



Date: December 1, 2007 7:00pm at Carie's
To: JA Leadership Team
From: Laurel McAfee & JA Team
Subject: Meeting Minutes

1. Events and Assignments

- a. Meeting Times: JDs should communicate with EDs to allow a 15 minute difference between the times of Coaches' and Judges' meetings. This would be helpful to allow the JD to get back to the judges. JDs should be stating the meeting time for judges.
- b. Meeting Rooms: Judges' rooms are becoming too public and too noisy for judges to concentrate and talk. EDs are requested to have a room that, at some point, can be made private and without disturbance any time of the day, when needed.
- c. Performance Times: There are two different performance times being written on the Technical Sheets. Only one of these times can be used as the official time of the performance and input on the Tabulation Sheet. Which one?
- d. Open traditional assignments are being emailed to affiliates in hopes of filling those spots.
- e. Roster of active judges will be sent to all affiliates.
- f. Category issues
 - i. A correction is needed in the Jazz Sheet Linear Scale box 1 & 2, which say the same in regards to projection.

2. Intern Schedule – Traditional Events: Interns are being surveyed to which events they wish to trial. Kristen will notify Scheduling, Scheduling will notify the events.

3. Digital Recorders update

- a. Gresham was a successful all digital event. Teams received CDs of the judges' evaluations. Hearing the voice over the noise can improve. Dodi's work to download files after each division and burn CDs (using Roxio software) at the end of the event went well.
- b. Grants Pass and Sprague are the next all digital events.

4. Caption Education

- a. Winter classes and Pre-Event education ideas for traditional season
 - i. Warm up, focus, narrowing the score, who/what/why, summarizing, making suggestions, visual definition of linear scale
- b. Carie to promote to judges and interns using 'Evite' to create attendance list.
 - i. Agenda: 10:00am to 2:00 pm. Lunch break at noon.
 - ii. Location: Looking into Woodburn HS or Elmer's Conference room.
- c. Equipment: 2 TV/DVDs needed, plus our projector/screen

5. JA/Sprague Show Update

- a. Registration promoted on website, email, etc. Registration due by ___?
- b. Awards: Be thinking of practical or special awards, trophies next best.
- c. Staffing: Linda, Kristen, Laurel, Michele, Allison, Shammra, Dodi/Tab, Tim/IT?

6. State Assignments

- a. Performance Judges and Clerks are being gathered and scheduled at locals. Contracts to go out end of Dec or early January.
- b. Clerks: A couple more are needed for Friday and Saturday.
- c. Equipment: If digital downloads and burning continues to go well, we will strive to go digital at State. Laurel to contact Mike to confer when is the latest we can make this decision, latest purchase date for cassette tapes, and ability of OSAA to purchase 18 back-up recorders.

Future Leadership Team Meeting Dates:

December 5, 2007 6:00pm Wednesday Dinner with DDCA at Abella Italian Kitchen in Wilsonville

January 19, 2008 9:30am Woodburn location TBA

February 17, 2008 10:00am at Laurel's