

Board Agenda
January 2019 - Fishers High School Library

Attendance:

Aaron Smith - 4th Section, Board President
Linda Alt - 3rd Section, Board Vice-President
Matt Rothrock - At-Large, Board Treasurer
Scott Woodhouse - At-Large, Board Secretary
Josh Coots - 1st Section
David McKenzie - 2nd Section
Paul Kennedy - 5th Section
Joe Troyer - 6th Section, Webmaster
Kathy Shroyer - 7th Section
Leslie Austin - 8th Section
Sara Berghoff - At-Large
Chad Chenowith - At-Large
Fred Douse - At-Large
Samantha O'Conner - Executive Director
Mary Fridh - Chief Operating Officer
Jeanne Malone - Middle School Coordinator

1. Call to Order
 - a. Called to order at 9:04 am
2. Minutes
 - a. **Moved by Troyer, seconded by Rothrock to accept the minutes.
Passed unanimously**
3. Executive Director Report
 - a. Contract for Coaches' Conference is signed. More classrooms than last year's meeting.
 - b. Attended NFHS meeting for state directors. Great emphasis on security, including classroom presence with adults, unlocked entrances, security personnel, medical staff on-site. Should we begin to discuss similar issues for IHSFA?

- c. Policy topic conference.
 - d. NFHS - Educator of the Year. Nomination was filed late. Questions about application form delayed filing.
4. C.O.O Report
- a. Committee reports will shape COO's next jobs. (Topics, legislation, etc.)
 - b. Rooms for State Tournaments being surveyed and planned.
 - c. Registration of schools and teams up-to-date. Eligibility for sweepstakes will be announced.
 - d. NSDA conference question: Will IHSFA send a representative this year? Registration is being delayed until the Board acts.
 - i. Since this is NSDA, should our districts be responsible for picking delegate and/or financing attendance?
 - 1. If NSDA conferences discuss more than NSDA rules and organization, having a voice in the discussion about the future of the activity may not be narrowly-focused on NSDA policies.
 - ii. Are workshops available online? (Some are, but not all are available for people that didn't register as attendees.)
 - iii. Mary has asked for direction about what to attend and report on from conferences. Those findings are reported at Coaches' Conferences.
 - 1. Last year, we financed flight/hotel/attendance for \$1300. There was \$1500 budgeted.
 - iv. If there's a choice, wouldn't it make sense to prioritize the NSDA conference over the policy topic meeting?

5. Committee Reports

Ad Hoc - Survey on how to expedite State Speech

- Discussion eventually centered on three options, but we're not quite ready to present them as solutions
- So much of delays in the past have been protest-related
- Are we looking for proposals to vote on? This would probably mean implementation in 2020.

- Having proposals to vote on at Conference would allow member schools to have input.
- We've had notes taken at State Tournaments for years - do we have some plans in place for auditing our procedure, time use?
 - Do we have the ability to recognize where that waste takes place, since we all have our own tasks?
- Do we need to change tournament rules or format changes to make the tournaments more efficient? There are a lot of procedures that aren't part of the Tournament Manual!
- If we go the auditor route, we could reach out to an MBA program to see if we can get a student or a few to observe and record data.
- Communication question: Can we use walkie-talkies, invest in them for the IHSFA?
- Troyer volunteers to approach an MBA program at U-Indy to provide student audits of our policies.
- The ad hoc committee will continue to prepare tournament changes to consider at the summer meeting.

Evaluation Tools for ED and COO

- Have taken job descriptions as basis for evaluation tool

Budget/Finance -- Report attached (MCR 12/27/18)

- Budget report is at end of minutes document.
- Surplus from last year has covered some of the overage in expenses over current revenues
- Debit cards (2) have been issued, but we're having difficulty getting them activated. They will allow us more efficient purchasing of supplies for tournaments.

- Checks for travel reimbursement must be deposited within 90 days!
- Taxes are filed.
- Ledger with line items will be shared in the next day or two

Calendar

Site for State Debate 2020

- We've contacted Lafayette-Jefferson about hosting Debate in 2020.
- Question about centrality of location. Evansville schools have long distances to travel.
 - Lafayette *is* central, when the number of active debate programs and their attendance rate is considered.
 - Many potential hosts in the Indianapolis area are beginning to charge for hosting, and are hesitant to host during music competition weekends.
- Should we create a bid process for host schools? There hasn't been much interest from other potential hosts, so we haven't created one yet.
 - The Board generally liked the idea of having a bid process that could present alternatives for the Board to consider, rather than identifying and reaching out to potential hosts singly. This process will be presented at the State Speech meeting.

Membership/Outreach

- 93 schools, 90 paid.
- Data is in link above
- Should we send out invoices in mid-November to schools who haven't paid for registration? Should we mirror NSDA's policy of sending invoice directly to treasurers in charge of school/team finances?

- Idea: Helping new schools/coaches with registration during Coaches' Conference?
- 9 new programs; 14 lost
 - 6 of the new programs were revitalized after a year or more dormant
 - Is coach turnover or retirement explaining program loss?
- Google+ is being discontinued, so our media outreach may need to shift
 - Microsoft Teams or Slack?
 - What will get through school filters? (This is why Facebook doesn't work.) What's easy for regular updates and information distribution and conversation?
- Judge Pool Slideshows seem to work at State Tournaments
 - Schedule updates, trivia, etc.
 - Josh Coots will take on the Debate slideshow.
 - Rothrock moved, seconded by Chenowith for a 10 minute recess. Passed unanimously.

Rules

- Six changes to Tournament Manual:
 - Formatting for WSD section
 - Team and individual entry deadlines for Sectionals
 - Team participation deadline
 - Actual numbers per event
 - Resolved contradictions, eliminating possibility of day-of entries
 - WSD Rules: non-speaking members do not sit with active members of team, may not communicate with speaking members except for knocking. (Time signals would violate this.)

- Clean judge
 - Language was clarified for judges that could judge entries from any school. We decided the term should be ‘clean judge’. A clean judge does not know the students from the school she judges for, nor travels with the school on the bus.
 - Moved the “general rules” from section 8 to the beginning of the Tournament Manual.
- We need to go through the Tournament Manual very carefully to identify and eliminate inconsistencies in the Manual regarding the various events.
 - Would this require in-person meetings for the purpose of cleaning up the language? Something similar was held years ago in May, which we probably called a “Work Session”.
 - Should this be primarily Rules Committee people? Event committees?
 - **Smith will investigate a weekend that might work for such a working meeting.**
- Small (fewer than 6 entries) Events at Sectionals
 - Language in the Tournament Manual will permit sectional committees to decide whether to hold one-judge exhibition rounds, but that only one final round will count for state seedings. Participants will be informed which round will be used to determine sectional placings before the round begins.
 - Is it necessary to inform students which round counts (and that the other rounds don’t count)? Why not say the tournament *may* inform students about the counting of the rounds?
 - If the intention was to have exhibition rounds to allow students to warm-up before

the official round, would there be concern that earlier rounds would not be taken seriously?

- The term ‘final round’ may inappropriately imply that the counting round must be the last round of the day? It doesn’t appear so. (Would ‘qualifying round’ be more specific?)
- Amendment to the typed proposal:
 - “Final round” is replaced by “qualifying round”
 - Moved by Troyer, seconded by Coots that the Rules Committee’s proposed revision be adopted. Passes unanimously.
- Moved by Douse, seconded by Rothrock that Exhibition Round rules, lines iii. Under Option A and iii. Under option B. The motion failed in a divided vote.

Coach Education

- Ten speakers already arranged for Coaches’ Conference. Chris Gray will help ensure speakers are in the right place at the right time.
- A budget for Conference will be kept to track how much is spent to conduct the event.
- We’d like to have a page on the website about the Conference to advertise the schedule and topics.
- Developing a mentor program, with an emphasis on regional matchups with experienced coaches.
 - “If you’re not sure, then ask” - inexperienced coaches can get assistance and leniency in a number of ways!
- Novice State Tournament

- Still in preliminary discussion, especially on Facebook group
- Purpose of the committee: more than Conference; also educational materials/tools? Desire to become go-to organization for speech education in Indiana.
 - Looking at new graduation pathways and how speech & debate may be included.
 - Need to collect data on our organization. How many participants on each team? How many have gone on to do various things after graduation?
 - This data becomes important for grant-writing, lobbying, discussions about the organization.
- National Speech Day is March 4th. Should we try to pull something together with the legislature?

Jr. High/Middle School

- Beginning to track number of entries at each MS tournament (correcting for double-entries).
- Still not identified officially by IHSFA. Will MS need to become a separate organization?
 - Can MS coaches clarify what they want our relationship to look like?
 - What would a voting seat representing MS look like in the IHSFA?
 - Constitution specifies there will be a MS liaison, but we need to clarify what that role will be.
 - **Malone will report on the feeling of the MS coaches for April 15th.**

Events

Broadcasting

- Nothing to report

Congress

Legislation

Nominations for PO

- Extending the deadline for new nominations
- Reaching out to alumni as potential solutions

Discussion

- Nothing to report

Extemp./Impromptu

- Nothing to report
- Topic writing and selection for Sectionals and State are ongoing

WSD

- Publishing prepared motions for State shortly. Probably by middle of next week, on IHSFA.org
- Impromptu motions: controversy about teams having advance knowledge of impromptu topics. (No teams had advance knowledge.) There's some discussion about having a third party form the topics, but that isn't done for any other event.
 - Perhaps we could write several topics, and randomly draw between them.
- Question about accessibility of impromptu topics.
- How can we better publicize the prohibition on using laptops during preparation?
 - **Something in the newsletter would work. An announcement will also be made at the pre-tournament meeting at State Debate, for the judges.**
 - **Will judges also know about giving time signals, since we just said there should be no teammate communication?**

6. Sectionals

Verification of Sites and Committees

- The list of committees is present in the September (post Conference) meeting minutes.
 - Section 8: Marissa Mitchell, Castle; Peter Berringer, Harrison; Ross Pullin, Jasper; Eric Hormuth, Evansville North
 - Section 3: Wayne HS: Felicia Cockrell, host

Awards dispersal

- Awards have been delivered and will be taken home by section chairs. Ribbons will have to be mailed, but each chair needs to decide whether ribbons will be mailed to host or chair.

Entry Survey (optional)

“Established process”

- If anyone has the number of entries per event, then everyone must have that information. The SOP recommends the survey be taken February to help the host prepare for food and rooms. (But this isn't the information the entry survey would convey.)
- Section 2 gives coaches access to updated spreadsheet when a coach responds with her tentative numbers. But it's emphasized that these are *unofficial* numbers, rather than verified and guaranteed numbers. (Coaches re-allot entries at their own risk.)
- Both variations (in advance, or after entry deadline) will be provided in the SOP, as well as the requirement to advise the COO which approach each section will use.
- SOP Documents will be shared with the webmaster.
- Half an hour break was announced by President Smith.

7. Old Business

Mission Statement and Core Values

- These should be published to the website. A landing page that introduces who we are and what we do may be better than the links that point to the resources coaches typically use the site for.
- The IHSFA website currently doesn't appear very high in a Google Search for "IHSFA".
- Can we create a paywall that might encourage joining the IHSFA in order to access resources through our website?
 - Do we need to hire a web service?
- Discussion about our website will be held at the Summer Meeting.

8. New Business

Charity (presentation by Students In Action?)

- 300 million in the world lack shoes. Students in Action is a club that conducts charitable drives - Changing Footprints is their selected charity for the year. Could we run a shoe drive for the State Speech meet? Goal: 1500 pairs (two pairs from each attendee) - school with most pairs donated would get a plaque.
 - 80% of donated shoes would stay local within Indiana.
 - Shoes of all kinds and quality are useful.
 - Students in Action will pay for the plaque(s) awarded
 - Could be presented in cafeteria after prelims, collected and counted in cafeteria
 - Students in Action can arrange for transportation to distant schools (within a couple hours) to pick up donated shoes.
 - Moved by McKenzie, seconded by Shroyer, that we permit Students in Action to conduct a shoe drive at the State Speech and State Debate tournaments. Passes unanimously.

Congress Motion - Scholarship

- The Board discussed an additional scholarship to be awarded to a student participant at the State Debate Tournament. This scholarship would solicit students to nominate themselves through an application process.
 - One question was about the proposed word limit for essay questions.
 - Another was about sharing the scholarship details with the honoree after whom the scholarship would be named.
 - Would advancing to a specific elimination round be required to receive the scholarship?
 - Moved by Shroyer, seconded by Austin that the IHSFA adopt the scholarship and application presented to the board. Passes unanimously. An appropriate plaque will be ordered.

Elections and Appointments

Board Representatives (Slate of Candidates)

Sections 2, 4, 6, 8

- Ballots must be mailed out February 1st.
- 2: McKenzie would serve, but will contact Stutzman and Yeakey
- 4: Smith would serve
- 6: Troyer still has to make a final decision. Berghoff may run from her at-large position.
- 8: Austin would serve.
- Can we publicize the nomination and election process so that members know how the Board is selected and who serves?
- Does the SOP include a process for letting people know about the opportunity to run and encouraging people to enter their names?
 - The Executive Director and newsletter will mention open slots for coming elections.

Advisors (one year term)

- Jim Thorpe will be asked to continue as advisor. Moved by McKenzie, seconded by Smith.
- Susan Marinelli will be asked to serve as an advisor. Moved by McKenzie, seconded by Douse. Passed unanimously.

Treasurer (two year term in odd numbered years)

- Rothrock would remain as Treasurer. Moved by McKenzie, seconded by Troyer. Passed unanimously.

COO- This position is in rotation to be re-appointed this summer.

- Fridh would continue as COO.

Principal Reps

- Shriner - West Lafayette is willing to continue
 - ? - Columbus East
 - ? - Chesterton

Events committee consolidation

- Existing event committees - how do they interact with our newly-approved event committee system?
- O'Conner will work on an SOP for how event committees should field questions or complaints about event rules, etc.

Vote on VIII, I (General Rule to say that no two students from the same school will compete with each other unless necessary)

- Moved by Woodhouse, seconded by Austin that rule I.M. in the Tournament Manual be struck. Passes, with one dissenting vote (Coots).
- Coots suggests that we make E.5.A in the Tournament Manual should also be struck so that Speech would be consistent with our philosophy in Debate. This matter

should be added to new business for the Summer Meeting.

- In debate, a school is guaranteed an advancing entry. But making this change in speech may not guarantee an advancing entry.

Discussion of interpretation piece categorization

Where does *My Beautiful Broken Brain* belong?

- We may not fully understand what our rules are - or their ultimate rationale, but we needed to provide some feedback about what our ruling is likely to be. An informal poll of the Board seemed to suggest the piece would be most appropriate in Drama, rather than Prose. The Rules Committee will need to revisit this issue.

Other business

- Mileage reimbursement forms have been emailed to Board members.
- April 1st is the deadline for submitting new business for the Summer Board Meeting. While we tend not to do much voting at the pre-State Speech Meeting, there is no written rule prohibiting it.
- Hotel rooms for Board members going to Debate without a team need to contact O'Conner to have lodging arranged.

9. Adjourn - moved by Rothrock, seconded by Coots to adjourn at 2:46. Passes unanimously.

IHSFA Winter Board Meeting
Treasurer's Report

January 5, 2019

Beginning TCU account balance (FY 2019-July 1, 2018)	\$30,367.37
Total deposits	\$17,517.20
Total expenditures	\$14,584.78
Ending balance as of 12/31/18 TCU account balance	\$33,299.79
Comparison to last year:	
Beginning TCU account balance (FY 2018-July 1, 2017)	\$27,761.08
Total deposits	\$19,458.00
Total expenditures	\$12,026.17
Ending balance as of 12/31/17 TCU account balance	\$35,192.91

As you can see, expenditures increased slightly while deposits decreased slightly. We still do have a ~\$2,500 surplus from last year, which should provide cushion should we have fewer entries during the sectional/state series.

All bills are paid, the tax returns are finished and filed, and deposits should be all caught up.

Board members: *If you seek reimbursement for travel or other expenses from the IHSFA, you must deposit the check within 90 days of receipt, or TCU will claw back the funds and re-deposit them into the main account. Thank you.*

Respectfully submitted, Matt Rothrock
IHSFA Treasurer