

Montana Creativity Quest, August 12-14, 2004

Present: Heather Geiger (Director), Heide Arneson (Secretary), Alean Skinner (Treasurer), Linda Adams (South Central), Laura Jo McKamey (North Central), Sharon Lamar (North West). Guests: Sally Skinner (product tester)

Get Acquainted - Introductions

Meeting called to order at 8:33 pm.

URLs Regional Directors need:

<http://annex.dionline.org> - one place to go to for DI materials and information, including prerelease information. Password is the same as for DI OnLine, your email address. Heather can reset your password for you if you don't remember it.

<http://www.dionline.org/diweek/index.htm> - everything from the DI Week CD from last year, such as recruiting presentations and other ideas.

Souvenirs - What to order:

We will reduce the price on the water bottles. They cost us \$6.50, and we were selling them for \$10.00, however we didn't get them to all regions (40 of 50 left.) We will lower the price to \$7.50, still making money. We will lower the price on the sweatshirts to \$20 from \$25. Not much else left. Using the company from which we have samples (Raymond Geddes), if we have a lot left, we can return them. We got the hacky sack balls.

Wizard Hats and Cat-In-the Hat hats. Heather had to return almost all of Cat hats last time, but they were imprinted. There have been requests for the wizard hats. What about a jester hat? Beanies are a no, wizard hats are YES (on sale at Oriental Trading Company.) Cat-In-The-Hat without anything written on them would probably go (RINCO on sale.) Light up devices sell well, but we can't turn our lights off. Could we arrange a "dark room"? What about putty (vomit or with bugs in it?) Not good if there is carpet, which there is at the state tournament. Are there other big ticket items we should consider? We don't know the logo items yet. The flashing teeth were a hot item. The items that you break open that light up for a while aren't good. Hacky sacks better from Geddes, as the other sources have a hemp odor. Feather hats are also a good idea. Flashing rings? Sounds good.

Sally, our tester, has some feedback on cool items from Raymond Geddes (which we can return the unsold items): the flashy feathered pen was cool and writes (state , .79, \$2.50), cush pen(cool, for regionals, \$.59 sell for \$1.50), shock locks (pink, purple, red, orange, blue, regional item \$.59 for \$1.50, one set of a dozen per region, add more for state if needed), twister eraser (\$.19, sell for \$.50 - ten to each region? NO), Prismatics mechanical pencils (lid hard to get off, NO), fighting frogs pen (lights up when you write, \$.72 at state only, \$2.50), mini pod pen (too many pens), quick draw key chain pen (state, \$1.13, sell for \$3,) mini stamper pens (don't work very well-hard to work, NO), moody mood rings (move fast, \$.71 each, are they worth it? Would be too much, NO), quasar key chains (light up, six at each region went fast, \$.59 for \$1.50, for regionals), Mars mud ball (bounces, not too high, not soft enough to mush into carpets, cool color, \$.52, sell for \$1, region), Blimp pen (too many pens.) Water eels, state only. Broadway Birds pens \$1.13 sell for \$3.00, or wait til next year)

Medium interest: Strike 3 mechanical pen/pencil, but it doesn't work right, Mech Five mechanical pencils (no erasers), Switchmaster better, though quits working if twist too hard (.59, sell for \$1.25), {RetroPet (pet pencil grip, doesn't fit on regular pencils, more for younger kids) .43 - sell for \$1 with pencil, Pet Prints Memo Pad .59 matches RetroPet, have cheap pencils and sell as a package (for \$2.50 at state), rest of pencils \$1.00, hJUST GO WITH THE PETS- pads just for state, sell them with a pencil, one or two types for each region, all of them for state,} Zookers pen holders (suction cup), QuickConnect erasers (we would like a sample.), Heat Wave pencils (change color as you hold them - only somewhat)

Need to keep some WOW stuff for state that isn't for sale at regionals, maybe have just two types as regions, more at state.

Cheapest pencils \$.05 each, could bundle with RetroPets.

Imprinted items will know in October or so. Hats will be on consignment, wizard at region, feather hats at state - something new.

Lot of white "IncreDIble" shirts left, will go back regions to sell again. New shirt, "All I ever learned...", imprint on back, add Montana Destination Imagination Official, Got Milk on shoulder to have them paid for - except for sponsors (or just Montana Destination Imagination or our logo on the front, plus one for each sponsor with imprint on front, signed in the chill out room (got a Thank You from 3M for the thank you note), then ones at state without "official" logo. Unless there is a group buy on appraisers shirts, way cheaper. Sell as "autograph" shirts at state. Give oversized posters to kids at region so they don't have to carry them. Or have one per team, having signing at awards for team manager.

Discussion of sponsors on shirt, right now no because of the milk sponsorship. Special Olympics has the sponsors in the O in "Share the Joy" Good idea for local shirts, or if we lose milk.

T-Shirts and Pins, Design Ideas, Colors, and Themes

Montana Kids at Globals last year came up with the idea for shirts and pins: Gold Minds of Creativity, royal blue shirt with a gold "mind", then for the pin a mine shaft with a mine cart that moves (like the fish from before), cart full of "minds". Do we want another pin, gold pan with "minds", or a pick axe - picking your brain, shovel to dig with... Heather has asked Lisa Marie Thiel's son to draft the shirt and pin design.

Do we want to give appraisers pins or hook on pens? Some appraisers collect pins. We could give the hook on pens as a gift, and have appraiser pins available for sale, or give them challenge pins. Our "thank you" gift budget has increased. It would be \$1.30 for imprinted pens, appraiser pins \$1.00, challenge pins about \$.75 each (prices are approximate.)

Board gifts - shirts were about \$15. Vests or long sleeve T-Shirts are possibilities, but if they need to be embroidered, they are more expensive.

Policy Regarding Parents of Global Team Members (revise): developed per Sharon Lamar's request. Problems to be addressed - parents sent an official looking letter...(HG), parents changed the rooming assignments without checking with Sharon, the students need to do things as a team, attend certain DI activities, manager let kids stay up until 2am, parents took some of the kids off and left others, some skipped meals, ... Need to compare it to sports, and security issues.

Montana Destination Imagination has a policy...for the protection/security of the students, so they can get the most out of the experience, the complete experience, the money raised to get the kids there are so that they can participate in the organized activities, they are there to compete, an educational event...compare to Olympics, global competition, although this may be a vacation for you as parents, the students are under the auspices of the team manager, part of the Montana Destination Imagination team representing the state of Montana, and need to adhere to the following policies and guidelines..., can't sign out any kid but your own (per school district/Montana school policy OR SPONSORING INSTITUTION and state DI policies - even if school policy says that it doesn't apply to out of state travel.) Since the purpose of fundraising was to send the students to participate, DI events will take precedence over other activities...,it is our policy that the teams abide by local school district policies for competition, PARENT CONTRACT. If don't sign contract, don't go. The meeting regarding this should include the students. Parents & students sign it. Bring the contracts with. This is the same as a basketball team travelling to represent Montana on a national or international level, liability and security issues. Liability for local sponsoring organization, team managers, state and international DI.

KISS - bullet the key points, maybe have Sharon work with her administration to make a contract AND a letter. (HG email this section to Sharon)

Bullets -

Events - DI takes precedence

Housing, travel and dining - team must stay together

Follow all DI rules, alcohol, curfew, ...

Rest of items and comparison to Olympics in letter, ask legal to read it over. Look at Minors Volunteering, school contracts, Montana High School Association (MHSA, includes all competitions, not just sports.) This is not a vacation for the kids.

Have an online board meeting in October to confirm this, try using instant messaging, maybe AOL or MSN.

DI Free - Policy/Proposal: Ability to have 25 free memberships, one packs, five per region, memberships that DID NOT exist last year. Libby, Eureka, St. Ignatius... Have to write our own proposal to get them, which will have to be approved to happen. We can use Nevada's as a template. See forms for changes.

Recess at 11:38 pm until Saturday Morning

Meeting called back into session at 8:57 am.

All present, with the addition of Peg Hartman (Helena, appointed member at large for South Central) Kisa Kron, Member at Large - Alumni Representative, Scholarship Recipient, Linda Troyer, South East. Appraiser Representative: Ernie Chang, treasurer of the international alumni association, challenge master for SerenDipity this year, and AmeriCorp in Helena. Quorum established.

Approval of minutes from spring meeting: Linda moved to approve as written, Sharon seconded, passed unanimously.

Treasurer's Report:

We have at this time \$6,264.81, plus a 6 month CD at the Manhattan State Bank for \$15,000, which will be available in December. At the completion of paying the bills for this training, we should have about \$21,000 for the year. Last year we made about \$3,500. We will need to discuss an expense, such as having Heather travel to the various regions for outreach and training. The other possibility is to build a one-year reserve, which will help us greatly if we lose milk, or there is another September 11th resulting in loss of donors.

Reports from State Director:

Report from May AD meeting: **Global Finals** was very successful. Heather had to miss the awards due to her son's graduation. Big Fork took first place, Manhattan Christian took third, no special awards this year. Second year in a row for Montana to have a first. Manhattan Christian's theme was divorce, quit tearing us apart, very moving. Helena had a major problem. They shipped their props on their flight, and they never arrived. Then the power supply didn't work, so they had to perform again at the end. Surprising that they didn't receive a Spirit of DI award for all their work, dumpster diving and soliciting from teams. The coach had to help them overcome a lot and paid for two of the team members to come. We need to provide that coach with recognition, such as one of the nice denim shirts. We can recognize her at region or state, not for the money, but for all she has done for the team. Helena has a special event coming up September 19th, so that would be a good time to give her the shirt along with a nice note or letter.

DI Extreme is just for university level, no advance work, a long instant challenge, something to consider to get university level involved. When do they pay their \$10 each (in advance to make sure they show up.) Do we charge them an additional state fee? Can create a team in advance or meet at the regional tournament. Possibly have the competition at region, with the judging as entertainment. Proposal: Have them pay \$70 to compete (in advance), then they get a rebate of half back when they show up. We can also ask them to be appraisers as well, then compete when they are done.

We asked to have a challenge, a shortened season, not this year. However, next year one of the challenges may be released on a later date. This will allow those who wanted a shortened season, especially for adults to have to make a September through May commitment is a long time. This would help to avoid burnout.

Here are the changes - Must pay to play, can't read the challenges until you pay for your membership. Summaries will be available. To get full challenge and Rules of the Road, must pay to play. There has been a problem with phantom teams, teams showing up who never registered, schools running their own program without paying.

Peggy asked how much Montana memberships charge team members to participate. Where it is a school district program, there are no charges. Many places had charged \$15, but that is no longer enough. Heather suggested \$25 per student, which would allow scholarships. Any remaining funds would apply to teams going forward in competition.

For memberships that are renewing, sign on to DI OnLine, hit Renew. You can do one at a time, as you recruit them. If you use a purchase order, once you provide the purchase order number, you are considered paid, with access to the challenges and annex. There will be a newsletter coming out to RDs and ADs. Everything will be posted September 1.

At Globals they announced they are piloting a new program, Tech Effects, a curriculum based challenge, where they are putting together all of the supplies (a kit with materials and curriculum.) This year's is simple machines, where they have to develop a Rube Goldberg machine. There are only three appraisers, but the team competes three times. The kit/curriculum is \$350 per team.

South Africa is a whole different ball of wax, using the activities to keep the kids out of trouble, away from HIV/AIDS. They get a one-page challenge every six weeks. We will not be getting a huge set of marketing materials, but will be getting a new one sheet poster (team manager and such.) Even though the old sheets have last year's challenge, they are still good as examples.

Using the annex, all officials will be able to receive materials online. Will most likely include appraisers.

How will the teams get the materials: After September 1, 2004, teams will need to have a paid membership. The passport creator will have full access to materials. Team managers who were not the creator will have access once the creator (AD or local coordinator) enters them in as a team manager for that membership. You will need email address and street address to register them. The email address is their user name, they don't need a different account for each email address they have, once set up they can create their password.

Notebooks, binders were passed out with the important forms RDs need to send to Heather – Expense Report, Team Count, Registrations, etc.

Break.

Appraiser Recruiting and Retention

Brainstorming:

Problems - showing up, inconsistent training, especially not familiar with instant challenge, getting experts/professionals instead of just other parents, being too critical, not constructive criticism, too nice and not specific, not asking good/right questions, harshness, interference from appraisers (you could have done better if...), not following scoring procedures, not filling out awards forms properly (what to award for, which award, maybe write up a bunch and then actually send in only the best, on Form "A good award includes...), appraisers need to use their full names, need to be specific on whether it is the team or an individual, and find out their name,

Recruiting Ideas - presentations to service organizations, churches, Montessori and private schools, retired teachers association, professional organizations, college service/professional organizations, chamber of commerce, local development organization, job service, Americorp/VISTAs, high school/college community service requirements, recent alumni (high school and college students - can be approved by RD if under 18, especially timer, score room), local arts council/coop or community theater,

How to recruit them - call them, ask to do short presentation, letter, open house, PTOs, presentation with kids, appraiser card, volunteer post card, ask to go to their board meetings, get in their newsletters/bulletins, appraiser brochure, newspaper or radio articles/PSAs, college office of community involvement

Appreciation Ideas/Retention - pin, shirt, food, thank you card or letter, Christmas card with schedule, have kids sign thank you cards (in registration packet,) social event, newspaper article/brief with their names (or thank you ad in paper), needs a handwritten note for greater impact, dates on a small piece of paper separate, or Thanksgiving with the dates, follow up with phone calls in December because they already have the dates,

Communication (Dates, Need for Training, etc.) - once you know you have them. Phone, email list, letter with dates, commitments, post cards, reminder postcard (training and tournaments), personal contact when possible, have challenge master or head appraiser call/contact them either before and/or after the training (have you downloaded, read it, have questions at training),

Alumni - bring a lot of energy, understand the importance/impact of appraisers, that they need to know the details of the challenge, philosophy. How do we find them - home addresses on registration, grade or birth date, if you can find one, they know where the others are. High school guidance counselors, reunion committees?, use our database back to 1999, send a graduation card asking them to let us know where they are going, ad in college newspaper, posters and contact person on campus, community involvement in high school or college, high school and college clubs, honor society, key club, Leo club,

What templates do we need:

*Script for recruiting phone call, cold call or returning

*Bulletin board notice

Letter to recruit

*Thanksgiving card

Graduation card/survey

*Newspaper ad/brief

General thank you card (puzzle)

Laura Jo has teacher letter, need follow up script
(sends to speech and drama coaches, need to make clear this is a longer commitment)

Confirmation/reminder emails (Laura Jo has a confirmation/TY letter)

Tournament card/letter (already done)

*Challenge master script (Sharon has a letter)

*Script to confirm name they got from team manager (email, data, what challenges might they have a child in, can they commit to the dates, can they commit to state)

*Letter to Counselors

Break into groups to develop templates, then break for lunch.

Return to go over templates, gather comments, and revise as necessary. Discussion and revision of each of the templates.

Proof read brochures.

Break.

Appraiser Training: What to do or not to do?

Make sure all appraisers are trained!

Make sure they are not appraising relatives or close friends (if have to use a parent, use them as time keeper.) Better to use parents as volunteers so they can trade times and observe their children.

Make sure they have all the date and time commitments for the tournament.

Make sure to help them understand that they must THOROUGHLY study the challenge. They may need to switch roles because of last minute changes.

Work with the Head Appraiser in advance of the training, review the challenge with them early on. There is an on-line forum for them to discuss their questions and communicate with the international challenge master. Regional Challenge Masters should be identified no later than November, which will give them the opportunity to study the challenge and participate in the forum. We can get them signed on. In January we can make sure that everything is in order, do we need to send for any clarifications on a statewide level.

Have your Regional Challenge Masters help you plan the training. WarrenBauder, use the beginning part of the training video, DI appraisal philosophy, what we expect out of them as appraisers. Also defines the different roles of the appraisers. Ignore the part with last year's challenges.

The Instant Challenge video was good, but used hands-on instead of using the one from the video. Watching the video scoring section can be helpful, especially for new appraisers in addition to doing the challenge.

Make sure the head appraiser has the names and contact information for all their appraisers.

Make sure they know the system for getting scores to the teams and the score room.

Make sure they know the rules for deductions. The deductions go with each item, and can't be greater than the total score (no negative numbers.) The deduction sheet must be filled out, lined through or with a zero to show that it has been done. If sheet doesn't come to the score room, we don't know if we are missing a deduction. Where is the Instant Challenge deduction coming from, Unsportsmanlike conduct, spirit .

All appraisers, do an ice breaker with them - get rid of that deer-in-the-headlights look. Examples: Divide into challenges, then centered on your challenge, develop a team cheer or jingle (which they can use to greet the teams at the tournament), or an Instant Challenge.

Make sure the appraisers sign in, so you know who is trained and who isn't. All appraisal training materials in color coded prong folders, Appraisal Training packets. (Heather went through packet contents.) Good questions for team managers. We need to update the rubrics for 1-30 (suggestion, break it up into 3s, break it into thirds twice and you have a score.) These are only suggested guidelines to help them decide.

Deduction guidelines also included. Need to have good questions to determine degree of interference.

There are no Improv items this year, except for Live RaDIo DI. No more grocery bags. (Still a good training technique for team managers, though.)

Make sure they understand the appraisal policy of awarding points. We are not there to criticize, not to be harsh, not to tell them how they could/should have done it. "What would you change?" is acceptable, but saying "You should consider changing..." is interference. Positive, constructive criticism without telling them what they need to do - otherwise it is interference.

Sticky note comments - would be a good part of training, and help in Instant Challenge. Appraiser work sheet for each appraiser per team, so they can use those notes and don't need to use sticky notes - don't want to use sticky notes for anything except positive comments. Or just a plain sheet with team labels, there often isn't enough room on the form with the squares. Transfer positive comments to sticky notes. This needs to be covered in training. Ernie suggested using a non-scoring person to take several digital pictures of each team to provide visual reminders. Maybe we can write a grant to someone who would fund us getting cameras, large enough chips, and rechargeable batteries.

Appraisers also need to understand what we mean by "level the playing field", about interference, that we are scoring creativity, not glitz, risk taking, not "been there, done that." Did interference give them that edge, if not use deduction to back off what they likely would have done on their own.

Qualities of good appraisers, talk about what makes a good appraiser. It is very important for the appraisers to talk to the teams. Make sure they know that they are expected to get up, look under things, interact with the kids. Treat every team the same, have to be up and give energy for all of them.

Make sure they know what DI is, not just the appraising, what process the kids have gone through to get to the tournament, the kids know that challenge better than the appraisers do, the appraisers should not have a "how" set in their mind, appreciate the creativity of the students, there is not a right answer, what the program is about. Laura Jo has a good game that would be a good ice breaker to show that there is not one right answer.

Make sure they know what happens at a tournament, the difference between long term (team) and instant challenges, what the teams schedule is like, what the appraisers schedule is like, what the score room's schedule is like. Asking kids, on the way into IC or as the prep area judge, have they done their IC/team already, short ice breaker (joke, comment, something to get the kids to lighten up, get them answering the questions.)

With all appraisers, cover the rules of the road that cover all appraisers, interference, sportsmanlike conduct. Then IC can cover their Rules of the Road, team challenges can cover theirs. Subjective versus objective scoring. Subjective, don't compare. They are not picking places, they are scoring each item they are assigned. The team/IC, other areas go into the score that determines placement.

Awards - we need to train a little more thoroughly on how to fill out the forms, using their full names, clearly identifying the team and the individual, and selecting the right award. Consider holding the awards until the end and selecting the top ones so they have merit. Bullets at the bottom of the awards form to make it easier for them to decide which is appropriate. The description must explain, in detail, why this is

out of the ordinary. In order to qualify this form, you must meet one or more of the following criteria, have a checklist. The description has to be clear to someone who has not seen the solution. Awards are on the worksheet, they need to use the worksheet. We need to train more on the worksheet, giving them more space for their comments. At end of judging, the appraisal team needs to review the award nominations and decide which have merit, which are the best, then check that the forms are correctly filled out and bring them to the score room. They need to be really outstanding. Awards panel after completion of judging. Needs to be done in private with the doors closed and only the appraisal team involved. They are "special" awards, not a pity award. It is ok not to make any nominations.

The kids are expecting them to give good, constructive comments. The more specific comment: "Great costume" isn't helpful, "Loved the bright colors on your tail" tells them something specific without interfering. Leave the "But..." or the "You should have..." off.

Send Instant Challenge off after you have covered the general. Now work with the team challenges in one group and IC in another.

Run first part of training video for all, then the second part for the team challenges, then have a real team give a short term solution. Go through the whole process, prep area, timer/announcer, (roles by challenge masters or experienced appraisers), through presenting scores, (and awards). Can use real live kids or group of experienced appraisers.

Cover the Rules of the Road for all team challenges, safety, cost, other major items you want all team challenge appraisal persons to know. Appoint one person as your Rules of the Road expert (in addition to the head appraiser.) Don't read the rules to them, they are adults. Motivate them to read on their own.

Make sure they understand the unified scoring system. Maybe have them practice the challenge, come up with various scoring scenarios. Need to go over any clarifications already published, and significant issues from forum. Practicing the challenge also can practice the scoring. Number cruncher needs to stay so they can go over the forms, what it is they are looking for. If scoring is divided up, have them highlight the ones they are scoring before they score so they fill in the right fields.

What not to do:

Do not wait until January to recruit.

Do not expect that they have read the challenge.

Do not assume that they know all the DI terminology.

Do not assume that they have internet access (bring some hard copies for those that can't.) DI is tracking volunteers through the Annex, so encourage them if at all possible.

Do not run over time with your comments, keep on schedule.

Double check all contact information, don't assume it is correct. Don't assume that they check their email, ask them to check it on a regular basis. Ask them to call if they need to contact you immediately, especially if there is a change in availability. Make sure their appraisers know how to contact the head appraiser.

Do not schedule a training with too little time. You need 3-4 hours, at least 2 hours to go over their individual challenge. Don't forget to schedule breaks.

College students need to understand the consequences if they don't show up.

Don't figure they know what to do, make sure you visit their breakout sessions and follow up with the head appraiser.

Do not let them leave until they have chosen their appraising assignments, and have decided who will come set up the night before.

DO NOT ASSUME THE NUMBER CRUNCHER KNOWS WHAT THEY ARE DOING.

Make sure they understand what the scoring needs are for the challenge, and that the forms are in the proper order. Make sure the highlighted fields are filled out, the required ones that have to agree. Put checklist on the inside of the folder. The checklist should have what they need to check for their challenge. Numbers are clear and erasures are complete.

Make sure they know that they can not go in the score room and take scores. They must approach the score room master. We need to lock the hall to Instant Challenge and the Score Room. Someone who needs to talk to the score room needs to be escorted to the score room. Everyone must be escorted into the area.

Baseline scoring and hold first three scores (they need to be scored, but not sent to the score room in case they decide they need to make adjustments.) The number cruncher should check over each set as they are score, not wait for all three.

Break and dinner. Sharon Lamar departed.

Discussion with Ernie about goals of the DI alumni, and our goals, which would likely require a new website as AOL would not support what we need. One of the inexpensive hosts, or even a donation from Little Apple Tech might make it possible.

Old Business:

Team Registration Procedure - We need a better way to get the forms back completely filled out. The form will be online, but can we manage to make it so they can submit it online? The font is small because if we didn't have it all on the front page, it doesn't get filled out. Ernie asked if we give a five pack discount. We are about in the middle for state fees as we only charge one fee per team.

Laura Jo asks that the information for who to send it to goes to the very top of the paper. Put a box around it so it stands out. **WE MUST HAVE TEAM MANAGER INFORMATION, PLUS TEAM CHALLENGE INFORMATION.** Since January 15th is the last date a team can register, teams can change their challenge up to that date. Ask them to please let the RD know as soon as possible, but they can't change the challenge after that date.

Do we need to simplify the form, or have one side that is the preregistration, then the other side is the full registration. Discussion of providing just contact information for appraisers, rest will be gotten during phone call. (HG) Create an appraiser form which goes with the appraiser confirmation script and we get all the details at that time. Doing a preregistration and a registration gets too complicated.

First part team manager information and challenge. Team Registration form with appraisers and volunteers and checks to provide volunteers and money to pay for the competition, with a parent letter, scripts and suggestions for recruiting appraisers and volunteers. No preregistration as such, just a Tournament Registration. Changes are noted on tournament registration form.

We do need to move our website. One problem is that many schools block access to AOL websites.

Regional Board Member Duties - Heather distributed Board Roles/Members list of roles and suggested task assignments. We have had success with three co-RDs, and it is more than one person can do. Even with three, it is even better if the duties are divided further. It is hard to recruit those board members, but once they are on board, it is easier to divide up duties. Many hands make light work. These are suggested templates to give each RD a starting point. Maybe the first year give away just two tasks, but it will take a lot of hand holding. First year ask them to commit for that school year (you will need to hold their hand.)

The second year, if you want them back, ask them to commit for two years, one year to do it (on their own and ask them to document what they do), the second year to train someone.
How to start a board - ask each membership to provide a board member, doesn't have to be their coordinator, can be a parent. They would help either fulfill a role or find someone to fulfill that role (or share it with them.) Some job descriptions are in your tournament set up guide.

If the duty doesn't work out, maybe assign them a different duty for the next year. There are duties, such as signs, that people can take home to work on. Another idea is to have a sign up for parents at regional (and maybe state too) while parents are still excited to get them to commit to helping out the next year. A sign up table and posters would help.

Fundraiser with Fish Pins - The Muddy Water swamp pin had a little trout. We had to buy 170 of the sets, and we have lots of Muddy Water swamps with Muddy Water fish. We bought make the Montana fish. We had previously thought that we could make a business card to donate to DI. We sell the fish to them for \$1, or have them sell the fish for a minimum donation of... (they can keep a portion of the proceeds.) It would also promote the program. We have about 350 fish. We could partner with the fishing supply stores. We could sell them for \$1, with a card that a portion of the proceeds, and info on the program. Who will go market these - our friends in the fishing business. Have two options, either they buy and have them, or they have them for us for a minimum donation of...

New Business:

New Challenges: Site Needs -

Improving Along doesn't seem to have any extraordinary needs, just an 8 X 10 site.

Dizzy Derby needs 20 X 20 site, plus appraisers and audience, so most likely needs a gym.

Sudden SerenDipity and Live! It's RaDIo DI both require 8 X 10 rooms.

Designing Bridges is a 16 X 16 area, a gym or activity room (the band room.)

The challenges look pretty decently written, but Dizzy Derby and Designing Bridges are about eleven pages.

Heather reviewed the summaries of the challenges.

Team/Membership Recruitment -

To recruit new teams, Heather suggests that each region have an activity, a Creativity Fun Day, such as an improv day. It can be a fundraiser or awareness event. You can always have someone else raise money from the lunch (another local club.) Heather has developed Instant Challenge Day events. Make sure you charge enough to cover expenses. Earlier in the year great for recruiting, later in the year great for helping teams understand what Instant Challenges are. Call it whatever you want, ICE Days (Instant Challenge Energizers), DI Day Camp, maybe have secondary teams help or even organize it. Can also be done in conjunction with IC training for parents and team managers, can even invite Boy Scouts, Girl Scouts, Boys & Girls Club, after school programs, ... Ask each to bring two adults for each of X number of students. Or have the parents come back, given them a briefing, then show their demonstrations. Or have each team bring all the materials for X teams to do the challenge. They do the challenges (not their own) and their team managers judge the teams doing "their" problem. Another was to have a team judge another team.

Billings is one area we have lost lots of teams. There are many instant challenges available to use. Heather handed out examples of several different schedules of activities. A Creativity Day in the fall would be a great way to expand the program, seeing if MSU-Billings would allow credit for team managers.

Regional Needs - DI Free should help us with new teams. Heather will apply for it, then will ask each region who they would like to target. Heather will draft the cover letter and forms. Target at least ten, with it based on the priorities. Remember, they still need to pay tournament registration fees to compete. It was noticed that the state brochure needed to be revised to reflect Tournament Registration Fee instead of state registration fee.

State Meet - will be in Manhattan April 2nd, 2005. There will be no basketball tournament this year. We should have the entire complex to ourselves. The regional meet will be held in Belgrade, date to be determined.

Cakewalk becoming blase, we are getting less income. We are thinking of doing something different at state, maybe Bingo. Instead of cakes, we can ask them to bring a bingo item valued at \$5-\$10. We can rent bingo equipment from Thompson Rental for \$15. Comes with cards that have doors that slide shut. \$1 for card makes it simple, applies to all ages. Look into punch out cards, so once they are used, they are gone. We will have to check into it. Check into state regulations regarding gambling. Will need to have a way to track numbers to double-check them. Maybe six for five dollars. Different color cards to keep track. Will need bingo caller and many people to collect dollars and hand out cards. Carpenter belts. Spotters for winners. Need a prize coordinator to coordinate the prizes. Need whistles for the spotters.

Duties of State Board at Tournament. If you can't take a duty, you will need to appoint a replacement. We need ALL the board members to run the tournament. We need a volunteer coordinator for volunteers to check in, tells them where they eat (if they qualify or not), where they go, who they see.

Board Meeting at State Tournament, ALL board members, not just one representative from each region. If regional directors send their reports in advance, can email in advance. If RDs send regional report to the MTDI list, it will go to all board members. By sending them in advance, the executive committee should be able to select the topics that will require a face to face discussion, keeping the board meeting to under an hour. Heather will set the deadline to allow the executive committee time to select topics for the agenda.

Meeting recessed at 9:55 pm until after breakfast.

Budget Discussions:

Registrations based on 107 teams, last year's 90 plus 2 new teams plus 15 of the 25 DI Free teams.

Sale of items kept the same to keep the income budget conservative.

Interest went down, so we kept it down.

World Finals income/expenses are a wash.

Donations: Zoot has a community foundation budget, will talk to them about asking them for funds for digital cameras. EDS funding is year to year.

State Expenses: We were very conservative. We decreased our postage because we have been spending less and don't plan any major mailings. Fed Ex for shipping whenever possible was cheaper than the post office.

Equipment: will buy a postage scale, can go online, so it will be much more convenient. In the future, we will have to replace the printer. Printer cartridge costs will be a factor, and may look at 3-in-one.

Fall Meeting: Mileage total adjusted, actual fall meeting costs used.

Phone: less since we have begun using MCI phone cards.

Thank You's: Higher, pins for appraisers, board gifts, plaques for State sponsors. Muddy Waters pins aren't necessary, we will order them for any board members that want them. A \$20 cap for a board recognition gift was recommended.

State Director Travel is only for travel expenses to Global Finals.

Supplies: Have needed more ink, also supplies for the mass mailing. While we aren't doing the mass mailing, paper costs are going up so moved it to \$600.

Regional Expenses -

Tournament Costs higher because we added back Laura Jo's region, in case they have a tournament. With 107 teams, instead of \$10 per team, give back \$15 per team, so each region gets \$200 plus \$15 per team, which brings the total cost to \$2,600.

Ribbons and Certificates - costs low to lesson backlog, use up the MCQ materials. Heather will apply to the state for a "doing business as" MT DI. Instead of participant ribbons, how about going to certificates? Once the ribbons have been used up, that is something to seriously consider the following year. Keep medals at state? On nice paper, with stickers/seals.

Incentives: Leave as is, \$50 per region if they add five teams, and this WILL include the DI Free teams.

Regional Expenses:

Leave items for sale as is.

Trophies and Medals went up, but still didn't exceed the cost, so left the same.

No NCR forms now. Will not be in budget next year.

No training costs at State, so will remove next year.

Per Diem - we leave that as if all appraisers took their checks, even though many don't.

Title needs to be changed from "Judges" to "Appraisers", and "Lunches" to "Meals", because it includes breakfast, lunch, snack, as well as plates and utensils. Also under Awareness, Montana OM needs to be changed to Montana DI.

Bingo will be our entertainment, though should be \$0 in case we do need to add it back.

Find organizations that have the free printer, such as the Southwest Montana Building Industry Association (Mark Evans at GDC might know of others.) If we provide the paper, they may do it for free or a very low charge.

Awareness, no mass mailing this year. DI, Inc. has provided us with materials that we can use. HQ will rebate us for outreach up to \$300. We should consider a booth at a statewide organization, maybe AGATE, MEA, Catholic educators, private schools, or home schooling. Teachers aren't willing to take on anything else, as they are required to do so much within their school hours. We can make sure that they understand that the curriculum materials and activities meet federal standards.

Will drop Resource Materials as we aren't doing them right now.

No Muddy Waters this year. World Finals a wash.

Add Line Items under Regional Expenses, but not charged back to the regions:

Outreach: Mileage \$1,275
Meals \$700

Printing and miscellaneous costs will be paid for by the region.

Move to approve the budget be approved as amended: Laura Jo, 2nd Linda Adams, passed unanimously, motion carried.

Motion to approve DI Free proposal with corrections as noted, Laura Jo, Linda Adams seconded, passed unanimously, motion carried.

No action will be taken with the Global Finals policy or any of the other templates until they are completed and submitted to the board for approval. Target date is late October, not MEA weekend, not Halloween.

DI Free Status

Global Finals Parent Policy status

Alumni Status

Completed templates: templates will go out as developed, but any discussion can be held with the October meeting.

Move to adjourn: Laura Jo , Alean Skinner seconded, meeting adjourned at 11:08 am.