

**Montana Creativity Quest Fall Board Meeting Minutes
September 22, 2000/September 23, 2000**

Present September 22:

Heather Geiger (Director)
Heide Arneson (Secretary)
Alean Skinner (Treasurer)
Melora Elliott, Lorrie Campbell, (South Central Region)
Roy Mears (Central Region)
Kathleen Dent (Southwest Region).

Get Acquainted – Introductions

Destination Imagination State Tournament 24 March Belgrade

Future Problem Solvers State Tournament March 30

South Central Region Tournament, Belgrade 24 February

Southwest Region, Hamilton 24 February

Central Region, Shelby March 3

Program Vote: Programs discussed last year, Odyssey of the Mind, Future Problem Solvers, Cognetics, Destination Imagination.

Roy Mears moved that we keep the Destination Imagination program as our creative problem solving offering for the 2000-2001 school year, Melora Elliott seconded. Vote: Alvin and Laura Jo McKamey, Sharon Lamar, Martha Kohlberg, Kathy Bernstein, Anne Castren, Karen Davidson vote yes by proxy, vote passes unanimously.

Heide Arneson moved that we keep the program that was in place for the prior school year unless another program is presented for consideration by June 10th of each year. Roy Mears seconded. Vote: all present voted aye. Anne Castren, Karen Davidson aye. Vote passes unanimously.

Souvenirs – What to order.

T-shirts and denim shirts may be offered, among other things, from DI.

State T-shirts: Discussed T-shirt pre-orders in assorted colors, then they can personalize, put their own team name, school, or town. Would need a T-shirt person. Could they order directly from the T-shirt company, where they handle the funds and maybe could do the personalizing. This might require getting another T-shirt for world, and then have it personalized. T-shirts available at tournaments would all be the same color, the color for globals. Or maybe a different T-shirt for globals, different logo, one color for all. This would require some research. Explore preorders for tshirts, for denim shirts. Need a state T-shirt coordinator.

Cat in the Hat hats went over great, baseball caps didn't.

Passports funded by DA Davidson. **Stickers** only for their challenge if offered (not necessary), different color ink pad for state.

Other souvenirs from Raymond Geddes – perpetual motion device/pen, maze pens (prefer mechanical pencils), preorder of challenge pins (early deadline), vector sphere (awfully expensive), metal slinkies, cube puzzles – brain teasers, animal noses (one box of 36 each per region, maybe two for the larger regions), water eels, magnetic sculptures, stretch and smile key chains, kaleidoscopes.

Books that looked like good resources: Costumes and Props, Drinking Straw Construction, Let's Put On A Show, The Art of Construction, (ask for donations on a regional level.)

Designs – Black T-shirt with flames, "Fired Up With Creativity" below, maybe Montana above. State pin with same pattern. Discussed Muddy Waters group pin. Maybe a quilt design, with each pin able to stand alone, with a full color postcard, life sized, to collect them on. Lewis and Clark in 2006, maybe next year begin, start collecting ideas now.

Recess until 8am 23 September.

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Present September 23:

Anne Castren (Northwest Region)
Karen Davidson (Southeast Region)
Heather Geiger (Director)
Heide Arneson (Secretary)
Alean Skinner (Treasurer)
Melora Elliott, Lorrie Campbell, (South Central Region)
Roy Mears (Central Region)
Kathleen Dent (Southwest Region).

Roy moved to approve the spring meeting minutes. Kathleen Dent seconded, motion passed unanimously.

Treasurers Report: Checking Account Balance - \$13,830.65

Heather proposes putting a substantial amount of money into a Money Market Account, where we can write three checks a month without penalty. Money Market rates are about the same as certificate of deposit at the present time, which is significantly higher than the interest we earn for our checking account.

Send thank you to Mr. Jovick for legal help in dissolving Montana Odyssey of the Mind.

PRESENTATION OF THIS YEAR'S BUDGET:

Discussion of income: cake walk, raffles. Consensus was to draw each of the two airline tickets separately.

Discussion of expenses: Copying, fall meeting, mileage, telephone bills, plane fare to meetings at headquarters, incentives, state meet, budgeted shortfall last year \$17,150, actual shortfall \$1,999.21, corrected budget will be sent out.

This year's budget, projected shortfall \$14,475.00. Registrations do not include any growth. Sale of items also conservative. Fall meeting, secretary, treasurer, director were included, so mileage should be \$1150, including all these items. Thank yous include plaques for corporate sponsors, most sponsors already have plaques, plus we have three left, so costs should be less this year.

Raffle ticket printing, try to get bids from local vendors.

Have \$500 back from 501(c) 3 application as application was for Montana Odyssey of the Mind. If you are a fledgling organization, you will only get a temporary granting until you have three years of books. The consensus is that we will wait the three years and apply for a permanent non-profit status at the time, with the understanding that if we changed programs or there was a question as to the non-profit status of our sponsor (Destination Imagination at the present), we could apply at that time. This saves us \$500 for the year. \$6450-500 gives us \$5950 for the total projected state expenses.

Tournament expense, only five tournaments, \$450 per region (some will be more, some will be less.) Rent includes custodial fees. Insurance through national organization, but school may ask for liability insurance to cover school district. While it has only been asked for once, we need to budget for it. Plumbing, injuries, or damage to gym floors are possibilities.

Incentives – consensus is yes, the executive board will set up to five deadline targets for regional directors. Regional directors will receive \$10 for their personal use for each target they meet.

Workshops, AGATE, 4H Congress – high school level.

18 sets of resource materials at \$200 a set is a target, with a goal of having three full sets for each region. \$500 is our budgeted amount for this year and we will be soliciting grants and/or donations to achieve the goal.

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Regional directors don't feel that they need a copy of what is sent to each school, they just need a list of what has been sent out by state so they don't duplicate efforts.

World Finals is what was raised for their funds and a gift.

Total expenses comes to \$37,975-\$1500(World Finals adjustment) -\$950 (tournament expenses and 501 (c) 3 expenses) = \$35,525 corrected total expense, projecting a shortfall of \$12,025. Keep in mind these are conservative estimates for income and total expense if we had to pay out for everything (such as judges fees and in-kind donations.) Even small local donations for regional tournaments can help in the overall picture.

The Montana Office of Public Instruction sent us back (after fall meeting expenses paid) \$12,506 to fund Montana Creativity Quest.

REPORTS FROM STATE DIRECTOR:

Membership counts for 1999-2000, There was a total of 60 memberships last year which was down from 100 the previous year . 137 teams registered, 128 competed (teams either dropped out or were primary). 54 memberships were at state, 90 teams. 113 judges at state. Refer to complete summary attached.

Cell phones will be donated for the state tournament. Will have a buzzer so if in competition will be paged and can call as soon as over.

Laptops and software donations: two laptops from EDS and software (Microsoft Professional Office) from RAM Electronics.

What to send state office and when: Heather handed out a Regional director's checklist and other forms. Incentive items are in bold on Region Director's Checklist. Final Budget Report (yellow). Team Count Worksheet (salmon) As you get your registrations in, fill out the green registration money forms.

Do we want to charge a fee for primary teams? They were performance only, now judged and full paperwork. Will need to be worked into schedule. Consensus is to charge a lesser fee to cover additional expenses generated by judging them.

Heide Arneson moved to charge a fee to primary teams to cover expenses, with the following structure: \$20 Early Bird registration, \$30 Regular registration, money to be refunded if cancelled by January 15. Seconded by Melora Elliott. Vote: motion passes unanimously.

Site needs for challenges: Triplicity 16 X 16 foot area. (most likely will need a gym.) Improv also requires a large area. Usually half the space is performance and judges, half the space is for audience. Check in/prep area in one room, performance in another is ideal situation, with a place to store props if there is enough room.

Collecting improv items – start collecting now the type of things, start a box for paper towel rolls and other items that you might otherwise throw away. Make sure you have a label if they want it to be returned and have a procedure for returning/collecting improv items. (maybe timing judge, not prep area judge.)

POLICY CONSIDERATIONS

Membership policy for placing students on teams, suggest run by principal/ administrator. One copy goes to principal/administrator, one to regional director, with copies to each parent. Policy for kicking off the team, proper behavior, (Sixth team, or more members than coaches, or one wants to do a challenge another team is doing.) Cutoff date for second passport number (have to

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have applied for second membership by January 15th, cutoff date.) Have them fax it in so they can get their number the quickest. Check in mail with hard copy, application faxed on this date. Kathleen Dent moved that each membership set a policy for placing members on a team (whether first come first serve, or fully formed teams), and removal for improper behavior. Copies of this policy should go to the Regional Director, membership principal or administrator, and to each parent of students expressing an interest in participating. Seconded by Lorrie Campbell. Vote: motion passes unanimously.

Alean Skinner moved that January 15 be the cutoff date for application for any additional membership for more than one team doing the same challenge per level. Seconded by Roy Mears. Vote: motion passed unanimously.

Anne Castren moved to accept Alean Skinner as treasurer, seconded by Roy Mears, motion passed unanimously.

To be a membership driven organization, members need to have more participation, a regional director has to be in place by September 1. A second member, member-at-large, should be chosen by the regional membership by the state fall board meeting (possibly during the regional spring tournament and able to attend the spring board meeting as an observer.)

Set a goal of developing a structure to be self-sustaining. Term limits. Take back to membership. Short and long term goals. Need more public relations. Teams going to Globals are good news items. Letter to schools through AGATE newsletter and Montana School Administrators newsletter. Ask each region to do at least two promotional events (send a suggested list and sample items.)

Communications with memberships: Put on web site
budget,
board meeting,
agenda,
summary of minutes (detailed minutes available through regional director.)
Announcements of meetings,
during cake walk at least one representative from each team (parent or coach) to elect board members, let them know what we need, set a firm time limit.
Fall meeting on web site.
Timing of communications, who sends what, smaller amounts of stuff in a mailing (particularly email.)
Recruiting for schools should happen in the spring.
 Invite non-participants to see regional tournament,
 send major mailing in spring so schools can plan for the next school year.
List of what coordinators should mail.
Use as many forms of communication as possible. Don't send forms and extended communications by email. Ask them to check email at least once a week.

Reminders and such.

Communication survey on dini web site. Please request all memberships fill out survey. Heather will send out information when survey is up and running.

RECRUITING

Memberships – DI Clubs, Summer Enrichment Programs (pay staff through funds) – start small with workshops and day camps, have schools that did not participate have an assembly of teams that went to state or are going to state. Invite those not participating to your tournaments.

Judges – non-participating schools, have participated in the past or may participate in the future, service organizations, senior or retired volunteers, past coaches, past judges, businesses that

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advocate service to the community or ingenuity and innovation, if these people can't ask them to recommend a judge,

Sponsors – teamwork or problem solving a company focus.

Recruiting teams: See Memberships

Volunteers – service organizations, high school community service,

Help make it easy for the coordinator –

Heather also mentioned the following items

Regions need to begin recruiting judges in November and need to set training date early so memberships can tell their judges what dates to set aside for DI. She also would like to put these things on the web site.

Regions should send tips for recruiting judges as well as date of judges training when they send the memberships the team registration form.

Make sure the registration form you send to teams has the correct address where they should send the form and money.

Make sure you have someone who can be a coordinator for your tournament volunteers so the RD does not have to greet them and tell them where to work. Communications with volunteers is vitally important.

The membership sign has been returned to the challenges but is not judged.

Teams paying with a purchase order need to have a bill sent to the school district for them to pay you. Send these bills out ASAP since the turn around can be 6 to 8 weeks to receive the money.

Items not on agenda, state wrap up, items for regions, (HEATHER)

Destination Imagination is not providing confirmation of membership if they are downloading. Heather will send a postcard to each membership with their passport number and paid status. Headquarters is sending a receipt when the Purchase Order is paid but that usually goes to the business office and the coordinator does not know it has been received.

Downloading materials, may need to help memberships with that.

Send timeline earlier

FAQs on web site, Heather plans to put a FAQ page up on the web site some of the following topics will be addressed. 1) too many people for one team (split, try to find two more), 2) how late is too late to get started, 3) at what level do we compete, 4) clarifications, 5) guest passes, 6) Resources for Structures teams, 7) What is the cut off date for purchasing a second membership. 8) Can we add team members, 9) Do we need a membership sign, 10) What are copy right rules, 11) do all 7 have to do the Instant challenges, 12) What does it cost and what do we get for our money.

TEAM REGISTRATION FORM FOR TOURNAMENTS

*** Need to design team registration form to be user friendly, with a space for the return address, regional director. Must include team information: membership name, passport number, challenge, level, Coach(es) – space for two with email if they have one with a note to check their email weekly and if coaching more than one team, team members, guest pass – check if applicable, place for special needs, grade or birth date (based on how the membership is done), deadlines and prices and Early Bird check box and check or purchase order number and name and

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address, with a place to put date received, and judges info (name, address, phone, email – must be initialed by judge with checkbox whether can go on to state or not.) and two spots for volunteers (same info) Cancellation must be received by January 15th in order to be refunded. One sheet front and back, page one of two, reverse must be completed, WE NEED RETURN ADDRESS FOR EACH REGION. Make checks payable to MTCQ – return address: Space to cut between volunteer info and judge info. Additional sheet on recruiting judges, that they will (must) be trained. Regional should provide an info sheet of what is expected and dates.

Make a bill format for purchase order.

COORDINATOR HANDBOOK – how to develop a membership policy, what to charge each kid for participation fee, different ways to get funds, coordinator's checklist, how to download, how to recruit judges and volunteers, what to give parents (policy, expectations, general info), registration deadlines and requirements, duties of a buddy coordinator, what to give coaches - drafts of things they can hand out (schedules, coaches particular expectations, schedules – meetings, snacks, supervision, coach needs info sheet on parent contact info – cell phone, best time to contact, back up numbers, any concerns – allergies, health problems, ...) Snack ideas: dinner meetings, fund for snacks, bring storable stuff at the beginning, snack schedule (not candy, or suggested foods),

REGION SIZES - When is a region too small to have a tournament. Laura Jo and Alvin requested that we discuss whether it wouldn't be more economically sound to just send teams from small regions to state rather than having a regional tournament. They asked that we discuss if a region had less than 20 teams if that was too small for a regional tournament. They felt this would save money not to have these tournaments and that most teams from these smaller regions advance to state anyhow.

Heather felt these were valid points but felt the teams needed to go through regional tournaments because 1) it is the only chance they get to have for feedback on their solutions before state, 2) It helps train judges for state, 3) Is it fair to the teams in larger regions who have to go through a regional when others don't, and 4) Are the teams who do not have a regional at a disadvantage because they did not get any feedback and know what to improve before state?

Karen Davidson agreed with Heather that it would be disadvantageous for the teams not to have a regional tournament. They need that experience before state. She definitely would not want her teams going to state without having done regional first.

Kathleen Dent felt that kids should go through a regional competition. It is a chance for everybody to try even if they are not up to state competitive level. Some teams may also choose not to travel to state. Her region only had 18 teams last year and she would not have eliminated the regional competition. Every chance kids get to perform ups the quality or their work.

Roy Mears said he did not feel it was fair for either group of teams. Those who have gone might look at the small region teams as being given a free ride when the larger regions have to make it to state. He also agreed that those who would not have a regional would not know what to improve. He suggested that maybe we look at a compromise that teams go to another regional competition but their scores are compared only to their region. That way they would still get to go to state but would still have the feedback before state.

This was a discussion only topic and no action was taken at this time.

POWER POINT PRESENTATIONS available at www.vombo.org, under tips, introduction presentation. Another being updated, team manager training. Heather will let us know when the presentation is updated.

FORMS FOR TOURNAMENT: if they come like they did last year, Heather will put together a form packet to make it easier for regional directors.

***Ask at national about funding from Phillip Morris, substance abuse, part of the tobacco settlement.

Heide Arneson moved to adjourn, Roy Mears seconded, meeting adjourned at 3:15.