



**Date:** November 18, 2007 10:00am - 4:00pm at Laurel's  
**To:** JA Leadership Team  
**From:** Laurel McAfee  
**Subject:** Meeting Minutes

### 1. Workshop Review

- a. Judge Classes: Attendance was a bit low this year. Both Category and Traditional classes had more visual contributions. Review of previous tapes was a success. It seemed like the consensus on many classes was - not enough time. So much information, so little time.
- b. Coach Classes: The coaches seemed to really appreciate the caption classes - we should give some thought to doing them again next year, but NOT on the same weekend. We might have more coaches attend if not the same weekend.
- c. Ideas for Next Year: Friday night classes for all. Cross training of each traditional caption for all affiliates. Category certification for coaches discussed.
- d. Next year location will be Portland, possibly Double Tree Lloyd Center.

### 2. JA Leadership Team

- a. Shammra is scheduling performance judges and is contact for Event Directors.
  - i. 07-08 Salaries have been paid.
  - ii. Mileage rates should be reviewed before September '08 if gas prices continue over \$3.00/gal.
- b. DDCA Board has been looking into creating officiating fees. What would JA do with a budget?
  - i. More laptops and printers to cover all events.
  - ii. Workshop facility and meals.
  - iii. Information Tech fees for downloading digital recordings at all events.
  - iv. Service Awards and appreciation gifts to promote judge retention.
  - v. Intern mileage reimbursement.
  - vi. Out-of-state judge mileage reimbursement.
  - vii. Winter judge and coach class facility and materials.
  - viii. Printing and DVD/CD production of education materials.
  - ix. Video recording of Category performances for education materials.
  - x. Presentation folders or binders with logo.
  - xi. Marketing brochures to college students and Allstate winners to promote activity.
  - xii. Occasional meeting meals.
- c. Website: JA Team to contribute to JA page content maintenance, articles for judges, improved communication and motivation with judges.

### 3. Events and Assignments

- a. Open traditional assignments will be emailed to affiliates. Updated 07-08 Roster will also be sent. We have openings for February 9, March 1.

- i. Currently, we cannot support more than two events on a weekend. Serious discussion should take place with event hosts on how to balance the calendar for number and location of northern and southern events, category and traditional.
  - b. Should a judge become ill prior to an event, they should immediately contact the JD and/or the Scheduling Director. In case of a last minute judge vacancy at an event,
    - a) the Scheduling Director will call on available judges, b) the JD has the option to fill the spot themselves, or c) an attending coach may be asked to fill the opening.
  - c. Too often JDs are also judging, which requires separate Tabulators.
  - d. Category Issues:
    - i. Performance orders at events are changing, adding and dropping at the last minute with poor communication to judges. **Teams need to commit to perform in the categories they originally registered and agree to the size divisions created by Event Directors.** Agendas are being confirmed and sent to teams and judges two weeks prior to the event. Awards are being purchased based on this agenda. Any requests for a change in performance should be presented to the Event Directors (ED) **before** the event. Emergency circumstances should be presented and discussed with the ED no later than the coaches' meeting. Teams cannot change divisions once the event starts.
    - ii. EDs can improve communication to JDs about number of awards to be given per category or division. EDs are also responsible to provide large check-out envelopes for the collections of score sheets, tapes, etc for teams.
    - iii. EDs should provide the Clerk information in the "ED Guide to Events" to the clerks they are providing to the judges. Clerks are often multi-tasking leaving their clerk duties to perform, which for the most part is fine.
    - iv. Coaches should refrain from complaining to the JD while in the stands. Let's make it fun and positive.
    - v. Judges and Interns have appreciated the parking spots and meals they have been provided. Name tags are not necessary from hosting events as the JA provides them for all interns and judges.
  - e. Technical Issues:
    - i. The JA is requesting all Technical judges stay at the end of the event to confer with any team earning any penalty. They should also refrain from writing comments about performance issues; just stick to technical topics.
    - ii. Technical conferencing at the end of two category events have held up the awards by 25 to 45 minutes. Hard decisions are being made, but this is a time problem.
    - iii. For upcoming traditional events, Tabulators will need the performance times sooner, preferable at the time of tabulation, which often happens as each size division finishes. Maybe time/penalties sheets can be confirmed after each division and not after the rounds?
4. Sheets & Scores
- a. DQ penalty process requires tabulators to use the entire performance score as the penalty score. Please note performance time on tabulation sheets when in error. 'DQ' or the number of kicks can be input in the cell under team name.

- b. Coaches no longer need to submit paperwork to declare their intent to qualify. JA will oversee recording teams that pre-qualified for state by creating a list from submitted tabulation sheets. List will be posted on DDCA.org during the season where coaches should confirm their status, especially before the last opportunity to qualify on the March 1 weekend. This on-line list will be closed on March 5 and used by OSAA for Championships.
    - i. NOTE to JDs: ALL Traditional tabulation sheets must contain the time of performance.
  - c. Middle school sheets are available for any events hosting scholastic and club junior groups (non-high school.) Sheets are geared to the age, concentrate on technical training and performance achievement of the students, less on the coach contribution. JV teams can use the regular sheets.
5. Intern Review
- a. We have a motivated group of interns this year and look forward to some certifications after this year. Yipee! Keep up the good work!
  - b. Those interns interested in working as a clerk at Championships, should contact Laurel at jacommissioner@comcast.net.
6. Evaluation Process
- a. JA trialed digital recording and downloading onto new laptops at West Albany. Problems were found in retaining files and CD burning due to new MSVista platform. JA would very much like to go all digital as soon as possible to eliminate the use of tapes.
  - b. Digital trial events: Gresham, Sprague, and Liberty, pending finding IT personnel to work the events.
7. Education
- a. Winter captions classes for judges and interns will be held January 19, 2008, prior to DDCA winter meeting. Carie will work on securing Woodburn HS or nearby hotel location.
8. JA/Sprague Show
- a. Facility at Sprague HS is large with many areas. Critique will be available to coaches and team members to meet with Judges of each caption for 5 minutes each.
  - b. Festival judging scheduled as well as intern trials.
  - c. Awards from vendors are being pursued. Looking to host up to 22 teams.
9. State Assignments
- a. Judges are being contacted as to their availability to judge Championships. Contracts to be sent by the end of the year.
  - b. Waiting to hear from OSAA as to moving all meetings and meals to the hotel.

Future Leadership Team Meeting Dates:

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| December 2, 2007  | 7:00pm? JA Team dinner meeting following competitions.   |
| December 5, 2007  | 6:00pm Wednesday Dinner with DDCA at Abella Italian Kitchen in Wilsonville (all attending, except Michele) |
| January 19, 2008  | 9:00am JA Winter Classes, DDCA Winter Meeting,   |
| February 17, 2008 | 10:00am at Laurel's  |