**Summer 17 Meeting Minutes**

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# Exec Council Minutes (7/9)

President Beith called the body to order at 3:20

 - Gilbert moved to accept minutes; Akers seconded and they stand approved as read by Campbell

**Officer Reports**

## President – Beith

 - Frustrated by conference planning and cancellations

 - Tonight we will not have Italian but Mexican

 - Subway will cater lunch tomorrow

 - Tuesday we will have BBQ/Claudia will cover veggie dishes

- Dept of Ed speaker cancelled on us at last minute; Thomas Pennington will speak in his stead. Professor of legal studies (former student of John Gale)

- July 5th PD by herself and Melinda did a lot of questioning in preparation for the association

- Giving a general overview of the conference

- Respectfully

## 1st VP – Valdez-Block

- The 2017 Fall Conference themed Reflexivity will be held on September 7-9, 2017 at the Arlington Hotel in Hot Springs, Arkansas.

- The contract for this event is attached, has been reviewed by Rosie Valdez and Jennifer Akers and signed by Jennifer Akers.

- ACTAA will pay $1,500.00 for meeting spaces for the duration of the weekend. This fee includes setup, teardown, cleaning of rooms but does not include AV setup.

+ ACTAA will be required to meet a $5,000.00 food and beverage minimum for the weekend.

+ Room rates for the weekend will be:

\* Standard single-occupancy -- $104.00

\* Double two-adults -- $104.00

\* Mineral Water Room -- $145.00

\* Junior Suite -- $175.00

\* Parlor 1 Bedroom Suite -- $250.00

- Attrition fees are on page 2 of the contract for failure to meet room block

- Proposed group activity – Hot Springs Escape Room

- Fee is $20.00 per person

- Should be OPTIONAL part of registration and fees

- Promotional material:

- Registration gift

\* Lanyard and USB Flash drive with ACTAA logo -- ~750.00

\* ACTAA t-shirt – donated services

\* Folder – donated services

- Brandon Higdem will coordinate centerpieces for dinner -- ~250.00

- Door Prizes – Donated

- Speaker still tentative will announce when confirmed. ACTAA will pay no fees for speaker, including lodging

- Conference Performance – “The Writeous Poets” from Little Rock, Arkansas (fee donated)

- **Total anticipated cost 2017 Conference -- $7,500.00**

- Does not include AV fees – must wait for PD confirmation to assess need for AV setup

- Does not include optional Escape Room outing

- Does not include any bar setup for any part of the conference (+450.00 for this option)

- Campbell stated that we need to set the cost for fall conference. The fee for not staying on site should be the same like it was last year.

- Rooms MUST be reserved by the 17th of August

- Last year we had 45 people for dinner on Friday and 25 for lunch on Saturday

- It was suggested that the late fee should be higher than a $30/$60

- It was suggested that Early Bird (by August 17th) be $125, late should be $165 (jumps to this price at August 18th), $205 the week before (starts August 31st). If you register the DAY OF there should be a conference fee of $275. Fee **PER PERSON** for not staying at the Arlington will be $30

- We have people who cancel the day of conference and say they aren’t attending. There needs to be some kind of cancellation charge if you aren’t coming to conference. Not canceling by August 31st then you forfeit your money. This needs to be explicitly defined in the invitation

- Friday meals $45 for dinner and $25 for lunch last year; this would be $35 for either this year.

- We could do single day registrations to $75 with the same price increases for not registering during early bird. Day of is $150.

- Rosie’s menu will mimic Dawn’s menu from 5 years ago minus the raw bar

- No printing of programs

- Flash drives would have pre-loaded materials from presenters

- Dawn is saving on the printing of PD forms

## 2nd VP – McCutcheon

 - through Martene

 - All tourney dates have been scheduled.

- 2 nominations for Spirit of ACTAA Award; she needs to send a reminder because deadline is August 1st

## 1st VP Elect – Reiff

 - see attached report

 - September 6-8, 2018 in Bentonville, AR Four Points by Sheraton

- Still waiting on Crystal Bridges to confirm (October 27th) about costume or stage design for possible PD

- 21 Z Hotel get their space to bring in college exhibits

- Roger Community Theatre could host a performance during one of our summer conferences. Maybe colleges do a Reader’s Theatre performance.

- Looking at a Steampunk theme “Full Steam Ahead”

- College competition, possibly…..

- Cost would be around $8,000

- Jacki will look into different fine arts association fees to be comparable

1st VP Elect Elect –

## Executive Director – Campbell

- After Fall Conference we decided to increase TOC fees and the ballot was sent out. The principal’s of the member schools didn’t return enough ballots

- The timing was a bit off; right before Christmas break

- If we want to increase TOC fees then this will have to be voted on and approved by principal’s.

- Doing it electronically has drawbacks but we should send a mailout to the member at each school and have their principal take care of it from there

- Martene will make ballots and letter ready for fall conference

- Teri Valentine will explain how important the letter will affect them

- Can use ACTAA gmail account if they want to send a pic (actaa.ar@gmail.com)

- We had Conley Hall resign. Official statement was read verbatim. Jennifer Akers suggested that Exec Council examine this position. Once retired, our members want to enjoy retirement. Others agreed. Constitutional amendment will be proposed to strike that position.

- Ben Jones, journal editor, resigned and his resignation was read verbatim

- It seems that this is something that has gone by the wayside due to the electronic nature of today’s world

- Recommended the position be stricken

- Number of key positions on Exec coming up for change:

+ Dawn’s PD term ends in Fall 2018; we will see if she trains someone Fall 2017 or if she will do another term.

+ Teri Valentine’s term runs out this fall. She can come back or be replaced. She is going to stay on for another term. (Fall 2017-2020)

+ Jennifer Akers’s position will expire in Spring 2019; replacement would have to start next fall. There is a term limit but the Exec Council can override that. Her term ends Spring 2019. Akers would be willing to stay on until 2021.

+ Executive Director’s, Martene, job is up Spring 2019. She can stay on for another term if she wanted to.

+ Recording Secretary is over at Spring 2019. There is a term limit on this but can be amended if Colton chooses to stay on.

+ Brandon Box-Higdem stepped down as Nominations Chair. He wants to be considered as a possible 1st VP candidate. Claudia Beach is the alternate to rotate onto the committee. Tim Peerbolte will take over as Nomination’s Chair because he received the 2nd most votes from members.

- Exec Council duties always include attendance. Last meeting half didn’t show up and we will have members missing for PD during Fall Conference. Nominations Chair needs to explain this better to candidates

- Summer Workshop ties into strategic plan. Is this something that we want to continue? Are we doing a service if 30 people come, including the Exec Council? This is a discussion we need to start having with members at Fall Conference or email. Location? Wrong weekend? Number of days? PD offerings? What would entice you to come? These are questions that could be on a survey monkey

- Web server has changed domains; see Webmaster Report

## Treasurer – Akers

 - passed out hard copies of the report

- wants to see changes made to fees because we are losing money at alarming rates

- ACTAA store has been doing well and the number should increase

- StuCo has one school that has not paid and been suspended

- We need to get more people at Demo Day or up the cost for Demo Day to compensate the imbalance of money that pays for Topic Selection

- Demo Day needs to move back to a format that allows coaches to showcase each individual event

- Membership fees need to be increased as well (New Business)

## Secretary – Gilbert

- Nothing really to report “officially” but today’s report will be unconventional

- Today I missed my mother orchestrating the “Women of Worth” fellowship at our church. I don’t say this for pity or brownie points but to remind us that we ALL make sacrifices to be here

## College Rep – Gale

 - not present

 -

## High School Rep – Valentine

 - High schools are still standing

## Lifetime Member Rep – Conley Hall

 - stepped down

## PD Coordinator – Dawn Tucker

 - not present

 - Akers has the sign in forms

 - You can print documents from the ACTAA website

## Journal Editor – Jones

 - not present

 - Stepped down

## Archivist – House

 - If you have boxes of archives, Shelle needs them ASAP

 - Archival moments will be at Fall Conference but different from past years

## Webmaster – Sawyer

- Hannah will be making a report that people NEED to read emails in a timely fashion

 - Cleaning up the membership list

 - New members are becoming regulars

 - Getting rid of duplicate memberships

 - Our internet provider is switching the “muscle” that fuels their site

- We shouldn’t have any hiccups but something COULD happen around September

- Assuming the worst happens we can send an email that is the exact address for members in the association

- Dawn sent PD forms in May for this conference (they will be up in the “Member’s Only” page that are available for print

- Principal’s Association Conference is July 31st – August 2nd. $500 like it has been every year. Her recommendation that we not pay that and Colton agreed. Shelle and Jacki said that it could be beneficial

- Jacki suggested we do this every other year instead of every year.

- It was proposed that we skip this year (Campbell) and seconded by (Valentine)

 + PASSED

- Institutional memberships NEED to go! It is a mess and creates a BIG mess on the website. Comes off as a perk as a big school. We need to move away from this archaic reason. Teacher shuffling also compounds this situation.

- There will need to be time for Hannah to change the institutional people over to individual memberships. It causes a technological problem and financial problems (it’s not equitable)

- Have an emergency vote to change for THIS year to continue viability of the organization. The amendment will be written to take the price of membership out of the Constitution; this would also do away with the Institutional Membership Designation.

## Immediate Past Prez – Alaquinez

 - There is still an NFHS IE conference that she went to

- They want each school to send their ethical practices statements so Nationals can come up with their own document

- Conference is in Indianapolis, IN again

- Estimated cost would be possibly $600-$700 to send just Alaquinez

- Would like to possibly take some leadership positions in the organization; Annette Savage is current district chair

- Lots of programs that principal’s would love

- Not sure if it would be possible to pay for it this year

## Committee Reports

### Scholarship – Akers

- Last year scholarships were Rianna Lydel and Rylie Sloan both from Bentonville. Rachel Mauchline will win the college scholarship; she was the only person

 - We need to be pushing this scholarship to more of our students. - Committee was Michael Scott, Twyla Evans, and Linsey Wall

### TOC – Valdez-Block/Gilbert

 - past (Valdez-Block)

+ Thank you to Cabot High School and Jennifer Akers for hosting the 2017 Arkansas Tournament of Champions.

+ Outgoing chair advises that ACTAA and ATOC committee switch to use of Tabroom to implement the 2018 ATOC.

+ Outgoing chair advises that new ballots be considered for the 2017-2018 season (Jennifer Akers has more to report on this issue)

 - Some coaches don’t like the traditional ACTAA ballots

- Cabot used special IE ballots: ACTAA rules and time limits were still on the ballot

- The ballots that were used gave great reviews on the ballots from this year’s Cabot Classic

+ Outgoing chair advises the installation of a “Tournament Ombudsman” position on the ATOC committee. This measure worked well for the NSDA District Committee and will alleviate traffic to tabulators.

+ Outgoing chair advises the installation of a five-year “Official Tabulator” position on the ATOC for continuity and accuracy, as is done for Student Congress (Executive Committee appointment). After Gilbert directs the 2018 ATOC, the committee is largely comprised of unseasoned tournament directors. Also advises ACTAA Executive Council authorize regional training days for computer tabulation, website registration, etc.

 - current (Gilbert)

 + April 6-7, 2018

 + Host site this year will be at Har-Ber HS in Springdale, AR

+ I have toured the building with Joel and we have mapped out how we can run things

+ Unlike past years, the Tab Room will NOT be available to coaches, judges, etc. Only LIMITED tournament staff will have access to the tab room.

+ As results are tabulated and copied the ballots will be available in the coaches’ lounge for coaches to keep up with their kids’ performance

+ Wifi will be available but the school will NOT be giving us log-ins for IPDA Prep

+ Joel says that if we need the tournament to run TIMELY his school will accommodate us by dismissing school 10-15 minutes early!

+ While I was up there, I visited with some hotels to see if we could get blocks of rooms and rates:

 ~ La Quinta –20/25 doubles for $75

~ DoubleTree – 40/45 rooms for $99 (must call back in December)

~ Sleep Inn & Suites – up to 23 rooms for $115

~ Comfort Suites – up to 40 doubles for $109 (15 singles for 109)

~ Fairfield Inn & Suites – have to call Jason back

+ The TOC Committee will need new members. New committee members will be Joel Brown and Twyla Evans

## Publicity and Promotion – Higdem

 - not present

 - deferred to later

## Debate Topic Selection – Gilbert

- Topic Selection will be Aug 4-6 in Orlando, FL

- Due to the nature of scheduling I had to fly out a day early

- This year’s topic areas will cover: US Police Reform, Election Reform, Presidential Authority, Civil Rights, Poverty in America, Immigration Reform, Healthcare, Agriculture, Supreme Court, Infrastructure, and Crytocurrencies.

- Anyone is open to view the papers and read them. Coaches have until the August the 5th to email me their top 5 and I will average them and THAT will be the state ballot.

# Old Business

## NFHS IE

 - if we create this new position we don’t have funding for this position

- Akers is afraid to shell out $1,500 when we may not have the capital to fund it

- We will have to open up the decision for nominations

- We will have to amend the Constitution to create this position

- COULD be paid for “pending available funding”

- Would be beneficial this year, as the topic will deal with ethical practices, which is a topic for us as well.

- Also would be beneficial to parallel PD from a national perspective.

- Martene will write an amendment.

- Nominations committee will choose the person.

- We will vote on the emergency provision during New Business.

Meeting was recessed at 7:49 by President Beith

Meeting was called to order at 4:28 by President Beith

# Committee Reports to Exec

## Recruitment and Mentoring (Mandy Taylor)

 - Working on new signage for postcard mailout

 - info needs to get to Martene by the end of July

 - need labels from AAA to mailout

 - we are down in membership (nonactive)

## Demo Day (Mandy Taylor)

 - Joel is doing a Demo Day in NW AR

 - He is co-chairing it this year

 - Need a central AR location

 - Host at Searcy and Har-Ber pending building approval

 - September 16th

 - Joel and Mandy will work on an updated flier for this year

 - There will need to be two online registrations

- Need a member to join this committee (from Central AR) and an observer

## Nominations (Tim via Akers)

- Was going to send out email to remind people for TOY, AOY, and Spirit of ACTAA Awards

 - Survey Monkey for voting done by Hannah

## Student Congress (Martene Campbell)

- Eric Gamble expressed interest to rejoining the committee

- Julia Howell was asked at the end of Congress 2016 to be the observer (this is not an OFFICIAL position)

- Committee is: Martene (Perm Coordinator), Leigh (Director), Colton (Co-Director), Zack (3rd Member), Patrick (4th Member)

## Ethical Practices (John Gale)

 - Determined that the approach they will take will mimic the ADE process

 - Chair of committee goes to legitimacy of the complaint

- If legit, it would go to ethics committee and notify the person who is being complained about and the complainer (happens within two weeks)

- Delineate between petty and real complaints

- If it is substantive there may not necessarily be action taken; it will also be given to the Exec Council

- We will keep these on file for up to three (3) years. Resides with chair

- They would be destroyed unless a similar, recent complaint was brought about later

- Valid ethics complaint: probation (exclusion from leadership position 1-3 years)

- Exec Council will make the final decision

- could be membership suspension for a defined time (1-3 years) and notify the school

- Would need a severity clause

- Some things could warrant expulsion from the association

- Some issues do not warrant complaints; if complaints are done you MUST fill out paperwork AND put your name on it

- This policy would give a lot of discretion to the chair

- The current document will be codified, updated, and include some examples that don’t claim to be comprehensive

- Committee is comprised of John Gale (Chair), Jacki Reiff, Tiffany Tucker, and Shelle House

- It would be wise for us to keep continuity within the committee

- This is a delicate committee is why we should choose the members wisely

# Old Business (contd.)

## Strategic Plan

 - It’s been 5 years since we have had one

 - Is it time to convene a committee to look at the direction of ACTAA?

 - Last time it was done over summer conference

 - We never went back and revisited the plan

 - This is more than likely a moot point

- Oral Comm embedding is decreasing but we aren’t graduating enough Oral Comm teachers to supplant the ones that are retiring

 - Forensics 4 was approved to be taught at schools

- Maybe redoing this plan could be something we tackle next summer conference…

- Hannah will compile the list of what we did and didn’t do in that strategic plan from 2012

## Scholarship Committee

 - Treasurer should be the permanent head of the Scholarship Committee

 - Committee still does it’s normal duties

- Michael Scott (Central), Twyla Evans (Sheridan), Linsey Wall (Crossett); Linsey will need to be replaced

- Michael could stay for continuity and Linsey’s spot needs to be filled

- John Gale made a motion that, “The Executive Treasurer be the permanent head of the Scholarship Committee” **(Constitutional Amendment)**

# New Business

## Filling Positions

- Lifetime Rep is something that we probably should get rid of

- The TAC committee chair is someone who is chosen at Fall Conference; this is a rotating position. Jennifer Akers volunteered to fulfill this position for a year

- Campbell moved that we make Akers TAC chair; seconded by House

 + Motion passes

- We need to do this at Fall Conference and select Jennifer’s predecessor at conference as well

- There is a motion that we remove Lifetime Member Committee and Representative from Exec Council.

 + Motion passes

- There is a motion that we remove Journal Editor from Exec Council

 + Motion passes

## TOC Tabber

- Permanent Tabber for TOC being a 5-year position to keep continuity on the committee

 - Rosie is interested in the position

 - There is a motion to create a position of TOC Tab Chair

 + Motion passes on vote

 + Must go in the Constitution

- Campbell nominated Rosie Valdez-Block assuming it’s passing at Fall Conference; seconded by Akers

 + Motion passes

## New Membership Fees

 - This is using emergency clauses found within the Constitution

 - We should take membership fee amounts out of the Constitution

- For the Emergency vote we will keep Institutional Memberships but the prices will generally reflect what individual members pay

 + Individual = $50

 + Institutional 1 = $200

 + Institutional 2 = $400

 + Institutional 3 = $600

 + New Member = $30

- In September the Constitution will ONLY have individual membership and NOT institutional

- Vote for emergency fee increases passed at 5:51 PM

- Akers will email out to the body the fee increases this coming Monday

- Campbell (Constitutional Amendment) proposes we strike institutional membership and allow Exec Council to set prices based on budget projections and financial needs; seconded by Akers

 + Motion

## Conference Fees

 - Proposal below:

It was suggested that Early Bird (by August 17th) be $125, late should be $165 (jumps to this price at August 18th), $205 the week before (starts August 31st). If you register the DAY OF there should be a conference fee of $275. Fee **PER PERSON** for not staying at the Arlington will be $30

- Not canceling for August 31st then you forfeit your money. This needs to be explicitly defined in the invitation

- Friday meals $45 for dinner and $25 for lunch last year; this would be $35 for either this year.

- We could do single day registrations to $75 with the same price increases for not registering during early bird. Day of is $150.

 + Motion passes

## TOC Date

 - April 6-7, 2018 was recommended by committee

 - Motion passes the committee

- I move that we push the TOC fee increase; it was seconded (failed through principal’s vote last year)

 + Motion passes

## StuCo Fees

- Amendment will strike fees from Constitution and leave fees up to committee with Executive approval

 + Motion passes

- proposed $125 per high school; proposed $150 per college

 - These will be recommended to the body

- The Constitutional Revision Committee will be Martene Campbell, Hannah Sawyer, and Shelle House. Motion was made to go through and clean up the grammatical errors in the Constitution

 + Motion passes

President Beith recessed the meeting at 6:08

President Beith called the meeting to order at 4:15 pm 7/11

## NFHS IE Position

 - Jennifer Alaquinez will pay for her flight

 - The Exec Council voted to approve her hotel stay

 + Motion passes

 - this year is key because they are covering ethics nationwide

## TOC Name Change

- Recommending changing Arkansas Tournament of Champions to “Arkansas Forensics and Debate State Championship”

- It was moved that we accept the name change

 + Motion passes

## Fall Conference 17

- Make sure that there will be a way for everyone to do the Escape Room if they sign up for it (make sure there is more than one available)

 - There is a problem that there is no technical theatre

 + If we are going to add this it may be best to get rid of the NSDA

- Suggested we have a middle school session or one that explains the new frameworks to the general body

- There is also a concern of the lack of dance PD offerings

- Hotel Arlington was purchased so we need to double check to make sure they will honor our contract

 + Rosie has already reached out

- NSDA PD will be switched out with Shauna to have more of a variety of offerings

- Jennifer Alaquinez would facilitate the middle school/junior high PD

+ Team facilitation, curriculum, starting a program, and choosing appropriate pieces

- It was moved (Jacki Reiff) that we accept the amended schedule; seconded (Teri Valentine)

 + Motion passes

 - Brandon will come in well under budget on the USB drives for conference

## Summer Workshop

- We need to put in a concept that will protect the Association when people register and don’t show up to the meetings

- We counted them in cost for meals; we need to include something in registration that not canceling within a week forces you to still pay the association

- Webmaster will send out emails reminding them that if they don’t cancel and not show up then they will be billed for costs the Association will have to eat

- John Gale made a motion that, “When people register for conference and don’t attend that they will be billed conference fees, if they don’t cancel by the week before or a time determined by the Executive Treasurer. This information will be included on the conference registration form” Seconded by Akers.

 + Motion passes

- We will be operating in the RED for Summer Conference this year

- Food charges were not the same as what was approved through Exec

 + Food alone took us $330 over budget

 + Can’t keep up at this pace

## Audit Committee

 - This is impossible to nail down

 - If members don’t show up then the audit cannot happen

- Proposed Amendment “Audit Committee will be chaired by the Executive Director and filled by 1-2 ACTAA members who are not members of the Executive Council and are present at Summer Workshop.” Moved by Gilbert, seconded by Valentine

 + This is so that we can always staff it

 + Motion passes

 - Audit for 2017 was clear with no problems

 - Akers keeps meticulous records

- It was discovered in the Audit that Debate Topic Selection in OKC; could have driven and saved close to $200

+ In future years we will explore not flying if the location is driveable

# Announcements

- Brandon Box-Higdem would like for everyone to consider making Impromptu an “Arkansas Forensics and Debate State Championship” offerings

 + It is an NSDA event

 + Could add to the judge crunch…

 + Would like this brought to the Body at Fall Conference

- Martene Campbell will send out a revised copy of the Constitution well before the 30 day limit for Constitutional Amendments

+ We will recommend the changes as a whole; if people don’t like specifics they can separate the motions using Robert’s Rules of Order

Valentine moved to dismiss;

Meeting was adjourned @ 5:17 PM on 7/11 by President Beith