023. Lapsed non TTAO CMs are down 1 from June 2023.

Total current membership is up 91 since June 2023. Total lapsed membership is down 89 since June 2023. Total lifetime memberships stayed the same at 94 since June 2023.

Carla and I continue to work on keeping our membership updated and informed through social media, email, our website, and the SMORE newsletters. We post on our TTAO Adjudicator and Contest Manager Facebook pages, continue to manage the membership requests to join these pages, and field some membership questions as needed, alert the Chair, or direct member to TTAO Support. Carla works on organizing and formatting information for our Quarterly Smore Newsletter, and I email it out to our membership. Trainings are also posted on social media and the TTAO website.

TTAO Programming at TxETA:

Carla has worked with Yvonne and Scott to share correct requests for TxETA programming that TTAO will offer. All session descriptions have been shared with TxETA programming. Carla worked with Rachel, Yvonne, Craig and Scott to make the best proposal for our guest artist contribution to TxETA from Rachel's budget.

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Pledge:

Carla has shared with the membership via social media and through Connect email the new TTAO pledge. She worked with Tammy to get Yvonne all the feedback from these email responses.

Networking:

Carla created a social media blast to make recommendations to our membership regarding best practices in promoting themselves with Yvonne.

OAP Scripts:

Carla worked with Scott Allen to assist in script writing for OAP awards ceremonies and play introductions which have been shared with our membership.

Elections:

Elections were also a large part of our duties since TxETA last year. The nominees' bios and pictures were collected and promoted to the membership through the website, FB pages, and the newsletter. Member questions and any voting issues were addressed and answered. Carla and I have started preparations with a timeline in place for this year's online elections as well.

2023 Election Results:

Board President Elect

Scott Allen

At-Large Board Member

Freddie Buckner

Standards and Practices Committee: Region 3 Contest Manager

Jill Henson

Standards and Practices Committee: Region 3 Adjudicator

Norma Thomas

Standards and Practices Committee: Region 1 At-Large

Scott Tipton

Standards and Practices Committee: Region 2 At-Large

Yadira Gonzalez

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Standards and Practices Committee: Region 4 At-Large

Melissa Utley

Core Values Committee: Region 1

Gary Davis

Core Values Committee: Region 3

Henrietta Haynes

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

After Adjudicator Trainings:

All new adjudicators certified through the online training were emailed a welcome email and invited to join the TTAO FB page once their dues were paid. I answered their questions, set up all new adjudicator accounts in TTAO Connect, and helped them merge any accounts they may have had previously.

SWAG Shop:

The Swag Shop is now available for our members 24/7 all through the year. We no longer have to create windows for purchasing. You can go to this link to see what items are currently in stock, make a purchase, pay for it and have it shipped directly to you. Items will change periodically as what is in stock changes so check back in periodically for new items.

<https://shop.game-one.com/texas/new-braunfels/ttao>

Respectfully submitted,

Mandy Epley

TTAO Communications Director

E. Treasurer Aquilla Aubrey presented her report for Treasurer as follows:

Treasurer's Report – June 6 – August 31

1. Bank accounts were successfully changed to include President, President Elect, Treasurer and Treasurer Elect.
2. Access was given to the Treasurer and Treasurer Elect to the PayPal account after Gary Cooper was removed and to QuickBooks to update information. Numerous lengthy phone calls were made to add the new banking information and ensure this was a seamless transition with correct changes.
3. Scholarships- Two of the three applicants were awarded \$1,000 each and funds were submitted to their respective universities on their behalf. The third applicant never completed the process despite numerous attempts to provide assistance.
4. Completed and submitted a budget reconciliation report to the President.
5. Expenditures and revenue report was forwarded to our accountant Clara Veal for a complete audit.
6. Downloaded and submitted monthly bank statements and created Activity Statement to our accountant for review and reporting.
7. Maintained regular communication with our Accountant regarding tax filings and reports to bring us from the Automatic Revocation List to a status of current with the IRS. IRS has 5 complete years of documentation.
8. Maintain regular lengthy communications with PayPal to address security issues due to updates with name changes, financial institution changes and their protocol.

Respectfully submitted,
 Aquilla Aubrey
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VIII. Standing Committee Reports

- A. UIL State Theatre Director Paula Rodriguez presented the following:

Texas Theatre Adjudicators and Officials – Business Meeting

UIL State Theatre Director Report, September 7, 2023

Updates

- UIL Legislative Council meeting held June 13.
 - o The Standing Committee on Academics authorized the UIL Staff to monitor the following proposal-Proposal was made for a change to the current OAP Tabulation system. The proposal was made to let the lowest cumulative score of all ranks for each OAP decide the rank order.
 - o The Standing Committee on Academics Took No Action on the Following Proposal- A proposal to codify length and order of critiques, when presented before awards announcements.
- Adjudicators for Area, Region and State were announced and posted on the UIL Theatre website.
- UIL Theatre has adopted the SPEECHWIRE system for the high school OAP contests.
 - o OAP Enrollment, contest entries, tabulation, results, assigning points will be handled through SPEECHWIRE.
 - o Contest Managers are not required to obtain a UT EID for contest.
 - o SPEECHWIRE is still in development. More info to come.
- The 27th edition of the OAP Handbook and A+ Handbook available on the UIL website.
 - o A summary of OAP Changes and Updates are posted on the UIL Theatre Home Page.
 - o Contest managers should study the changes in the contest.
- UIL Capital Conference held June 20-21. TTAO presenters included Michael Avila, Phillip Taylor, Carla Schumann, Scott Schumann.
- OAP State Meet will take place the week of May 20-25, 2024, in Austin.
 - o State Meet Contest Managers-Larry Carpenter (4A-6A) and Carla Schumann (1A-3A)
 - o Exact site and dates are TBA.
- Student Activity Conferences
 - o September 9- UT Permian Basin
 - o September 23- UT Austin
 - o October 21- Prosper ISD
 - o November 4- TAMU-Corpus Christi

No Changes

- Judges and critiques. Judging shall be by an odd number of judges or by a single critic judge. A critique of each play shall be presented orally to all entries and interested audience members BEFORE OR AFTER the contest manager has announced results of the contest. AT THE AREA, REGIONAL AND STATE LEVELS, CRITIQUES WILL BE PRESENTED AS DETERMINED BY THE UIL STATE THEATRE DIRECTOR. **For 2023-2024 OAP Season- At Area, Region- Critiques will occur after tabulation and before results are announced.**

- Clinics and Festivals- A school can choose to have a critic come to their school rather than travel to a clinic/festival.
 - o A session shall not exceed 2 hours in length.
 - o Clinic conflict form is required of all TTAO judges.
 - Critiques have not changed: Critiques can either be before or after awards for zone, district and bi-district competitions. For area, region contests critiques will still be prior to awards.

https://www.uiltexas.org/files/academics/theatre/CLINIC_CONFLICT_FOR_M_Interactive.pdf

Respectfully Submitted,
Paula Rodriguez
UIL State Theatre Director

B. Core Values Report Rachel Harrah presented as follows:

TTAO CORE VALUES COMMITTEE

2022

September 6, 2023

The Core Values committee is focused on two goals:

1. Reviewing and refining our video for next year.
2. Creating practices: curating a list of EDITS: core value learning moments to be presented at the beginning of each TTAO meeting.

Since the last meeting, we have:

- Met with TTAO board members, Mandy Epley and Kelsey Kling, to discuss recommendations for changes to the UIL evaluation rubric.
- Met with Executive Board and discussed DEIA approach and speaker for TxETA. • Discussed presenting the aligned UIL workshop on the critique with Phillip Morgana, Scott Allen, and Yvonne Phillips Dupree.
- Created a Google Slide deck, TTAO branded.
- Met with Phillip Morgan to create the TTAO slide deck and plan the learning outline. • Met with presenters to rehearse the workshop.
- Created a yearly Core Values meeting calendar.
- Created a list of core values exercises for groups based on EDITS, to be presented at the beginning of each of our sessions.

Respectfully submitted,
Rachel Harrah
Core Values Board Chair

C. Contest Manager Report Larry Carpenter presented as follows:

CM Training Report '23

For the 2022-23 season, TTAO held two onsite Contest Manager Certifications. One was at Panola College in Carthage with Karen King as hosting CM, and one was at Talkington School for Young Women Leaders in Lubbock with Karen Ray as hosting CM.

We had 18 individuals certify at Panola College and 28 in Lubbock for a total of 46 new TTAO Certified Contest Managers.

Our next onsite training will be held on Saturday, October 28 from 8:30 a.m. to 10:30 p.m. (est) at Almeta Crawford High School, 801 Caldwell Ranch Blvd, Rosharon, TX 77583 in Ft. Bend ISD.

We are still looking for a location to serve the south texas/Region IV area for an additional Contest Manager Certification site. Anyone interested in hosting should contact Larry Carpenter, CM Trainer or R. Scott Allen, President-Elect.

Respectfully submitted,
Larry Carpenter

F. Awards Craig Hertel presented as follows:

Awards Committee Report

2023 C Lee Turner Real Change Awards

Chair—Craig Hertel, Members—Freddie Buckner, Kelsey Kling, Phillip Morgan

The three members of the TTAO Awards Committees served as evaluators and independently reviewed 8 applications for the C. Lee Turner Real Change Award. Each member of the panel individually completed a rubric and the results were compiled to determine the highest ranking applications. After consulting with Aquilla and Yvonne, we would like to offer awards to the top three ranking schools. So, the committee recommends the following awards:

KIPP Sunnyside HS (Houston) -- \$2000 to go toward attending Texas Thespians

Mayde Creek MS (Katy) -- \$1700 for field trip to see professional theatre, and for purchasing unit set pieces

Tioga HS (north of Dallas) -- \$1000 to go toward clinics for UIL one-act play

This adds up to a total of \$4,700 that would be awarded by our organization this year. If approved, these results will be made public at Open Forum on Thursday, Sept. 28, and I will notify all applicants after that time.

Respectfully submitted,

Craig Hertel

Awards Chair

IX. Ad Hoc Committee Reports

A. Proposed Changes to the OAP Ballot Kelsey Kling presented as follows:

OAP Ballot Committee Report

Members,

The ad-hoc one-act play (OAP) ballot committee met twice to consider and document recommended changes to the OAP play evaluation instrument. While the ballot is not, nor should it be, the sole driver of high-quality productions, it should serve as an informative and guiding tool for all OAP directors, especially those that do not have a theatre education background, for how our organization evaluates and provides feedback on the OAP contest.

We grounded the work in a few guiding principles in addition to our Core Values: 1. Alignment to the Texas Essential Knowledge and Skills (TEKS), Theatre I, Theatre Production 2. Alignment to the UIL OAP Handbook, specifically the USEFUL GLOSSARY OF THEATRE TERMS FOR THE UIL ONE-ACT PLAY Adjudicator

3. Alignment within the ballot itself

Our goal was to make the language in the ballot more informative for directors and more supportive and nuanced for the adjudicator when providing the oral and/or written critique of a production. We have provided suggestions along with rationales in the table below. We recognize that this ballot belongs to the UIL rather than our organization and that any changes will be considered by the appropriate governance structures within UIL. However, regardless of the outcome of suggestions outlined below we have two additional broad recommendations.

1. We recommend a regular review and revision of the OAP ballot. While the Handbook is updated annually as needed to reflect rule changes, the ballot exists separately. In the spirit of continuous improvement, we would like to see a deliberate cycle established for changes to be considered. Changes to conform contest rule changes should be considered annually and the ballot should be annually dated somewhere on the document to ensure all parties are using the correct and most up to date OAP ballot.

2. TTAO should be prepared to provide some asynchronous training to update membership on any changes to the ballot, now or in future.

Respectfully submitted,

Kelsey Kling, Rachel Harrah, Mandy Epley
(aka the Purple Pen Mafia)

X. Nominations: Yvonne Phillips-Dupree listed names of nominations and opened the floor for nominations in each office.

Communications -Elect: Nominees are: Tana Howard and Amy Jordan.

Tana and Amy addressed the room.

Treasurer - Elect: Nominees are: Kim Hines and Aquila Aubrey.

Kim and Aquila addressed the room.

At Large: Nominees are: Kathy Harvey, Aaron Brown, and Jill Ludington.

Kathy and Jill addressed the room. Aaron was not present.

Standards and Practices: Region 1 Contest Manager: Nominees were determined to not be living in Region 1.

Nomination from the floor for Ray Newburg by Jill Ludington.

Region 1 Adjudicator: Nominees are Shane Strawbridge and Carter Wallace. Neither were present.

Region 3 At Large : Nominees are: Paul Davis and Allen Otto.

Core Values Region 2: Nominees are: Cody Propps. Cody was not present.

Core Values Region 4: Nominees are Kary Dreisse, Curtis Asby and Joel Garza. None were present.

Appointment for At Large: Rosemary Calico-Hobson has been appointed. Appointment was accepted.

XI.. Announcements: Freddie Buckner discussed Service is Our Signature. He has asked each member to choose one school to offer one free clinic during this upcoming season. Discussion by members was had.

Yvonne presented a QR code for Adjournment Reflection.

XIII. Adjournment Yvonne Phillips-Dupree at 12:17.

Next Board Meeting: Tuesday, January 23, 2024 6:00pm-9:00pm