



**Date:** August 12, 2007 5pm Olive Garden  
**To:** JA Leadership Team  
**From:** Laurel McAfee, Commissioner  
**Subject:** Agenda – Workshop Prep

1. JA Leadership Team
  - a. 07-08 Contact List is on website. Everyone should be using their new addresses.
2. JA Organizational - Laurel
  - a. Website:
    - i. We will be promoting use of the website to communicate with affiliates. All forms, schedules, announcements will be posted, so judges need to check “Judges” tab frequently.
    - ii. Event cancellation announcements due to bad weather will be posted on the website as soon as Jennifer is notified by an Event Director. Always check the website before leaving for an event.
    - iii. Look for judging articles, open judging assignment broadcasts, and ‘survey’ questions during the year. If anyone would like to contribute to the site, please let Laurel know.
    - iv. Manual will be available to download from DDCA.org by Workshop.
3. Financial Update - Dodi
  - a. New laptops, printers, and digital recorders will be available for practice at the Workshop.
  - b. Dodi provided Marketing a contact List of Scholarship winners for future marketing.
4. Workshop Update - Carie
  - a. JA Workshop registration fee is \$50. Fees for food and facility would have been \$90, but DDCA is paying \$40 of that fee for each judge or intern attending the workshop. Thank you DDCA.
  - b. Workshop attendees will be able to join in the meal agenda:  
12:00-1:15 Saturday lunch  
6:30-9:30 Saturday dinner (?)  
12:00-2:30 Sunday brunch & DDCA Membership meeting
  - c. Registration info, class info/agenda, motivation to attend should be posted on the website, very soon. Included will be a list of other hotels near by should prices discourage Phoenix Grand attendance or the room block is released.
    - i. Class descriptions will be coming from Shammra.
    - ii. Intern packet will come from Kristen.
    - iii. JD packet will come from Laurel.

- d. Workshop pre-registration numbers are currently at 25.
  - e. Affiliate of the Year – All affiliates should expect to vote for one of three nominated affiliates before the workshop. To be announced at Sunday's All-Affiliate Meeting.
  - f. Digital projector(s) are needed for Workshop. We will possibly purchase due to constant need. AV cart is also needed.
5. All Affiliation Meeting Agenda (draft)
- a. Use of website, communication with JA Team - Laurel
  - b. Staffing for Season (& Pendleton) - Jennifer
  - c. Moving into digital recorders - Dodi
  - d. Recording new introductions – Michele
  - e. Affiliate of the Year - Laurel
  - f. Cross training procedures - Michele
  - g. Etiquette at events - Laurel
  - h. "How to Address Plagiarism" - Laurel
  - i. Category updates - Shammra
  - j. Reference to Quality Scores - Laurel
  - k. Critiques vs Meet & Greets - Laurel
  - l. Intern Update – Kristen
  - m. Other ideas?
6. Coaches Conference
- a. Our classes for coaches are being worked on by Shammra and Caysie Duax. Topics: Score Sheets, Category descriptions, Content Comments.
  - b. Michele will provide all Interns a JA periwinkle badge to wear at Workshop.
7. Education Update - Shammra
- a. Class assignments and agenda coming soon.
8. Judge Director Update - Laurel
- a. Enforcing that all JDs need to be working toward certification in at least one caption and available to judge at least once during the season.
  - b. Other ideas for JD Class at workshop?
  - c. Current JDs: Robin Sullivan, Julie Kelley, Shammra Smith, Kristen Myers, LaReina Kyle, Laurel McAfee, Tim Wells, Richard Gunsolus
    - i. Others interested in becoming a JD should contact Laurel.
9. Intern Update - Kristen
- a. JA Team will bring cassette recorders and digital recorders for workshop intern practice.
10. JA/Sprague Update - Carie
- a. Walk through date toward the end of August, early September.

- b. Manikin trophies from IKEA unless we find something else. Special first place awards being searched.
11. Personnel & Staffing Update – Jennifer
- a. Confer with Cori with agenda & topics for Event Director's Class for Conference 9:00-10:00am Sunday 10/07. Jennifer and Dodi to attend.
  - b. Sprague staff is set.
  - c. Staffing for November events will be confirmed at Workshop.
  - d. Roster for Affiliates
12. Tabulation & Score Sheet Update
- a. Lyrical and Modern category score sheets by Oct 1.

### **Future Business**

13. Dodi is having surgery on Tuesday, August 14th. We send Dodi our love and comfort for a speedy recovery on her new figure and health.
14. Communication & Future Leadership Team Meeting Dates
- a. DDCA Board Meeting Wednesday September 5.
  - b. JA Team Meeting Sunday September 16, 10 am at Laurel's.  
"Workshop Agenda"
  - c. DDCA Board Meeting Wednesday October 3.
  - d. Fri-Sun. Oct 5-7, JA Workshop @ Salem Conference Center.
  - e. JA Team Meeting Sunday November 18, 10 am at Laurel's.  
TENTATIVE
  - f. JA Team Meeting Saturday December 1, pm at Gresham HS.  
TENTATIVE
  - g. JA Team Meeting Sunday January 20, Woodburn HS Winter Meeting.