

MLFA Fall Association Meeting

Meeting Minutes 10/6/18

8:00am - 12:00pm

Oak Creek East Middle School, Oak Creek, WI

1. Breakfast and Introductions

2. Call to Order: 8:00am

- A. Nikki Prelesnik - President-Elect
- B. Pam Cullen - President
- C. Review of Agenda

3. Review of Spring Meeting Minutes: unavailable

4. Safety Plan

- A. Introduction of OCPD Officer Ashley Schnering (414-766-7679), Safety Plan
 - OCPD has experience with active shooter - so they make for a great resource
 - Nikki met with her to fill her in on the basics of a Forensics meet
 - Nikki was trained on Peaceful Warrior Training
 - New Committee: Safety
- B. Safety Plan: 3 components:
 - 1.) Preparing your team:
 - “Team Captains” for students to report to/students have contact info for that person
 - Captains have a list of team roster/contact info
 - Have a meeting spot (on campus/off campus)
 - Meet about 350 yards away or behind a big building or hill
 - Spread out, don't herd together as it
 - 2.) If you are Hosting a meet:
 - Contact the local police department of your event with details
 - Have set entrances for your meet.
 - Lock all nonessential doors once the meet has started.
 - Assign “Door Security” person during the meet for checking in/out entry/exit
 - Coaches should communicate with “Door Security” person anyone leaving early
 - Label all windows and doors
 - Have a means of communication with the people at your meet
 - PA System
 - Building alarm code (if you have access)
 - Communication: What is the attack? Where is it happening in relation to me?
 - Shared via walkie-talkie, communicated to others
 - Depending on situation, either escape or lockdown
 - Tournament host has a means to communicate with all judges/coaches/volunteers
 - Remind?
 - Stations around site with radios for assistance
 - Cell #s?
 - Other Ideas?
 - Create an Action Script for your event space

- See sample (handout in packet)
- Communication plan
- Map of building with exits, communication stations, and off-campus meeting place clearly labeled
- Volunteers are visible and easy to find
- Radios

3). If you are attending a meet:

- Turn in meet roster to the team check in table (see roster document)
- Info should include: all students that are attending the meet, their emergency contact info, and students' cell numbers if available
- Judge and parent volunteers' names and contact info, bus driver info if they stay
- Any adult that you are bringing into the meet/tournament needs to be on this list
- All rosters will be destroyed after the event has ended

Concerns:

- What if people arrive late and Door Security person isn't there and every door is locked?*
- Ideally if Door Security needs a break, someone is relieving them
- Are other organizations doing this?*
- No, we are trailblazers
- Should digital or paper copies of the Team Roster be turned in?*
- Paper is best. Make changes as necessary.
- Who gets the Team Roster?*
- Turn in at check-in table, but give copy to Door Security
- What if parents don't want to give copies of student info?*
- Ensure that only the tournament host has access to it and it's for safety. If there's an emergency, we have to be able to get ahold of people.
- Alternative, cross off their number and write "See Coach"

5. Quiz - Constitution

6. Communication: MLFA Coaches Only Facebook Page

- Completely secured page
- Informal way to connect coaches for questions, reminders, committee updates
- How to join:

1. Go to your Facebook account
2. Search "MLFA Coaches' Page"
3. Request to be invited
4. You'll be added by Pam, Nikki, or Melissa

7. Quiz - Bylaws

- a) Snow Day - submit receipts to MLFA for reimbursement (specific items stated in bylaws)
- b) asking for titles of pieces - Do not ask for the title of the piece
 - Comments: The rule says "prior" - ok to ask after,
- c) Rule violation that you think is in error: Contact the President within 10 days of the meet, provide copies of the other rubrics from the meet, explanation of the violation and why the coach disagrees, and the Executive Board decides.

5. Breakout Sessions

6. Fall Business Meeting: 10:05am

A. Committee Reports

I. Treasurer's Report - Janette Schroeder

- Audit on Sept. 26th - passed
- LFY July-June
- Checking: \$23,885.77
- Savings: \$13,515.09
- CD: \$10,000
- Total Assets: \$47,400.86
- Dues due Nov. 1st, \$25 penalty after that - must be in by Dec 1st.
- Taxes filed in July
- Net revenue of \$5,958.94

II. Past President's Report - LaNell

- 2018-2019 Meet Schedule delivered
- Need more meets for Week 6
 - If anyone from Weeks 1 or 2 is flexible, that would be the time to move to
- The schedule is a work in progress
- With about 1400 kids in the org, ideally we would have that many entries available
- Tyne: MPS cannot attend Friday meets
- Golda Meir will no longer host 2/17/19
- Calendar will be finalized December 1st

III. Tournament Practices & Procedures - Kathryn & Tyne

- Revised or combined many documents from the website
- Updates only - no changes
 - Motion to approve updates - Michael Gotthardt, Brookfield Academy
 - Second - Ashley Nesbitt - University School MKE
- Recommendation: Look at a fee structure of missing judges at next Executive Board
- Point of information by Andy Lichey - On registration form: can the number of judges be edited automatically as you edit your entries?
- Bylaws - Section K 1.A - typos to be fixed
- Bylaws - Section K 1.B - Change: add "rules of procedures...." or objectionable speech policy" to the list of reasons for disqualification
 - Motion to suspend rules related to waiting one month before making changes for this instance- Bob Herman (affiliate)
 - Second - Darlene Junker (Lake Shore)
 - Motion to accept bylaws changes K.1.A and K.1.B
 - Barb Dodd (Xavier) - Motion to accept
 - Kathryn DeLapp (St. Robert)
- Tyne: Front of rubric: "movement enhances" but it is not a rule Group Interp - movement "Visual aids enhance" - but rules don't say that they are required
 - This info to be given to the Categories Committee: Chair: Helen Andrews

-Pam: Recommendation: Executive Board approves a draft form of the minutes at the next executive board meeting so that they can be posted on the website in a timely fashion

-Bob: OK to post draft?

Motion: Post draft following approval by the executive board (Barb Dodd - Xavier)

Second: Bob Herman (affiliate)

IV. Communications Committee Report: Barb Dodd (Xavier)

-Information sent to Barb must be approved before it is posted to the site

-73 schools that have registered, last year there were 86, year prior 106

-Some sections of the website include our personal information

Member section is password protected: See Barbara Dodd for password

Do not share the password with parents or students

-Register your team by November 1st or your school profile will be deleted

-Log into the Tournament Scheduler and update your profile, hit save

-That way you will know right now if you need a new password

-Put your name and school in emails to Barbara

-Regina will set up mentors, based on feedback on registration forms

-New addition to website: Executive Board emails shared on website

V. Categories Committee Report: LaNell Gill (WFB) and Deb Butick (Wisconsin Hills) for Helen Andrews (Pilgrim Park)

-Decade for Moments in History: 2000-2009

-Updates to Rules and Rubrics:

News Reporting: Makeup rules removed

Persuasive: Aligned minutes to 3.5-7 minutes throughout sheet

Poetry: Separate introductions allowed for each poem

Non-Original: Rule #1: add to sentence: "a presentation in this category is...WRITTEN AND PRESENTED BY"

-cannot be a letter

Proposal for 14 point time infraction - will remain as a 5 minute deduction for now

VI. President - Pam Cullen (Cudahy):

-Assistants will write up what each committee does (a description) so that if a chair has to step down, the role is well-understood

VII. State Tournament:

-Confirmed: State will be held on April 6th in West Bend

-Judges food was free We should try to promote them ie posters, sponsor on t-shirt, sending thank yous set up table at State

-Proposal: Schools that enter after the deadline, but before the tournament has been scheduled, your students will be eligible for individual trophies, but not team trophies
If tournament has been registered after it is scheduled, not eligible for either trophies, plus a \$50 late registration fee

Regina - \$50 fee is too high

Deb - can we have another day or two to register?

Barb - registration has always been two days after the last meet

- Bob - who pays the fee? It punishes the school for the coach's mistake.
- Motion to table this discussion so that it can be discussed by an ad hoc committee and write up an official wording for the amendment: Bob Herman
- Pam: We can put information on website where coaches can give feedback
- Second: Kathryn DeLapp (St. Robert)
- Friendly amendment: Bob: OK to put information on website for feedback

VIII. Judge's Committee Report (Joe Danek - Clement Avenue):

- End of last year, slide show was tweaked to add times and scores from new rubric
- Short quiz being developed for judges to take before season starts
- Will add slide about safety to the presentation - will be sent to Barb by the 18th/19th
- Judge Registration - quiz must be done as part of training
 - Barb - can do an online training for judges
- Judges must be trained to judge - the quiz and registration will help
- Regina - How does a tournament host know if judges are registered or not?
- Regina - Should be send over any videos of performances for training?
 - Joe - will confer with Patrick before making a decision
- Clarification: OK for coaches to train judges mid-season, but registration and quiz need to be done
- In need of last minute judges, call up host and explain situation.
- Every judge must be trained every year

IX. Policies and Procedures - Ashley Nesbitt (University School)

- Use safety plan
- Develop language around safety policy
- Clean up language in bylaws
- Identifying students with special needs
 - Not to be done at meets because it is a violation of HIPAA
 - Sharing tips for coaching kids with special needs to be proactive

X. T-Shirts - Kari George (Fairview)

- Is there a design? Kari doesn't know.
- More information to follow.
- Adding Paypal as an option
- Barb: in the past, MLFA paid for the shirts up front and sanctioned the teams who didn't pay
- Katie (OCEMS) willing to help with t-shirts
- Idea to have final design by Spring Meeting
 - Free shirt or bag for those who have pre-registered by Fall Meeting (or Nov. 1st)

XI. Mentorship: Regina Stingley (affiliate)

- Now that Regina is retired, she has more time to go to schools and help coaches.
- Anyone who needs help should reach out.
- Notify tournament host that you are a new school - tournament hosts should be gracious and let you in
- Shadow people in TAB and check-in to get experience

XII. Historian: Bob Herman (affiliate)

-Committee is not defined by bylaws, so it is mostly saving minutes and accumulating things

-Typed up all of the bylaws and constitution, rules and rubrics

-Will be writing up a description of the job

-Send Bob an email with any suggestions

XIII. Small School Committee: Peter Kao (MACL)

-Constitution: Small School is lacking definition: 3 or fewer judges at any registered meet in the previous season

-Task: come up with a better definition

-Lack of resources are an issue - may not have the parent volunteers, teacher buy-in - larger schools should reach out

7. Old Business: None

8. New Business:

A. Updates to Constitution/Bylaws - presented by Melissa Rickey (Mitchell)

-Majority of changes is in verbage

Motion A- Spelling/grammar/terms

Motion- Barb Dodd

Second-Ashley Nesbit

Motion B- Reflection of current terms

Question (J. Schroder)-Board of Directors is listed as four officers:

President, Treasurer/Secretary

Move to Amend- amend to include Board of Directors for our WI Corp document

Motion- Ashley Nesbit

Second- Daniele Wilde

Motion C- Reflection of Current Practices

M-Ashley Nesbit-University School of Milwaukee

Second-Regina Stingley

Motion D- Proposed Updates

Motion-Grethen Woodlands

Second-Daniele Wilde from St. Francis Borgia

-All proposed changes were approved

B. Bylaw Changes

Motion A- Spelling/Grammar

Motion- Ashley Nesbit

Second-Regina Stingley

Motion B- Update to Current Scoring

Motion- Katie Botsfordaniel- Ferndale

Second- Ashley Nesbit- University School of Mil

Motion C- using the CURRENT MLFA materials/CURRENT PRACTICE

Motion-Peter Kao- Mil School of Lang

Second-Ashley Nesbit- University School

Motion D- Score Updates/Add Judge Quiz/Better Define Coach Awards

Motion-Ashley Nesbit

Second- Daniele Wilde-SFB

-All proposed changes were approved

9. Adjournment - 12:25pm

A. Motion to Adjourn- Ashley Nesbit

B. Regina Stingley