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MSDL Board Meeting Minutes
April 30, 2020 @ 7:00 PM
ZOOM meeting

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The meeting was called to order at 7:06 PM by the president, Greg Cunningham

Board Members in attendance
Joyce Albert, Joe Bowden, Scott Caron, Josh Cohen, Greg Cunningham, Sue Hennessey, Lisa Honeyman, Jim Honeyman, Sheryl Kaczmarek, Chris Sheldon, and PJ Wexler

We were joined for the first part of the meeting by past presidents/previous board members: Sarah Donnelly & Amanda Parker.

1. States overall issues to resolve

• **What event to test Chris Palmer's new software?**

   After a bit of discussion, we agreed to let Chris Palmer pick which event he'd like to try it with.

• **Dispatching folks to breakout rooms**

   We talked about some of the issues inherent with this process.

• **Zoom accounts**

   Can we get these soon so that everyone running the tournament gets a chance to learn how to use the features? Jim will look into this on Friday (May 1) and get some accounts set up.

• **Manual**

   We need to write a manual for folks so they know how to use Zoom. Joe B. sent us the Wyoming manual so that we have a template to work off of.

• **Recruit Judges**

   We're worried about judge numbers because we may need up to 40 people to be Zoom Room managers. We can't pull all those people out of the judge pool and still have enough judges to run the tournament. We talked about reaching out to other leagues to recruit some responsible helpers. Greg will start a Google.doc so we can keep track of recruits who have agreed to help us out. Sarah requested that Greg write out a "job description" that we can use to recruit Zoom Room managers. Greg said he will do that.

• **Zoom Rooms**: How many do we really need?

   We can merge some events and that are small into one Zoom Room to cut down on the number of managers we need. We'll start with 20 and then see how many more we need once registration closes.

• **Separate sweepstakes**?

   Yes. Debate & Speech will have separate sweepstakes.

• **Connectivity issues by students (reach out to coaches?)**

   Students will need to reach out to their schools to get resources. In some towns schools have blocked school computers from Zoom. How do we help them participate? There is a Zoom App for phones. In fact, using the Zoom App on a phone or tablet can provide a better connection than on computers. The cameras are often better, too.

• **Home issues for students during performance**

What about kids with less than ideal home environments? Maybe we can let coaches communicate with students about it being OK to go outside to speak if it is quieter or a preformance is less likely to be disrupted there. If a speaker needs to mute for a time due to something happening at home, that is perfectly acceptable. We need to make sure judges are aware that students may not be able to control the circumstances at home. Give the student the benefit of the doubt.

- **Senior tribute (video)**

  Greg will take this project on. He will set up a form where kids can create a short video of themselves saying their name and school so he can splice them together and maybe put some music in the background. He would like these by May 13. We could maybe include some group photos from teams to put together something in advance of the awards ceremony.

- **Video permission form**

  - Every senior needs one in order to participate in the "senior tribute" video.

  - Is it worth the headache for all of the coaches to have to get all of these forms? Yes.

- **Assigning who does what**

- Lisa will be Zoom Room coordinator.

- We need a room form which Joyce, Greg, Josh & PJ would deal with tournament-wide issues as they arise. Perhaps a Google Hangout or Google Meets room. Always signed in would be Greg, Joyce, Josh & PJ. Others would stop in as needed. Greg will set this up.

- Joe will take on scheduling appointments on a Google spreadsheet with students & judges to check connectivity before the tournament begins. Basically, a pre-tournament Tech Check. He welcomes help.

- Chris will create a how-to video for judges. (Adam J. said we can use anything on his video that is helpful.)

- Extemp - need 18 questions for Domestic, Foreign & Economic. 12 for finals. Lisa will set up the document and recruit question writers.

- Sue H. will organize the video permission forms. We can make this a requirement that is linked through Tabroom. The form will be in Tabroom, too. Each coach will need to collect forms from their own students and then upload them in one big file.

- Joyce will set up the permission form link on Tabroom once Sue sends her the form.

- Someone needs to write Prep instructions for Extemp & Radio

- **Awards**

  Live streaming awards is desirable. But, in order to do this, we have to get forms from every student. We'll try to collect forms from all students and if we can't get them, maybe we'll have to reconsider.

- **Invitation**

  Joyce will post the invitation on Friday

  This is a living document, so people need to understand that there may be changes. There will be a date on which it was last updated listed on the document.

- **Zoom Bombing Plan**

Jim will write up instructions for Zoom Room Monitors so they know how to remove a disruptive participant and who to contact if there is an incident.

Information for Invitation

Timing: Judges will not provide time signals. Students may run their own timers in order to manage their performances, but the judge's time is the official time.

Stance: In all events, students may be seated or standing, but they must choose one. (They cannot start seated and then stand up in the middle of the performance, for example.)

Props & Costume: All usual rules regarding props and costumes apply for all events.

Background: If a computer generated background is used it may only be a single, solid color with no pattern.

Use of Tech: Students may use a microphone or headset, but these may not be used as props or to make non-vocal sound effects.

Camera: Only one camera may be used and that camera must remain stationary throughout the performance. The camera may not zoom in/out.

2. Speech states issues:

Reading events (KL, PL, PR, PO): Scripts must be used and be at least partially visible on camera.

POI: If students are using "binder tech" they must make sure it can be seen on camera.

INFO: Visuals may be manipulated as they would be in live performance. Modifications to make visuals suitable to video performance is allowed. No electronic visuals may be used.

DUO & MULT: Each Duo and Mult will perform separately for their judge.

Congress: Students need to make good use of their placard. Students can be seated or standing, but must pick one. (They can't sit down or stand up during a speech.)

Radio: We will provide a copy of the packet for the judges so that judges can check if they believe competitors have added material that was not in the packet.

3. Debate states issues:

Prep Time - Due to the logistical issues of online debating, change prep times to:

    PF: Instead of 3 minutes, allow 4
    LD: Instead of 4 minutes, allow 5
    CX: Instead of 8 minutes, allow 10

Tech Time - Joe has formulated language about how much time will be allowed for students to work out technical issues in rounds.

4. Set annual meeting agenda

On Saturday morning, Lisa will send Zoom link to people who have RSVPed to Greg. She will do this shortly before the 11:00 meeting.

1. Welcome

2. Roger Nix presentation

3. States

 Greg: Our vision - what we hope to accomplish with States this year - why live

 Joyce: Brief overview (how it differs for speech online)

 Josh: Brief overview (how it differs for debate online)

 PJ: Congress: Brief overview (how it differs online)

 Lisa: How we hope Zoom Rooms will work

 Chris: Give coaches a flavor of what being a judge will be like. And suggestions about how judges might go about managing their screen with their notes and ranks. Judge pool rooms (time slots - until released)

 Joe: Best practices for video

 Questions

5. New items? - none

Next meeting: 7:00-8:00 PM on Thursday, May 7, 2020.

Motion to adjourn: Kaczmarek
2nd: Cohen

Passed unanimously.

The meeting was adjourned at 9:28 PM by the president, Greg Cunningham.

Respectfully submitted,

--Lisa Honeyman

Clerk/secretary