

Texas Theatre Adjudicators and Officials Organization

BOARD MEETING MINUTES

September 23, 2024





Texas Theatre Adjudicators and Officials Organization

Board Meeting

Monday, September 23, 2024

6:00p.m. -9:00p.m.

In Attendance: Paula Rodriguez, Yvonne Phillips-Dupree, Larry Carpenter, Scott Allen, Kim Hines, Jill Ludington, Kathy Harvey, Norma Jo Thomas, Amy Jordan, Craig Hertel and Carla Schumann

- I. Meeting was called to order by Yvonne Phillips-Dupree at 6:00 pm
- II. Approval of the agenda by Yvonne Phillips-Dupree. All voted unanimously.
- III. Approval of Meeting Norms by Yvonne Phillips-Dupree voted to accept proposed by Larry and seconded by Jill, vote was unanimous.

TTAO MEETING NORMS

Begin and end on time

Silence cell phones / electronic devices

Minimize distractions/sidebar conversations

*Remain positive
Respect others'*

*opinions/points of view Take
care of personal needs*

Collaboratively solve problems,

*Keep an open mind /
suspend disbelief, Be*

Present

Watch air time

Staying on schedule is everyone's responsibility

One speaker at a time

Wait to be recognized by the chair before speaking

IV. [Approval of the Minutes](#) by Yvonne Phillips-Dupree and accepted by all.

V. The TTAO Pledge was led by Scott Allen.



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 Norma Thomas presented an overview of core values. [Video link](#).

VII. Officer Reports

A. President's Report delivered by Yvonne Phillips-Dupree.

The September report reviews the period from June 8, 2024, to September 23, 2024, offering an overview of strategic operations and critical developments that influenced our organization during this quarter.

- Represented TTAO at the UIL Legislative Council Meeting 6/11/24. • Met with a school district on the issue of nonpayment for several adjudicators; the problem was resolved.
- Met with Kathy Harvey, Yadira Gonzales and the Continuing Education Committee to continue the development of a TTAO Professional Development model, 7/21/24 & 8/11/24.
- Chaired the Tenth Anniversary Committee meetings on 7/21/24, 8/25/24, and 9/8/24.
- Met with potential presenters for the upcoming Continuing Education webinar.
- Recruited new members for the Continuing Education Committee. • Reached out to TTAO Officer Candidates and prepared them for their presentations at the TxETA Convention.
- Reviewed final preparations for the Tenth Anniversary Gala with Dr. Jerry Ivins. Special thanks are extended to him for his assistance in facilitating the event.
- Reviewed Contest Manager and Adjudicator training dates for the upcoming UIL OAP season.
- Assisted in the purchase of new Core Values Banners for the Core Values Committee.
- Met with the accountant, Clara Veal to get the 2023 taxes paid.

Respectfully submitted,

Yvonne J. Phillips-Dupree

TTAO President

B. President-Elect Report presented by Scott Allen.

The President-Elect's report reflects tasks during the period from June 8, 2024 – September 23, 2024.

- I. Met regularly with President Yvonne Phillips-Dupree to discuss issues and planning for the year.
- II. Met with stakeholders to prepare the 2024-2025 Adjudicators and Contest Managers Training Schedule
 - i. Fall Adjudicator Training: Plano ISD 9th Grade OAP Contest, November 6-7, 2024 FULL
 - ii. Spring Adjudicator Training: TBA
 - iii. UIL State Adjudicator Training: May 12-13m 2025 (Monday Tuesday) TENTATIVE
 - iv. Please see Larry Carpenter's report for Contest Manager Training information
- III. Made minor edits to OAP Contest Scripts (Before First Show/Between Shows, Stage Manager's Cue Sequence for Start of Each Show, Awards Ceremony) posted online as contest resources for Contest Managers.
 - IV. Worked with Board Members to plan the TTAO workshop, Adjudicator Continuing Education Training: Collaborating the Critique - Oral & Written Workshop (with Rachel Harrah and Phillip Morgan) for TxETA Convention.
 - V. Attended virtual TTAO 10th Anniversary Committee meetings throughout the year.
 - VI. Updated the 2024 Adjudicator Training Prezi with Yvonne Phillips-Dupree and Adjudicator Trainer, Aquilla Aubrey.
 - VII. Met with Matt Peters to coordinate the TTAO Enhancement Experience at the Texas Thespians Convention.
 - i. Corpus Christi: November 15-18, 2024
 - ii. Grapevine: November 20-23, 2024
- VIII. On-Going Tasks
 - i. Development and implementation of the 2024-2025 Adjudicator and Contest Manager Trainings.
 - ii. Answer emails and other correspondence about TTAO matters and new adjudicator trainings.

Respectfully submitted,
R. Scott Allen
President-Elect

C. Past President Report by Craig Hertel:

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

Read Adjudicator evaluations for 2023-24. Then--after some consultation with Paula Rodriguez, Yvonne Phillips-Dupree and Scott Allen--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.

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 and President-Elect on other issues concerning the organization.

Respectfully submitted,

Craig Hertel

TTAO Past President

D. Communications Director by Carla Schumann

Report of the Communications Director

TTAO Membership

	Current Members	Lapsed Members	Lifetime Members	Totals
Adjudicators	356	132	65	488
TTAO CMs	218	164	35	382
Non-TTAO CMs	0	0	0	402
Total Lifetime Members				76
Total Current Members				438
Total All Users				1171

Current Adjudicators are up 41; lapsed adjudicators are down 132; lifetime adjudicators are up 4 since January 2024. TTAO CMs are up 20; lapsed CMs are down 16; lifetime CMs are up 1 since January 2024. Non-TTAO CMs are down 17. Total current membership is up 48 since January 2024. Total lapsed membership is 733 and is down 161.

These positive results are in reflection of cleanup of membership and extra contact emails directed to those who had lapsed to bring in more membership as well as the efforts by other teammates to train new members. This cleanup of membership will be a continuous process by Amy and I.

We continue to work on keeping our membership updated and informed through email and 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 and direct membership to TTAO support.

After Spring adjudicator training, all new adjudicators certified were emailed an invitation

to join the TTAO FB page once their dues were paid. New adjudicator accounts were set up and accounts were merged if they had previous accounts.

We worked with Kim Hines who was selling tickets for the Gala 10-year celebration to target those members who were attending TxETA and invite them to the event.

SWAG shop is still available for items to be purchased at this time: <https://shop.gameone.com/texas/new-braunfels/ttao>. I am researching a new source to move the store to someone that will stock more items that we desire. Website updates have begun and will continue throughout the fall to freshen up the site.

Respectfully submitted,
Carla Schumann
TTAO Communications Director

E. Treasurer's Report by Larry Carpenter

Treasurer's Report

June 1, 2024 - August 31, 2024

1. We maintained regular communication with the accountant regarding tax issues stemming from the 2021 filings. Happy to report we are 100 percent reinstated as a 501(c)3 with the IRS.

2. Monitored bank and PayPal records for fees charged to the organization and kept a ledger of income and expenditures during the time period.

3. The search continues for an agent to provide board insurance. The amount budgeted remains the same.

4. Reviewed expenses and tracked documents for timely

reimbursements. 5. Posted a push for donations to the C. Lee Turner

Real Change Fund.

6. Met with Treasurer-Elect and President-Elect regarding proposed changes to Lifetime Membership and Dues Increases. (Recommendations below)

Lifetime Membership and Dues Increases committee recommendations: These were each addressed and voted on by the board.

1. Lifetime membership shall only become an option for members with 10+ years of active membership in the organization (beginning date TBD). After this proposal failed and discussion a presentation for lifetime to become available after 5 years of judging to begin on May 1, 2025 was proposed by Scott Allen, second by Kim Hines and passed with a 7-1 vote.

2. Lifetime membership dues should increase to reflect adjustments in annual membership

once/if approved making them \$750 beginning on May 1, 2025. This motion proposed by Larry Carpenter and seconded by Kim Hines was passed by the board with a vote 6-1. This will require a vote by the body and will be presented at our Annual Board Meeting.

3. Annual membership should increase from \$50 to \$75 annually (For cost comparison, that is the fee of one play per the TTAO recommended adjudication fees on the adjudicator contractual agreement.). Increased membership dues would assist in moving toward more online educational opportunities, training, etc. and help support our efforts in scholarship and real change opportunities. Also with increased annual dues, TTAO would like to create a way to better promote our adjudicators with face-to-name recognition, location finders, etc. to promote access to adjudication opportunities around the state. This proposal by Larry Carpenter and seconded by Jill Ludington passed with a 7-1 vote.

VIII. Standing Committee Reports

A. UIL State Theatre Director Report presented by Paula Rodriguez:

Updates

- UIL Legislative Council meeting was held on June 11. TTAO President Yvonne Phillips Dupree spoke to the UIL Legislative Council on behalf of TTAO of the ongoing, successful collaboration between the two organizations.
- The UIL Standing Committee on Academics Denied, Rejected or Took No Action on the following proposals.
 - o A proposal to require that schools hold auditions for UIL One-Act Play prior to casting decisions.
 - o A proposal to opt out of verbal critiques for UIL One-Act Play.
 - o A proposal that all adults assisting with the One-Act Play contest do not need to be listed as a director.
- Adjudicators for Area, Region and State were announced and posted on the UIL Theatre website.
- The 28th edition of the OAP Handbook and amended A+ Handbook are available on the UIL website.
 - o A summary of OAP Changes and Updates are posted on the UIL Theatre Home Page. All Contest managers should review the Handbook and study the changes in the contest.
- UIL Capital Conference was held June 27-28 in Austin. The following TTAO members presented sessions pertaining to OAP Directing, Contest Managing and Adjudication: Craig Hertel, Amy Jordan, BK Goodman, Travis Poe, Phillip Taylor, Katie Cross, Rebecca Walters, and Cathy Huvar.
- The tentative dates and location for the 2025 OAP State Meet are May 12-14 at the Austin ISD Performing Arts Center.
 - o State Meet Contest Managers-Larry Carpenter (4A-6A) and Erin Turek (1A-3A) • Conferences and Professional Development- Several TTAO members have volunteered their Saturdays to present at these UIL conferences.
 - o Student Activity Conferences
 - September 7- Tyler Junior College- David Crawford, Jacob Davis, Denise Weatherly-Green, Cleo House, Travis Poe, Larry and Sue Wisdom.
 - September 14- Lone Star College- North Harris- H Russ Brown.
 - October 5- Texas Tech University- Karen King, Karen Ray, Tana Howard, and Scott Tipton.
 - November 2- UT-Austin

o Other Duties of the State Theatre Director- Communication- Continue to serve as a resource for host sites, new and experienced directors, judges and contest managers. Professional development for Brownsville ISD, organizing conferences, the film contest, meeting with the Speechwire developer, rolling out a theatrical design pilot for middle schools and more!

Respectfully Submitted,
Paula Rodriguez
UIL State Theatre Director

B. Core Values Report was presented by Norma Thomas:

The Core Values Committee held its first meeting with the new Chair on July 29, 6pm via Zoom, and followed up on August 26th, 6pm, also via Zoom. Cindy Couch agreed to be the Recorder for Committee meetings. Over the course of these two meetings, the Committee reviewed and discussed the report that had been submitted to the Board by out-going Chair, Rachel Harrah, discussed the vision and perspective of the in-coming Chair, gained clarity on the purpose of the CV Committee, and collectively established its primary focus, objectives, and initiatives for the year, 2024-2025. Though the official Smart Goal Statement will be formalized at the TxETA TheatreFest Meeting, the Core Values committee has defined its primary purpose as ensuring that everything carried out by the board, committees, and membership in the name of TTAO reflect the Core Values, with the intent to position the Core Values as the mold that will shape the culture of the organization.

Therefore, from the out-going Chair's report, the Committee voted to follow up on the creation of a UIL OAP Program Template which includes the Core Values, and the DEI statement. Upon viewing the submission by Ms. Mel Hinojosa, the committee voted to follow through with this initiative. The layout is being finalized by Ms. Hinojosa, free of charge, and the CV committee has requested an honorarium be presented to Ms. Hinojosa for her work. The Chair shared a link to the Articulate 360 eLearning Platform; it was reviewed by several members, discussed, and the committee voted not to proceed with the purchase.

The committee identified 6 initiatives it will focus on this year:

- **The Newsletter Initiative** which includes submissions of light-hearted blurbs, images, write-ups, etc. to TxETA and TTAO newsletters. The first submission to the TTAO newsletter was completed.

- **The Committee Collaboration Initiative** involves support of SIOS and Real Change committees by promoting their endeavors as intentional opportunities to embed our Core Values into the Culture of the organization. The chair has met with Jill Luddington regarding CV's assistance with SIOS. At the time of the last meeting, Real Change Committee Chair was being sought, S&P, and Continuing Ed. had not been taken into consideration.

- **The Traveling Video Initiative** is the creation of a 3-minute video to be made available for viewing at the opening of all TTAO presentations and meetings. Wherever TTAO goes, the Core Values go. The Committee received a Continuing Education Training Proposal from Harrah, LLC for the creation of a training video, and voted to pass it on to the Board as a possible organization or Continuing Ed. endeavor, as opposed to a Core Values Committee endeavor.

- **The Traveling Flags Initiative** in which five flags were created, each bearing a Core Value to remind the Texas Educational Theatre community, which includes Directors, Students, and Parents, and the TTAO membership body of who we are and what we stand for. Again, wherever TTAO goes, the Core Values go.

- **The Agreement Initiative**, in which a Core Values Agreement is included with

the Annual TTAO Registration Renewal, was tabled until the 2025 Renewal Period.

• **The UIL OAP Program Initiative** involves the creation of the program Template, sharing it, and encouraging Contest Managers to utilize it.

The Committee agreed to seize the TxETA TheatreFest as prime opportunity for Core Values immersion by:

- a) Making the video ready and available to all TTAO presenters.
- b) including all available committee members in the Core Values Opening Celebration at the TTAO Business Meeting, and
- c) Displaying the flags, if approved, at TheatreFest Registration, at the location of the TTAO Business Meeting, and the TTAO Gala.

Items still in development which will be addressed at the upcoming TheatreFest Meeting include:

- Formalizing the SMART Goal Statement with input from each member. - Scheduling opportunities to meet in person such as UIL Conferences, and Thespians. - Identifying Initiative Leads who will ensure each initiative is accomplished. - Confirming the Chairs of the other TTAO committees and reaching out to them.

Since the last meeting, we have confirmed the names of additional CV Committee members and the Chair has reached out to them.

Respectfully submitted,
Norma Jo Thomas, Chair
Core Values Committee

C. Contest Manager Report by Larry Carpenter

Larry presented his plans for the Plano training that has been advertised and is open, as well as future plans for a training in Ysleta ISD.

D. Awards Report by Craig Hertel

Craig presented the score results from the panel of reviewers for the C. Lee Turner Scholarship submissions. Discussion regarding budget and requests of funds for the top three recipients was held. A proposal was made by Craig Hertel to award the first place school - \$2500, second place school - \$1500 and the third place school - \$1000. This was seconded by Kim Hines and the vote was 8-1.

Schools awarded are:

Gutierrez Middle School (Harlingen) \$2,500

Hempstead High School \$1,500

Manor Middle School \$1,000

IX. Ad Hoc Committee Reports

A. SIOS Report presented by Jill Ludington

Board Member At-Large Report-Service and SIOS Expansion - September 3, 2024

This report reflects critical operations during the period from June 9, 2024 – September 28, 2024.

I met with Core Values Chair, Norma Jo Thomas to discuss a partnership with the Core Values Committee in the expansion of SIOS. Due to this collaboration, Core Values will create an informative video that can be presented at the start of TTAO Workshops, In Services, Meetings, or Trainings. The video is set for completion by mid September. Furthermore, we discussed the committee helping to educate our membership further about our Core Values, including Service. This will happen through a consistent presence

in the TTAO and TxETA Newsletters and through TTAO Facebook Page posting. We believe these actions will help our membership understand what SIOS is, why it was created, and how it directly ties to our Core Value of Service. Another opportunity for clarity and expansion is at TxETA's Convention through a workshop educating the membership and public-school teachers about SIOS while introducing them to the new SIOS Google Form. This form should make connecting our teachers and TTAO membership more efficient.

The Board charged the Service Committee with discovering additional ways we can live out our Core Value of Service. El Paso ISD reached out for in-service training provided by TTAO Membership. After discussion and planning, trainings have been scheduled at El Paso ISD and Region 9 Education Service Center. We are excited about another avenue of opportunity for our membership to service Texas Theatre Educators.

Respectfully submitted,

Jill Ludington

Board Member - At-Large / SIOS

Jill motions for the new Service Initiative to be called TTAO Partnering with Purpose. It is seconded by Kim Hines and the vote is 8-0.

B. Continuing Education Report Kathy Harvey

The Continuing Education Committee continues its work on training materials for adjudicators and contest managers.

There will be two Continuing Education sessions at TheatreFest—one for Contest Managers and one for Adjudicators.

Once they receive board approval, three PowerPoint presentations will be ready for access in November. They are Quality Written Critiques, Oral Critiques, and the 60/40 Rubric.

We want to offer a Zoom event in January with Rick Garcia as the featured speaker. Roy Rodriguez will organize that event with input from other committee members. The goal is to produce live Zoom workshops in January, March, and the summer. Those Zooms will be recorded and uploaded to YouTube for others to view. Of course, participants in the recorded sessions must permit TTAO to use the recording in that freely accessible format if we want it to be widely available to others.

The committee feels that social media posts are another good way to remind adjudicators/contest managers of updates and issues they must be mindful of during contest season.

Questions from the CE Committee:

- Tracking accountability for training.
- Honorariums for guest speakers featured in zooms.
- Some disclaimer for training that is created by TTAO.

Respectfully submitted,

Kathy Harvey

Continuing Education Committee Co-Chair

Kathy's committee will continue to research the zoom account and cost that this would require so that we can pursue this for January.

X. Unfinished Business

A. Texas Thespian Educator Conference proposal presented by Carla Schumann: TTAO

January Meeting Proposal:

Dates: January 30-February 1

Purpose: To have adjudicators engage with teachers more often and without involving a competition.

There was prior discussion with the possibility that TTAO hold their winter board meeting at the Texas Thespians Educator Conference which is January 30-February 1. I propose that we meet on Friday morning, January 31, from 10:00-12:00. Texas Thespians will provide the space and lunch following the meeting. Lunch will give us an opportunity to network with teachers. I propose the board stays and is part of an Adjudicator Panel for a talk back with the teachers after lunch. We could also teach one of two sessions that afternoon between 2:00 and 5:30 pm.

In addition, we could participate in the evening awards banquet, if we would like. We would have the opportunity to present state contest managers and judges with their pins at an open event. Paula Rodriguez, State Theatre Director, is usually present and would have an opportunity to present these publicly since there are no longer presentations of these items in a company meeting. If TTAO, would like to have an acknowledgement of those who completed our initiative last year, we could give pins to those in attendance for that, as well. Or it could simply be a standing as called and acknowledgement in that way.

The awards banquet would have a ticket price for those in attendance as it is a full dinner, outside of the TTAO board members, at \$50 or if participants would like to attend the entire conference, the conference price is \$225 and includes 2 lunches and the awards dinner, along with programming for the three days. If choosing to stay at the Embassy Suites, which includes breakfast, the rate is \$170 per night, per room. Texas Thespians pay \$60 per session taught, should your proposed session be accepted. This can be deducted from any fees owed or paid after the event.

So, the only cost to TTAO would be a few hotel rooms (if needed), and pins if chosen to present. Projected cost for pins would be \$150. There are 10 board members, only 8 would need rooms. I would propose only one night, if that is needed.

Respectfully submitted,

Carla Schumann

TTAO Communications Director

After discussion Scott Allen proposed that the board cover hotel costs for board members to attend and we move forward with the proposal above. It was seconded by Kim Hines and the vote was 8-0 to move forward.

XI. New Business

A. Nominations which will be taken to the floor at the TTAO business meeting next week were presented by Yvonne Phillips-Dupree.

TTAO Officer Nominees to Be Presented at Convention

Board Members

I. President-Elect:

- A. Nominee 1 - Jill Ludington
- B. Nominee 2 - Phillip Morgan
- C. Nominee 3 – Ezekial Morgan

II. Director At Large:

- A. Nominee 1 – Kim Fryman
- B. Nominee 2 – Joi Hughes
- C. Nominee 3 – Gary Davis

Standards and Practices Committee

III. Region 2 CM

- A. Nominee 1 – Travis Poe
- B. Nominee 2 – Erin Turek
- C. Nominee 3 – Aimee Kasprzyk

IV. Region 4 CM

- A. Nominee 1 – Curtis Ashby
- B. Nominee 2 – George Magee

V. Region 2 Adj.

- A. Nominee 1 – Cade Butler
- B. Nominee 2 – Gloria McLuckie
- C. Nominee 3 – BK Goodman

VI. Region 4 Adj.

- A. Nominee 1 – Omar Leos
- B. Nominee 2 – Kelly Russell

VII. Core Values Region 1

- A. Nominee 1 – Susan McCarson
- B. Nominee 2 – Cy Scroggins

VIII. Core Values Region 2

A. Nominee 1 – Frank Chuter

B. Announcements Yvonne Phillips-Dupree

There was discussion regarding the required usage of the pledge and oath at all TTAO events, meetings, committee events held. Gala set up will begin at 4:00 pm for those board members that can help on Thursday.

XII. TTAO Workshops at TxETA Convention Yvonne Phillips-Dupree

I. TTAO What's Ahead in Continuing Education – Kathy Harvey

II. Break a Leg , But Not the Rules --- Essential OAO Contest Management Guidelines – Larry Carpenter

III. TTAO – What Is SIOS – How Can I Serve Our Schools – Jull Ludington

IV. TTAO Open Forum – Yvonne Phillips-Dupree

V. TTAO Business Meeting -- Yvonne Phillips-Dupree

VI. Meet the State Judges – Mark Pickell

VII. TTAO Tenth Anniversary Gala – Yvonne Phillips-Dupree

VIII. Watch Your Words --- Aquilla Aubrey

XIII. Adjournment was motioned by Larry and seconded by Craig. Yvonne Phillips-Dupree closed the meeting at 8:11.