

TO: Members of the PSCFA

FROM: April Griffin, Treasurer

**RE: Minutes from the Fall Coaches Conference Business Meeting, September 13, 2015**

I. Introductions:

- A. The meeting was held at Irvine Valley College, in Irvine, CA. PSCFA President Barry Regan called the meeting to order and introductions were made.
- B. A new roster was created based on the sign-in sheet at the beginning of the meeting and any updates throughout the conference.

II. The report from April Griffin:

- A. The Financial Report was presented
- B. The organization is bringing in some money and working reducing expenditures, so we have continued to not operate at a deficit.
  - a. Several reasons were discussed. The primary cost for the organizations is trophies. While the cost has decreased over the last 4 years, the organization still pays over \$15,000 annually for the awards. Because the organization used recycled trophies, we were able to save several thousand dollars on trophies. There are only 30 boxes of trophies left, this will only be enough to cover this year. We continue to increase revenue but not as much as the previous years.
  - b. Another item of discussion was our organization paid our more for judges, which is roughly \$300 more the previous year and \$1,800 more the two years ago.
  - c. The executive secretary discussed the need to pass financial proposals including cutting costs to the organization and increasing fees to member schools in order to be fiscally sound.

III. All members of the organization reviewed tournament schedule/calendar. The changes and updates were made accordingly, and it will be an updated calendar will be posted on the organization's website.

IV. April Griffin presented eight proposals from the Finance & Administration Committee:

**1. Tournament Host incentives**

- a. Eliminate option B of the 2014 tournament hosting incentive proposal from 2014
  - i. Move the following responsibilities from the host school to the executive committee:
    - Equipment and supplies
    - 1. The host should make available necessary quantities of supplies including: pencils, paper, paper clips, rubber bands, computer paper, tap (scotch

and marking), large felt tip markers, stapler and staples, white business envelopes, computer printer ribbons/cartridges, ballot envelopes, scissors, cume or recording sheets etc.

2. The host should make available necessary equipment including extension cords, power strips, etc.

**The host will still be responsible for computers, printers, and Xerox machines**

E. Food for judges and the tab room

The tournament host will provide vegetarian-friendly meals for judges and the tab room. PSCFA will reimburse a maximum of \$1200 for Fall and Spring Championship Tournaments; \$600 for Warm Up and \$800 for Cool Off Tournament. Host school will provide receipts for these expenses. Tournament hosts for Fall and Spring Champs will be allocated \$500 plus wellness fees to provide snacks (e. g. fruit bagels, water, etc...) for students. The Host will provide food at a time and distributed in a manner which best ensures all coaches and judges are given the opportunity to receive the food (as close to a time between rounds as possible). The Executive Secretary is authorized to provide an extra \$200, if there are extenuating circumstances. Hosts will (when possible) provide multiple wellness locations

This was proposed with the understanding that the 2015-2016 tournament host would still have the option to use selection B for host incentives. This will be implemented in the Fall of 2016.

**PASSED**

**2. PSCFA Coaches Conference Fee**

- a. Change the wording of the constitution from
  - i. For the PSCFA Coaches Conference there will be an optional \$50 registration fee per person
- b. Proposed change
  - i. For the PSCFA Coaches conference there will be a mandatory \$50 registration fee per person to assist with meeting room, AV, and hospitality fees.
- c. If this does not pass the annual dues proposal will increase from \$50 to \$100 per year

The coaches conference fee proposal was amended by Rolland Petrello to read as follows

- a. For the PSCFA coaches conference there will be a mandatory \$50 per school registration fee.

- a. Additionally, meeting room, AV, and hospitality fees will be assessed for each bid brought forth at the spring meeting and the cost of those fees will be split among attending schools.
- b. An estimated cost of what the additional per school fee would be should be included based on the number of attending schools from the previous conference.
  - i. Ex. If the meeting room fees were \$4000 and 25 schools attended the per school fee would be \$160 ( $4000/25=160$  \$50 dollar mandatory fee + \$160 per school facilities fee= \$210)

## **PASSED WITH AMMENDMENT**

### **3. Increase in annual dues**

- a. If proposal two passes use the following language
  - i. Raise the annual dues from \$35 dollars per school each year to \$50 each year
- ~~b. If proposal two DOES NOT pass use the following language~~
  - ~~i. Raise the annual dues from \$35 dollars per school each year to \$100 per school each year~~

## **PASSED**

### **4. Eliminate trophies**

- a. **This discussion was moved up on the agenda to discuss the elimination of trophies before the discussion on the increase of fees**
- b. Eliminate all trophies except for sweepstakes. Move to certificates for finalist and medals for first, second, and third place in all events.

## **PASSED**



absence is not reported to the tournament director before the end of the drop period (usually the first half hour on each day of competition).

- c. Exceptions are at the discretion of the Ombudsperson if reasonable justification is demonstrated.

- i. Proposed Changes

## II. FEES

### B. Entry Fees

- 9. School Fee **\$35.00** for 1-5 students
  - a. (As of Tuesday, 6 P.M.) **\$40.00** for 6-10 students
  - b. **\$45.00** for 11+ students
- 10. Fall/Spring Champs **\$20.00** for 1-5 students
  - a. (Snacks for students) **\$25.00** for 6-10 students
  - b. (As of Tuesday, 6 P.M.) **\$30.00** for 11+ students
- 11. Individual Events **\$8.00** per entry slot
- 12. Duo Interpretation **\$16.00** per team
- 13. LD Debate **\$30.00**
- 14. Team Debate **\$40.00**
- 15. Readers Theater **\$40.00**
- 16. Rookie Debate **\$30.00**

### B. Judging Fees

- 8. Individual Events: **\$20.00** per uncovered individual event slot.
- 9. Debate and Readers Theater:
  - a. There are no judging fees for Readers Theater and Debate. Schools must bring sufficient judges to cover their commitment or they cannot enter.
  - b. Exception: Each school is responsible for providing at least one judge to cover their first two debate or Readers Theater entries, and may, at the discretion of the Tournament Director, and based on the availability of judges for hire, pay **\$100** if approved by the Tournament Director and **\$150** if unapproved by the Tournament Director .

### C. Nuisance Fees

- 3. Change/Drop fees:
  - a. **\$5.00** per individual event slot, **\$10.00** per debate or Readers Theater entry for changes made after 12:00 P.M. on Friday, at the discretion of the Tournament Director.
  - b. **\$5.00** per individual event slot, **\$10.00** per debate or Readers Theater entry for changes made between 6:00 P.M. on Tuesday and 12:00 P.M. on Friday: if such changes are in excess of 10% of the original entry or 10 slots, whichever is greater, at the discretion of the Tournament Director.
- 4. Student No-Show fees
  - a. **\$20** per individual event slot, **\$40.00** per debate or Readers Theater entry will be assessed.
  - b. A no-show shall be defined as any competitor entered in the tournament who does not participate in the first round of competition in their event and

whose absence is not reported to the tournament director before the end of the drop period (usually the first half hour on each day of competition).

- c. Exceptions are at the discretion of the Ombudsperson if reasonable justification is demonstrated.
5. Judge No-Show Fees
  - a. \$50.00 per round, at the discretion of the tournament director will be assessed.
6. Late Add Fees
  - a. \$50.00 per school, at the discretion of the tournament director will be assessed.
  - b. Late Add Fees are imposed on Schools who enter the tournament after the entry due date.

The proposal was amended to keep event fees at status quo, but to change to all other proposed fee increases. The rationale behind this amendment was that an increase in school and wellness fees will allow tournaments to have a larger budget to provide snacks/wellness to the students. John Vitullo from Mt SAC indicated that last year at Fall Champs students ate all the food put out and more than originally budgeted was spent. The rationale behind the nuisance and penalty fees being increased is that it will act as a deterrent to missing ballots or having uncovered judging slots and it could provide additional revenue to pay for the increase in hired judges.

## **PASSED WITH AMMENDMENT**

### **10. Community responsibility for trophy company bids**

- a. Change executive secretary duties to read
  - i. Gather trophy company bids from coaches to present at the Fall coaches meeting
- b. Original wording
  - i. Procure certificates, stationary, and samples of trophies for presentation at the Fall meeting

## **PASSED**

### **11. Warm Up Host Stipend**

- a. Give \$200 to the host of the warm up tournament for wellness purposes

## **PASSED**

## **12. Split the executive secretary position**

- a. Split the position into two positions. One predominantly in charge of communication (emails, minutes, tournament calendar). The other in charge of finance (taking and depositing fees, paying hired judges, taxes). The job description would be divided as follows

### **i. SECRETARY**

1. Maintain complete and accurate minutes of the Fall and Spring meetings and to email copies of those minutes to all member coaches and others interested immediately after the Fall and Spring meetings. A copy of the minutes will also be emailed to the webmaster to post on the PSCFA website
2. With the president, to set the time of the meetings and to notify all member colleges and universities.
3. Procure certificates, stationary, and samples of trophies for presentation at the Fall meeting
4. Be in charge of updating the Association Handbook on the website
5. Keep and maintain a list of schools and their respective sweepstakes points for the Dan Miller award
6. Be responsible for all correspondence
7. Administer the Wyaman\Howe award balloting, including the compilation of a list of all current coaches in the PSCFA and the collection and tabulation of member college and university nominations
8. Email all cume sheets to national and regional sweepstakes organizations
9. Secure sanctioning from CEDA, NPDA, and IPDA for all tournaments
10. Maintain a roster of certified judges between tournaments
11. Be trained in the duties of the treasurer to in case the treasurer is unable to attend a conference or tournament
12. In the last year of treasurer tenure, allow a shadow treasurer to learn the duties and processes
13. The secretary shall receive a \$250 stipend annually to compensate them for their time and supplies to complete their duties
14. The secretary shall be an ex officio member of the tab room at all PSCFA tournaments and have their judging commitment covered.

ii. **TREASURER**

1. Establish a non profit organization checking account and to maintain the treasury and be in charge of all monies
2. Collect all tournament registration and membership fees, account for all new expenses incurred by the tournament, and pay all hired judges
3. Deliver to the association at the Fall meeting a complete and detailed report of the condition of the treasury
4. Order all trophies according to the requirements of the tournament
5. Hire someone to complete PSCFA taxes
6. In the last year of treasurer tenure, allow a shadow treasurer to learn the duties and processes
7. Be trained in the duties of secretary in cases where the secretary is unable to attend a tournament or meeting
8. The treasurer shall receive a \$250 stipend annually to compensate them for their time and supplies to complete their duties
9. The treasurer shall be an ex officio member of the tab room at all PSCFA tournaments and have their judging commitment covered.

With the split in the positions, the executive committee will be four members. In the event of a tie over a decision, the immediate past president will act as a tie-breaking vote.

**PASSED**

V. Barry Regan presented proposals from the New Ideas Committee:

**C. Move Rookie Parli**

- a. Move rookie parli to Saturday to run the same time as all other parliamentary debate.

**PASSED**

**D. PSCFA Webpage updates**

- a. Add two new pages to the PSCFA website:
    1. An educational resource page that would include research and support for the benefits of Forensics. (This could be used to recruit students and also to persuade Administrators of schools to support Forensics programs.) PSCFA was asked to draft a letter explaining the value of a Forensics program, linking to this page, that could be given to school administrators.
- \*Skip Rutledge, Gary Rybold, and David Hale volunteered to serve

as a committee in charge of this page.

2. A page where schools can advertise their programs. This would help recruit competitors, grad students, or faculty job openings. Each school could answer questions about culture and "fit" as well as skills needed and monies available.

## **PASSED**

### **E. Building ties with NCFA**

- a. Add the language "and NCFA" to by laws with regard to who we invite to the coaches conference

## **PASSED**

### **F. NCFA representation**

- a. The PSCFA executive committee will attempt to send a representative to the NCFA coaches conference and, budget permitting, provide them with a stipend not to exceed 200 dollars.

## **PASSED**

### **G. Public Forum**

- a. Adopt NEDA or Public Forum debate to the fall and spring championship tournaments

Upon discussion this proposal was found to be out of order as it had not been presented to the body at least thirty days before the Fall Coaches Conference. The constitution and by-laws stipulates that all new events must be presented to the body via proposal at least thirty days before the coaches conference.

## **WITHDRAWN**

### **VI. New Business**

- A. With the split of the executive secretary position April Griffin took over as treasurer since she had previous training from Cindy Phu. A vote was held for the position of secretary. Heidi Ochoa was nominated and voted in as the new secretary to be effective this year. This year Heidi will train as secretary and the following year will train in the basics of treasurer.

- B. Roxan Arntson brought a proposal from the floor
  - i. Change the wording in the constitution from impromptu will use quotations only to include other types of media, including but not limited to grab bag, art, objects, slogans, etc.
  - ii. This was passed, however the constitution already indicates “quotations, slogans, etc”
  - iii. Wording will be added to include “grab bag, objects, etc”

## **PASSED**

- C. Barry Regan brought forth a proposal from Matt Volz
  - i. To include an ESL division in impromptu at the 2015 cool off tournament only

## **PASSED**

- D. Libby Curiel brought forth a proposal from the floor
  - i. The host school/body of the coaches conference and spring meeting at the cool off will livestream the business meeting if it requires no additional cost to the body and the hosts have the appropriate equipment available at no cost.

## **PASSED**

- E. A committee was formed to discuss the options to help PSCFA provide financial forecasting to the body. Specifically, to have a more accurate way of providing the body with numbers and potential fee increases at the end of the spring semester year to year.
  - i. Committee members: Rolland Petrello, J. Edward Stevenson, David Hale, Grant Tovmasian, and April Griffin (treasurer)

## VII. Announcements/Discussion

- A. Donating sweepstakes trophies
  - a. If a school does not want to take home sweepstakes trophies they are encouraged to give them back to PSCFA as they do not have years on them and can be reused the following year.
- B. The SDSU Aztec Invitational will add CEDA this year in an effort to revitalize the event in the region.
- C. There are three generalist positions open in the San Diego Community College District. Two are at SD Mesa and one is at Mirimar College. All three positions close this week and are effective Spring 2016.

- D. Rio Hondo has a full time director of debate position. Applications are due in the coming weeks and the position will take effect in Spring 2016.
- E. The following schools anticipate having full time positions for the next academic year
  - a. PLNU
    - i. One forensics position
    - ii. One Managerial and Organizational Communication position (Generalist)
  - b. IVC
    - i. One full time forensics position
  - c. Moorpark
    - i. One debate full time forensics position
  - d. LA Valley
    - i. One forensics full time position
- F. Santiago Canyon College is looking for a part time instructor to take an 8 week class beginning in October on T\Th. Please contact Jared Kubicka-Miller if interested.
- G. The following new coaches were announced
  - a. PCC hired Jay Arntson full time
  - b. ELAC hired Adam Navarro full time
  - c. LA Valley hired Allison Bowman and Jimmy Gomez as part time coaches
  - d. David Hale is the new Director of IEs at CSULB
  - e. Cypress hired Josh House full time
  - f. LA City hired Sarah Crachiolo and Mike Kalustian as forensics coaches
  - g. Shelton Hill is the new DOF at Glendale Arizona