

Texas Theatre Adjudicators and Officials Organization

BOARD MEETING MINUTES

January 31, 2025



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



Texas Theatre Adjudicators and Officials Organization Board Meeting

Friday January 31, 2025

9:00a.m. – 12:00p.m.

In attendance: Yvonne Phillips-Dupree, Scott Allen, Carla Schumann, Amy Jordan, Larry Carpenter, Paula Rodriguez, Kathy Harvey, Kim Hines, Jill Ludington and Freddie Buckner.

- I. **Meeting was Called to Order** by Yvonne Phillips-Dupree at 9:02.
- II. **Approval of the Agenda** moved by Freddie Buckner and seconded by Jill Ludington. The motion passed.
- III. **Approval of the Meeting Norms** was requested by Yvonne Phillips-Dupree for common consent and all agreed.
- IV. **Approval of the Minutes** from our previous meeting was requested by Yvonne Phillips-Dupree for common consent and all agreed.
- V. The **TTAO Pledge/Oath** was led by Freddie Buckner.

VII. Officer Reports

- A. The **President's Report** was presented by Yvonne Phillips-Dupree.
This president's report covers September 25, 2024 to January 31, 2025 and provides an overview of strategic operations and significant developments during this quarter.
 - I. Key Activities
 - A. Chaired TTAO Board Meeting 9/25/24
 - B. Attended TxETA Convention at Moody Gardens Convention Center 9/27 – 9/30/2024
 - C. Chaired to TTAO Business Meeting and Open Forum
 - D. Hosted the TTAO Tenth Anniversary Celebration at TxETA Convention
 - E. Represented TTAO in the Opening Ceremony at the TxETA Convention
 - II. Core Values
 - A. Attended meeting on 10/22/24 to discuss ongoing operations
 - III. Texas Thespians Convention
 - A. Co-Chaired the Marathon Play Adjudication with TTAO Trainer Aquilla Aubrey
 - B. Conducted a workshop at the convention
 - IV. TTAO Board Meeting at TTEC Convention

A. Collaborated with Carla Schumann and Amy Jordan to plan the TTAO Board Meeting at TTEC Convention 12/16/2024

B. Planned participation in the Adjudicator TED Talks adjudicator workshop

C. Met with Treasurer Larry Carpenter to discuss TTAO's financial obligations for the TTEC Convention

V. Continuing Education Initiatives

A. Attended Ad Hoc Committee Meetings

B. Met with Kathy Harvey to discuss the implementation of the upcoming Webinar Series

VI. Election Results

A. Contacted TTAO Candidates for office and shared the results from the election

VII. Financial Discussions

A. Consulted with Accountant Clara Veal to discuss 2024 tax preparation

B. Met with Larry Carpenter to address financial operations for 2025

VIII. Ongoing Operations

A. Met with President-Elect Scott Allen to discuss organizational operations

B. Collaborated with State Director Paula Rodriguez to address TTAO concerns and organizational operations

Respectfully submitted,

Yvonne Phillips-Dupree

TTAO President

Report approved by common consent.

B. The **President-Elect's Report** was presented by Scott Allen:

The President-Elect's report reflects critical operations during the period from September 26, 2024 to January 15, 2025.

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

II. Communicated with stakeholders to prepare the 2024-2025 Adjudicators and Contest Managers Training Schedule. Special thanks to Paula Rodriguez for her support and Guidance.

A. UPCOMING TRAINING: UIL State Adjudicator Training: May 12-13, 2025 (Monday-Tuesday), Austin, Texas (NOT CONFIRMED WITH UIL)

III. Facilitated fall Adjudicator Training for 21 new adjudicators at Plano ISD 9th Grade OAP Contest, November 6-7, 2025 with Aquilla Aubrey. Special thanks to Phillip Morgan for hosting.

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

V. Worked with Communications Chair, Carla Schumann, and Communications Chair-Elect, Amy Jordan, 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 as needed.

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

A. Grapevine: November 21 and 22, 2024 (Yvonne Dupree and Aquilla Aubrey)

B. Corpus Christi Marathon Plays canceled due to lack of interest on the part of schools

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

VIII. On-Going Tasks

A. Development and implementation of the 2025 Adjudicator and Contest Manager Trainings.

B. Meet with Yvonne Dupree and Larry Carpenter to discuss the organization budget and other issues.

C. Responded to emails from potential adjudicators regarding trainings.

Respectfully submitted,

R. Scott Allen, President-Elect

Report approved by common consent.

C. The **Past-President Report** was presented by Yvonne Phillips-Dupree in Craig Hertel's absence.

i. Since the September BOD Meeting, I have worked with the Treasurer and Treasurer-Elect to ensure proper funds went to 2024 recipients of both TTAO scholarships and the C. Lee Turner Real Change Awards.

ii. Gathered information from members of the Awards Committee in order to present a slate of nominees to the Board later meeting.

iii. Continued to be available as a resource, when needed, for the President, President-Elect and the membership in general.

Respectfully submitted,

Craig Hertel, Past President

D. The **Communications Director Report** was presented by Carla Schumann:

i. Communications Director TTAO Current Members:

	Current	Lapsed	Lifetime
Adjudicators	382	125	67
TTAO CMs	241	161	39
	Total		Training Complete
Non-TTAO CMs	406	232	
Lapsed Members	263		
Lifetime Members	80		
Total Current Members	471		

Total Lapsed Users 725

Current Adjudicators are up 67 from January 2024 and lapsed adjudicators are down 139 from January 2024. Lifetime member adjudicators are up 6 since January 2024. TTAO CMs are up 43 from January 2024. Lapsed TTAO CMs is down 19 from January 2024. Lifetime TTAO CMS are up 5 since January 2024. Non- TTAO CMs are down 13 from January 2024. Lapsed non TTAO CMs are up 52 from January 2024. Total current membership is up 81 since January 2024. Total lapsed membership is down 169 since January 2024.

ii. Communications continues 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.

iii. 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:

President - Elect: Jill Ludington

Board Member At Large: Joi Hughes

S & P Committee Member: CM Region 2: Travis Poe

S & P Committee Member, CM Region 4: Curtis Ashby

S & P Committee Member, Adjudicator Region 2: Gloria McLuckie

S & P Committee Member, Adjudicator Region 4: Kelly Russell

Core Values Committee Member Region 1: Cy Scroggins

All membership is notified of the results through email. FB notification will be in the Winter 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.

iv. SWAG Shop: The Swag Shop is now available for our members 24/7 all through the year: <https://shop.game-one.com/texas/new-braunfels/ttao>

Respectfully submitted,

Carla Schumann

TTAO Communications Director

Report approved by common consent.

E. The **Treasurer's Report** was presented by Larry Carpenter:

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

ii. The search continues for an agent to provide board insurance. The amount

budgeted remains the same.

- iii. Reviewed expenses and tracked documents for timely reimbursements.
- iv. Settled all debts related to the 10th Anniversary Gala.
- v. Paid Tim Thomas in full for 1 year of Tech Support.
- vi. Distributed first of three Real Change scholarships.
- vii. Presented current budget updates.
- viii. Presented a proposed budget for our next fiscal year.

Questions by Jill Ludington, Kathy Huvar and Amy Jordan regarding proposed budget. Amy Jordan will provide a contact for possible board insurance.

The budget was adopted as Kim Hines moved, second by Jill Ludington and the motion passed.

VIII. Standing Committee Reports

A, The **UIL State Theatre Director Report** was presented by Paula Rodriguez
Activities since September 2024

- i. UIL OAP Presentations for Theatre Directors and /or Administrators
 - Student Activity Conferences-, UT-Austin, Texas Tech
 - Director Professional Development- Shallowater- October
 - University of Houston Educational Theatre Students- October
 - Texas Thespians Conferences- Grapevine in November- Administrator
- Conferences
 - Served as Critic for the UTeach Theatre Senior Directing projects
 - TMAC/TFAA Conference- Fine Arts Administrators conferences
 - San Antonio College OAP Directors Session
 - Partnering with Purpose session- UIL Presentation
 - TxETA Roundup- New Braunfels- January
 - TTEC- Conference Frisco- January
- ii. UIL Legislative Council Meeting- October. No new rule changes.
- iii. Updated Play Evaluation for Adjudicators- Thank you to UIL Advisory and member Amy Medina and TTAO Ad-Hoc Committee members, Rachel Harrah, Kelsey Kling, and Mandy Epley for their work.
- iv. Advisory Meeting- January at TTEC in Frisco- January.
- v. Discussions with several play publishers on licensing procedures, internal cutting, OAP procedures and updates for the UIL contest.
- vi. Assisted contest managers and adjudicators with finding sites, TTAO Connect troubleshooting and selecting judges.
- vii. 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.
- viii. UIL finalized the dates and site for OAP State meet-May 12-14 (1A- 3A); May 19-21 (4A-6A) Austin site TBA. Contest Managers for 1-3A Erin Turek and 4A-6A Larry Carpenter
- ix. Meetings with the developer of Speechwire on suggested changes.
- x. Assisted with contest day issues with Junior high contests in Fall 2024.

xi. 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
Report was accepted by common consent.

B. The **Core Values Report** was presented by Freddie Buckner:

As per the goals set forth in the September Committee Report, the Core Values Committee did seize the TxETA TheatreFest as prime opportunity for Core Values immersion by:

- i. making the Traveling Video ready and available to all TTAO presenters.
- ii. including all available committee members in the Core Values Opening Celebration at the TTAO Business Meeting in the dramatization, "The Feast of Transparency".
- iii. Displaying the Core Values Flags at the site of the TTAO Business Meeting, and Gala.
- iv. Confirming and securing additional members for the committee: Aquila Aubrey, Henrietta Haynes, and Rosemary Calico-Hobson.
- v. The Committee held its first in-person meeting at TxETA TheatreFest.
- vi. Following TheatreFest, the following goals of Committee Initiatives were accomplished:

- The Newsletter Initiative: Leadership was taken on by Cindy Couch who has begun making submissions to TTAO and TxETA Newsletters.
- The Committee Collaboration Initiative: Via the Newsletter Initiative, Cindy has supported Jill Luddington's promotion of SIOS and PWP.
- The Traveling Video Initiative is on-going with the file being re-sent to TTAO Presenters for use at the TTEC Conference. (additional names of presenters needed)
- The Traveling Flags Initiative is on-going and flags will be visible at the Adjudicator Training site.
- The Adjudicator Agreement Initiative was tabled until the 2025 Renewal Period.
- The UIL OAP Program Initiative was dissolved after a very informative meeting with State Theatre Director, Paula Rodriguez in October.

Respectfully submitted,
Norma Jo Thomas, Chair
Core Values Committee
Report was approved by common consent.

C. The **Contest Manager Training Report** was presented by Larry Carpenter.

- i. Organized and ran a two-day CM Training on behalf of the organization in Plano on November 6-7, 2024.
- ii. Trained 26 new TTAO Certified Contest Managers.
- iii. Provided a CM Training list to Communications so the candidates could receive information about how to become a member of TTAO.

iv. Worked with Karen King to schedule a CM Training in El Paso in February, 2025.
Report approved by common consent.

D. The **Adjudicator Training Report** was presented by Scott Allen.

- i. The next adjudicator training will be at the 1A State Meet. It is ready for being advertised. There was conversation on whether or not we need to begin charging for trainings due to those that sign-up and don't attend.

Report approved by common consent.

E. The **Awards Report** was shared by Yvonne Phillips-Dupree in Craig Hertel's absence.

- i. Awards to accept nominations for are: Service, Legacy and Special Recognitions. At this time the board voted to nominate Dr. Carrie Klypchak and Aquilla Aubrey for the Service award (Kathy Harvey moves, second by Kim Hines), Marianna Meaders and Melissa Cunningham for Legacy (Jill Ludington moves, second by Kim Hines). Amy Jordan and Megan Thompson for Special Recognition (Jill Ludington moves, second by Kim Hines). All motions passed.

IX. Ad Hoc Committee Reports

A. The **Continuing Education Report** was presented by Kathy Harvey:

- i. Training materials are ready for publication and access by adjudicators who would like continuing education training. There are three PowerPoints that have been converted to YouTube videos and will become available February 1st.:

The Verbal Critique created by Jill Ludington, Dr. Jackie deMontmollin and Missey Head
The Judge's Evaluation created by Kathy Harvey, Yadira Gonzalez and Roy Rodriguez
60/40 Adjudication created by Dr. Phillip Morgan and Kimy Hines

- ii. There are also a series of Zooms: Fireside Chats w/Three Seasoned Adjudicators which are being offered on Feb. 3rd with Perry Crafton; Feb. 10th with Dr. R. Scott Allen and Feb. 24th with Travis Springfield. All Zooms are an hour; will be facilitated with a presentation and Q&A and include a rules and regulations reminder for 2025 created by Paul Rodriguez, UIL Theatre Director.

Creating the presentations has been challenging, but we are hopeful that our membership will find them helpful and valuable. We will collect data/evaluations from both areas to determine if we are providing the type of continuing education that is needed. Many thanks to all of the people who created presentations and will facilitate or present in the Zoom sessions next month.

There are still presentations and workshop sessions being considered. Dr. Phillip Morgan has offered to work with me to create more presentations based on topics of interest to adjudicators such as What to Do on THE Day & What Not To Do-EVER; Note Taking Tips; and You Made Them Cry-Now What? Many of these topics have been covered at Theatrefest or through new adjudicator training, but many of our group haven't experienced either of those events in some time. Plus, these are topics from a survey of requested professional learning topics.

The committee still feels that tying continuing education to the renewal status for adjudicators is critical to successful participation, but that is an ongoing effort involving several parties beyond just the committee members. A tracking system and time to track those who participate are two

challenges with tying continuing education training to an adjudicator's renewal status.

Respectfully submitted,

Kathy Harvey, CE Committee

There was discussion over usage/placement.

Acceptance of the report Kathy moved, second by Kim Hines and the motion passed..

B. The **SIOS Report** was presented by Jill Ludington:

This report reflects critical operations during the period from September 29, 2024 –January 7, 2025.

I. We continue to expand our service by providing TTAO led trainings at TxETA's Theatrefest (Galveston) and Regional Round-up (New-Braunfels), at Texas Thespians (Frisco), and at PWP professional development (Wichita Falls). During these events, in addition to a multitude of TTAO workshop offerings, we provided education to the membership and teachers concerning SIOS while introducing them to the new SIOS Google Form. This form should make connecting our teachers and TTAO membership are more efficient. It is early in the season, and we already have two SIOS initiatives completed! We hope this is a sign of continued service growth.

ii. Additionally, we expanded valuable service opportunities for our membership by formally rolling out TTAO-PWP (Partnering with Purpose). Six TTAO members will complete their PWP Initiative on Jan.16th by providing free professional development for over 30 educators in the Wichita Falls area. Thanks to Kathy Harvey and Educational Service Center 9 for their partnership. We are excited about this additional avenue for our membership to service Texas Theatre Educators.

Thank you to Core Values for their work to create a video for these and future TTAO trainings. The consistent newsletter submissions and video are a great reminder for all of us to challenge and grow in our service. Increasing Core Value social media presence might also be an additional helpful tool in expanding this communication. We believe these actions have and will continue to help our membership understand SIOS and PWP, why they were created, and how they directly tie to our Core Value of Service.

Respectfully submitted,

Jill Ludington

Discussion regarding the free clinics and awareness to the directors. Carla will send to Thespians director list a notification. Jill moved for her report to be accepted, Carla Schumann seconded and the motion passed.

X. Unfinished Business

A. Yvonne Phillips-Dupree reviewed the **2024-25 Action Plan**

I. Education - 2025 Action Plan

o Increase Continuing Education Committee membership

o Launch the Continuing Webinar Series

o Enhance Continuing Education model with a focus on mentorship for novice adjudicators

o Monthly postings of best practices on the TTAO Newsletter and/or Social Media {Identify board member or volunteer to manage this plan}

II. Diversity 2025 Action Plan

- o Provide diversity training at TxETA Convention during Open Forum: Core Values Connections: (Core Values Committee)
- o Develop a list of diversity and inclusion best practices to be shared on social media each month - Core Values Committee

III. Integrity 2025 Action Plan

Adjudicators will sign an oath affirming that they have:

- o Read all plays
- o Scored without partiality
- o Avowed that there is no conflict of interest
- o This will be a continued plan to be led by Scott Allen

IV. Transparency 2025 Action Plan

- o Offer a satisfaction survey in June of 2025 and use the data to inform decision making
- o Post bios and photographs of new members at the beginning of the UIL OAP season

V. Service 2025 Action Plan

- o Continue the SOIS free clinic to Title One Schools : Increase to 80 adjudicators thus increasing by 25%
- o Continue PWP with a focus on providing broader access - goal for one in each of the four regions of the state
- o Develop a database for schools to request SIOS services

XI. New Business

- A. Web Page Revisions - Carla Schumann deferred to Scott Allen for a plan they devised to include paying for the TTAO domain name for the next 9 years and posing to hire Angela Matthews to create a new website utilizing our current information and supported by current officers to update the site to Canva. After discussion, Jill Ludington moved and Freddie Buckner second and the motion passed.
- B. Support Roles - Based on changing our website we plan to terminate our contract with Tammy Whitehead no later than June 30, which she is currently paid to this point. Jill moved and Kathy Harvey second the motion. The motion passed.
- C.

XII. The Power of Thank You

Yvonne presented some thank you's to each of us for our work on the board this year.

XIII. **Adjournment:** Freddie Buckner moved for adjournment, Kim Hines second, the motion passed and the meeting was closed by Yvonne Phillips-Dupree at 12:02.