

BOARD MEETING MINUTES

Winter Board Meeting 2024



Texas Theatre Adjudicators and Officials a 501(c)3 educational nonprofit formed in 2014. ■

Tuesday, January 23, 2024

6:00p.m. – 9:00p.m.

**In attendance: Yvonne Phillips-Dupree, Scott Allen, Phillip Morgan, Freddie Buckner, Larry Carpenter, Mandy Epley, Paula Rodriguez, Aquila Aubrey, Rachel Harrah, Craig Hertel, Kelsey Kling.**

I. Call to Order of the Meeting by Yvonne Phillips-Dupree at 6:02 pm.

II. Approval of Agenda by common consent of the board.

III. Approval of Meeting Norms by common consent of the board.

**TTAO MEETING NORMS**

<i>Begin and end on time</i>	<i>opinions/point</i>	<i>Keep an open mind /</i>
<i>Silence cell phones / electronic devices</i>	<i>s of view Take</i>	<i>suspend</i>
<i>Minimize distractions/si debar conservations</i>	<i>care of</i>	<i>disbelief, Be Present</i>
<i>Remain positive</i>	<i>personal</i>	<i>Watch air time</i>
<i>Respect others'</i>	<i>needs</i>	<i>Staying on schedule is everyone's responsibility</i>
	<i>Collaboratively solve problems,</i>	<i>One speaker at a time</i>

IV. [Approval of the Minutes](#) Yvonne Phillips-Dupree

V. The TTAO Pledge 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 - presentation on our core values by Rachel Harrah.

VII. Officer Reports

A. President Report presented by Yvonne Phillips-Dupree - This president's report covers the period from September 25, 2023 to January 23, 2024 and provides an overview of strategic operations and significant developments during this quarter. • Attended TxETA Convention and:

- Chaired to TTAO Business Meeting and Open Forum
- Co-hosted the TTAO New Adjudicators' Reception
- Represented TTAO in the Opening Ceremony at the TxETA Convention
- Coordinated the TTAO Diversity Training: **Theatre for All... Inclusive Theatre Practices** with presenter Nicole Brewer: Special Thanks are extended to Ezekiel Morgan and Rachel Harrah for their assistance in acquiring the presenter.
- Met with State Drama Director Paula Rodriguez regarding the implementation of the new TTAO Oath.
- Attended TTAO Continuing Education Ad Hoc Committee Meeting 10/15/2023. • Participated at the Fall Adjudicators and Contest Managers' Training at Crawford High School 10/28/2023.
- Represented TTAO at the Texas Thespians Convention and:
  - Co-Chaired the Marathon Plays Adjudication with TTAO Trainer Aquilla Aubrey and Past President Craig Hertel.
  - Attended the TTAO Continuing Education Trainings with Trainers Kathy Harvey and Susan McCarson.
- Met with Past President Craig Hertel regarding the Real Change recipients.
- Held Finance Committee Planning Meeting with Treasurer Aquilla Aubrey.
- Chaired Finance Planning Meetings I and II, 1/4/2024 and 1/10/2024 with committee members

Aquilla Aubrey, Scott Allen, Larry Carpenter and Craig Hertel.

- Attended Continuing Education Meeting 1/14/2024 to plan the TTAO Webinar Series.

Respectfully submitted,

Yvonne J. Phillips-Dupree

TTAO President

B. President-Elect presented by Scott Allen The President-Elect's report reflects critical operations during the period from September 29,2023 to January 22,2024.

I. Met regularly with President Yvonne Phillips-Dupree to discuss issues and planning for the year.

II. Communicated with stakeholders to prepare the 2023-2024 Adjudicators and Contest Managers Training Schedule. Special thanks to Paula Rodriguez for her support and guidance.

a. UPCOMING TRAINING: UIL State Adjudicator Training: May 13-14 (Monday Tuesday), Austin, Texas.

III. Facilitated fall Adjudicator Training for 9 new adjudicators at Ft. Bend ISD Middle School Contest, October 28, 2023, with Aquilla Aubrey and Yvonne Dupree.

IV. Communicated with Contest Manager, Larry Carpenter about TTAO Contest Manager training.

a. Larry Carpenter facilitated fall Contest Manager Training for 8 new contest managers at Ft. Bend ISD Middle School Contest, October 28, 2023.

b. Mark Pickell facilitated fall Contest Manager Training for 5 new contest managers in Seminole on December 8, 2023.

c. Since COVID, TTAO Contest Manager Trainings have been held in Waco, Carthage, Lubbock, Ft. Bend (Houston), and Seminole.

V. Worked with Communications Chair, Mandy Epley, and Communications Chair-Elect, Carla Schumann, to post information about TTAO Adjudicator and Contest Manager Trainings on the TTAO website and social media.

VI. Reviewed Adjudicator Continuing Education Committee minutes and notes throughout the fall.

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

a. San Antonio: November 11 and 12 (Scott Allen facilitated).

b. Grapevine: November 16 and 17 (Yvonne Dupree, Aquilla Aubrey, Craig Hertel facilitated).

c. Discussed details of both events with Yvonne Dupree, Aquilla Aubrey, and Craig Hertel.

d. Reviewed applications, confirmed participants, and organized training for the Texas Thespians Marathon Plays.

e. Assisted Kathy Harvey and Susan McCarson with their Continuing Education session at

Grapevine Convention.

VIII. On-Going Tasks

- a. Development and implementation of the 2024 Adjudicator and Contest Manager Trainings.
- b. Meet with Yvonne Dupree, Larry Carpenter, and Aquilla Aubrey to discuss the organization budget and other issues.

Respectfully submitted,

R. Scott Allen, President-Elect

C. Past President presented by for Craig Hertel

General Activities/Information Since the September BOD Meeting

During this time, I have--

Served as a resource for the current President on several TTAO matters.

Attended and provided input during Zoom meetings of the Continuing Education committee and the Finance committee.

Attended Texas Thespians State festival and assisted with the Enhancement training held there.

Worked with Yvonne, Aquilla and Tammy to get awards to the 2023 Real Change Grant winners.

Attended some sections of the UIL Advisory meeting held on Jan 11 at Texas Thespians Teacher Conference

Sent information to Board members in preparation for TTAO Awards, which will be selected later this meeting.

Respectfully submitted,

Craig Hertel

TTAO Past President

D. Communications Director presented by Carla Schumann for Mandy Epley

Report of the Communications Director TTAO Membership

Current Members	Current	Lapsed	Lifetime
Adjudicators 579	315	264	61
TTAO CMs 378	198	180	34
Non-TTAO CMS 419		3	416
Lapsed Members 894			
Lifetime Members 73			
Total Current Members 390			
Total Lapsed Users 894			

Current Adjudicators are down 20 from January 2023 and lapsed adjudicators are up 60 from January 2023. Lifetime member adjudicators are up 10 since January 2023. TTAO CMs are down 21 from January 2023. Lapsed TTAO CMs is up 67 from January 2023. Lifetime TTAO CMS are down 4 since January 2023. Non- TTAO CMs are down 2 from January 2023. Lapsed non TTAO CMs are up 8 from January 2023. Total current membership is up 91 since June 2023. Total lapsed membership is down 32 since January 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 members to TTAO Support. Trainings are also posted on social media and the TTAO website.

Elections: Elections were also a large part of our duties. The nominees' bios were collected and promoted to the membership through the newsletter. Election ballots created, shared with the membership and results have been shared through email to the membership. Member questions and any voting issues were addressed and answered.

2024 Election Results: Board

Communications Elect: Amy Jordan

Treasurer Elect: Kim Hines

At-Large Board Members: Jill Ludington and Kathy Harvey

Core Values Chair: Norma Thomas

Standards and Practices Committee:

Region 1 Contest Manager: Ray Newburg

Region 1 Adjudicator: Shane Strawbridge

Region 3 At Large Member: Paul Davis

Core Values Committee Members:

Region 2: Cody Propps

Region 4: Joel Garza

All membership is notified of the results through email. FB notification will be in the January newsletter. page, and TTAO website will be updated in June when they take office.

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 Report presented by Aquilla Aubrey

Reporting Period: September 1 -December 31

1. We maintained regular communication with our accountant regarding tax filings and reports. She contacted the IRS 3 weeks ago and we were advised that they have not assigned our docs. IRS has 180 days to address this.

2. We have seen a decrease in donations and an increase in applications. 3. We also need to add board insurance and an attorney.

Respectfully submitted,

Aquilla Aubrey

Operating Expenses	Current Budget	Revised Budget	Proposed Budget Change	Rationale
Accountant: Clara Veal	\$1,200	\$2,200	\$1,000	Payment of \$1,000 for all the work to clear up IRS issues.
Bank and PayPal Fees	\$1,200	\$1,200	0	NCR
Website Development	\$960	\$960	0	NCR
Travel Reimbursement	\$6,500	\$7,500	\$1,000	Hotel costs, mileage, other expenses continue to increase
Postage and Mailing	\$400	\$400	0	NCR
Board Meetings	\$2,000	\$2,000	0	Possible increase to include S&P in June BOD Meeting
Real Change Awards - Standby	\$2,000	\$3,000	\$1,000	Decrease in donations and increase in applications.
Training Expenses	\$4,000	\$5,000	\$1,000	Possible training in the Valley area
Diversity and Inclusion	\$10,000	\$10,000	0	NCR
Awards	\$2,000	\$2,000	0	NCR
Members Social Events	\$2,200	\$8,500	\$6,300	10 <sup>th</sup> Anniversary Educational Event at TxETA
Scholarships	\$3,000	\$6,000	\$3,000	Raising cost of education gives us three scholarships at \$2,000
Supplies	\$500	\$500	0	NCR
Subscriptions	\$1,000	\$1,000	0	NCR
Insurance	\$0	\$1,500	\$1,500	We need to add Board Insurance
Virtual Assistant: Tammy Whitehead	\$4,000	\$4,000	0	NCR
Attorney	0	0	0	NCR
<b>TOTAL</b>	<b>\$40,960</b>	<b>\$55,760</b>	<b>\$14,800</b>	

Budget for 2024-2025 was presented by Aquilla Aubrey. She requested approval of the board for this budget. It was seconded by Phillip Morgan and unanimously voted on for approval.

Aquilla Aubrey also requested approval of dues increasing from \$50 to \$70 with a membership vote at our next business meeting in the fall.

Tabled a discussion on increasing lifetime membership dues.

VIII. Standing Committee Reports -

## **UIL State Theatre Director Report**

### **State Theatre Director Report was presented by Paula Rodriguez**

Activities since September 2023

1. UIL OAP Presentations for Theatre Directors and /or Administrators
  - a. Student Activity Conferences- UT-Permian Basin, UT-Austin, Prosper ISD, TAMU Corpus Christi
  - b. Texas Thespians Conferences- San Antonio and Grapevine in November Administrator Conferences
  - d. TMAC/TFAA Conference- Fine Arts Administrators conferences e. San Antonio College OAP Directors Session
  - f. TTEC- Conference Rockwall- January
2. UIL Legislative Council Meeting- October. Proposal to pilot an A+ (Junior High) Theatrical Design contest passed. Pilot to start fall 2024.
3. UIL Advisory Meeting- January at TTEC in Rockwall- January- Advisory met with Rachel Harrah and Kelsey Kling on the proposed revisions to the current Adjudicator evaluation.
4. Discussions with several play publishers on licensing procedures, internal cutting, OAP procedures and updates for the UIL contest.
5. Assisted contest managers and adjudicators with finding sites, TTAO Connect troubleshooting and selecting judges.
6. Our office processed over 430 plays for the OAP contest, with the assistance of our UIL Play reading committee who read and evaluated the submissions.
7. UIL finalized the dates and site for OAP State meet-May 13-18, 2024; Austin ISD Performing Arts Center. Contest Managers for 1-3A Carla Schumann and 4A-6A Larry Carpenter
8. Worked with the developer of Speechwire- the new online entry system for directors and contest managers. The system will be rolled out soon.
9. Assisted with contest day issues with Junior high contests in Fall 2023. Over 500 Middle/Junior High Schools have submitted entry forms this year.
10. Communication- Correspondence- emails, ZOOMS and telephone calls with school administrators, OAP directors, adjudicators, contest managers and parents on OAP contest questions, enrollment, and a variety of subjects.

Respectfully submitted,



Paula Rodriguez  
UIL State Theatre Director

B. Core Values Report presented by Rachel Harrah

Core Values Committee Members

Gary Davis

Amy Jordan

Kim Hines

Henrietta Haynes

Rosendo DeLeon

Aaron Brown

Report Presented and Prepared By: Rachel Harrah, TTAO Board Chair

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Dear TTAO Board,

As the Core Values Chair, I am pleased to present a comprehensive report on our recent initiatives focused on the development of an e-learning tool and a template UIL program featuring our core values. I am excited to share our progress and recommendations for the board's consideration.

E-Learning Tool:

Our committee has diligently worked on conceptualizing an e-learning tool that will not only reinforce our core values but also provide a structured approach to ensuring their understanding and application. We are thrilled to recommend the utilization of Kristin McCloskey for the development of this tool. Kristin's exceptional expertise, coupled with her significant role in enabling Dallas ISD to hold individuals accountable for their work, makes her an ideal candidate for this project.

Some key features of the proposed e-learning tool include:

1. Progression Tied to Core Values:
  - a. Users will be required to demonstrate proficiency in each of our core values before progressing to the next level. This ensures a comprehensive understanding and application of our organizational values.
2. Grading System:
  - a. Individuals engaging with the e-learning tool will receive grades, providing valuable insights into their strengths and areas for improvement. This data will be instrumental in shaping our future training intensives and outreach efforts.
3. Budget Proposal:
  - a. Kristin McCloskey is currently working on a quote for the development of the e-learning tool, and we are confident that it can be approved for under \$1,500 for this fiscal year. We believe this investment aligns with our commitment to continuous improvement and organizational excellence.

Template UIL Program:

- In addition to the e-learning tool, our committee has embarked on another project – the creation of a template UIL program featuring our Core Values. I am pleased to announce that Mel Hinojosa Edwards has graciously agreed to lead this initiative. The proposed budget for this project is \$300 and Amy Jordan is working with her to see this through.

We anticipate that the template program will serve as a valuable resource for various organizational documents, fostering a culture that is deeply rooted in our core values.

As I transition out of my role, I would like to express my gratitude to the committee members for their dedication and hard work in shaping these initiatives.

Thank you for your time and consideration.

Best regards,

Rachel Harrah  
Core Values Chair  
TTAO Board

Respectfully submitted,  
**Rachel Harrah**  
TTAO Board Chair, Core Values  
June 5, 2022

### C. Contest Manager Training Report presented by Larry Carpenter

Listed below are the Contest Manager Training tasks completed from September 25, 2023, through January 23, 2024:

- I. 10/28/23 -Larry Carpenter led the training with updated Prezi. We had two attendees from the Private School sector. All persons were referenced to Mandy for posting on the Facebook page & to receive instruction on how to become a TTAO Member (if they were not already).
- II. 12/8/2023 - Mark Pickell led the training with updated Prezi. All participants had previous CM experience. All persons were referenced to Mandy for posting on the Facebook page & to receive instruction on how to become a TTAO Member (if they were not already).
- III. To date, we have had trainings in Waco, Carthage, Lubbock, Ft. Bend, & Seminole since COVID.

Respectfully submitted,

Larry Carpenter  
TTAO Contest Manager Trainer

F. Awards Report presented by Craig Hertel

Awards nominations are needed for the following awards:

Legacy Award, Service Award and Special Recognitions Nominees:

Nomination for Legacy Award presented by the board is Ron Dodson

Service Award Nominee presented by the board the following: Jill Ludington and Karen King

Special Recognitions Nominees presented by the board are the following: Bobby Robinson and  
Phillip Taylor.

Respectfully submitted by Craig Hertel.

IX. Ad Hoc Committee Reports

A. Continuing Education Report presented by Scott Allen

### **Continuing Education Report presented by Scott Allen**

#### **TTAO Continuing Ed Webinar Planning Session Agenda Summary - Jan 14, 2024**

Attendees: Yvonne, Yaya, Kimy, Kathy, Jill

Meeting Notes

Schedule Update:

- Next week's meeting is postponed.
- The next meeting is set for January 28th at 7 pm.

Virtual Training Details Formats:

- Continuing Ed Zoom Workshop -
  - o (2 ½ hours max): 15-20 participants, breakout rooms, polls, recorded expert videos.
  - o Dates: June/July 2024, October/November 2024, and January 2025.
  - o Topics: Rubric breakdown, note-taking, feedback, acting scenes, social media etiquette, vocal dynamics, diversity training, and more.
- Diversity Training-Webinar (REQUIRES BOARD APPROVAL) \*\*
  - o (1 hour max): 30-100 participants, polls, recorded expert videos.
  - o Dates: first week of April

Roles and Responsibilities:

Diversity Training-Webinar (REQUIRES BOARD APPROVAL) \*\*

- Tech Person: Manages tech aspects for each session.
- Facilitator/Host (2): MC, workshop face, live chat, question facilitator.
- Potential facilitators and board members

Continuing Ed Workshop Agenda Sample (2 hours):

- Meeting Norms; 20-minute presentation; Scenarios and Breakout Room Discussions; Fireside chat with a panel of seasoned adjudicators; Closing Comments and call to action for mentors and mentees.

Action Items:

- Review TTAO's Adjudicator list for facilitators, panelists, and guest speakers.
- Finalize dates for upcoming webinars.

B. SIOS presented by Phillip Morgan

**SIOS Report**

TTAO Board,

I am writing concerning the SIOS (Service is Our Signature) Initiative after meeting and planning with our president, Yvonne Phillips-Dupree. As you know, this initiative is to encourage our TTAO Adjudicators to conduct one UIL OAP Clinic for an underserved school free of charge. This gives each member the opportunity to perform service for the students, educators, and community. In order to celebrate these adjudicators, I would like to propose the following:

- Members will email their name (and possibly their headshot) to [jnjpurpose@gmail.com](mailto:jnjpurpose@gmail.com) after completing their SIOS.
- I will compile this information on a monthly basis and send it to Carla Schumann to acknowledge the service on social media in a Compliment Corner.

It is always a privilege to serve our organization and members.

Respectfully,

Jill Ludington

X. Unfinished Business

- A. Review of UIL advisory and the review of the judging ballot.
- B. Review of our goals/membership process.
- C. Mentor Program as an option moving forward
- D. 2023–2024 Goals Review - Yvonne Phillips-Dupree reviewed the goals/membership process. No action was taken

XI. New Business - Summer Board Meeting - June 8-9, 2024

- A. A committee was established to update the MOO - Committee Members; Scott Allen, Aquilla Aubrey, Phillip Morgan, Yvonne Phillips-Dupree
- B. A committee was established to study proposed changes to our life membership policy. Committee members: Scott Allen, Phillip Morgan, Paula Rodriguez, Yvonne Phillips-Dupree

XII. Announcements Yvonne Phillips-Dupree thanked our current board members who are having their last meeting with us at this time: Mandy Epley, Aquilla Aubrey, Phillip Morgan, Rachel Harrah, and Kelsey Kling.

XIII. Closed Session Meeting Yvonne Phillips-Dupree

XIV. Adjournment - Motion for adjournment was made by Phillip Morgan, seconded by Kelsey Kling. and unanimously accepted; the meeting was adjourned at 8:19 p.m.

***Next Meeting: Saturday, June 8 and Sunday, June 9, 2024***