

Annual Montana Creativity Quest Meeting August 25-27, 2006

Friday Evening:

The meeting was called to order at 7:30 PM.

Those in attendance were: Heather Geiger, Director; Lee Hiltz, Secretary; Alean Skinner, Treasurer; Stewart Kirkpatrick, Affiliate Training Director; Laura Jo and Alvin McKamey, North Central Regional Directors; Linda Troyer and Kathy Adler, South East Regional Directors; Russell and Brigitte McKamey; and Peg Hartman.

A motion was made and seconded to approve the minutes of the March and April teleconferences. The motion passed.

Treasurer's Report: As of August 25, 2006 there is \$4,597.65 in the checking account, \$12,000 in the six-month CD, and \$63.10 in petty cash.

The board broke into three committees to 1) chose Instant Challenges for Creativity Day and Instant Challenge Day workshops; 2) sort and price souvenirs; and prepare kits for catapult challenge for Creativity Day.

Heather reviewed DI Extreme Express and presented the idea to use it with University groups to help recruit volunteers for workshops and tournaments.

At 9:30 PM a recess was called.

The meeting resumed at 8:30 AM Saturday, August 26.

Over breakfast there was a discussion on how to recruit volunteers and sponsors.

The board broke into committees to develop the following:

- ◆ Sponsor & Volunteer Request Templates
- ◆ Schedule for Creativity Day
 - Include Schedule for Day, PR, Set Up, Evaluation, Recruiting, Marketing, Registration, Etc.
- ◆ Schedule for IC Day/Skill Workshops
 - Include Schedule for Day, PR, Set Up, Evaluation, Recruiting, Marketing, Registration, Etc.
- ◆ Long Range Calendar

After an hour of committee work the groups reported back to the entire board for feedback and revision.

Calendar Committee: Linda, Heather, Russell

August: Fall Meeting

Secure dates and locations for Creativity Days, Team Manager Trainings, IC/Skill Workshops, Tournaments

Update Website with dates and membership information.

September:

Contact past memberships and team managers.
Creativity Days
Recruit Head appraisers and Challenge Masters

October: Follow-up on recruitment of memberships.

November:

Regions recruit appraisers: Calculate region recruited appraisers by figuring minimum number of appraisers is 35 less number of teams (each team must supply one appraiser)

December: Team manager question and answer at this time.

Team registrations due by Dec 1 for Early Bird (must also have appraiser in by Dec 15)

Appraiser Registrations due by Dec. 15
RD's bill teams depending on when appraiser info is received.

January: Skills and Instant Challenge Workshop

February: Showcases/Tournaments

March: State Meet
Board Conference Call – Regional Reports

April: Start recruiting for memberships for next year.
Follow up: Thank yous to sponsors and volunteers.
Fundraising for Globals teams

May, June, July Down time
Talk about program every chance you get.

It was felt that we need to develop a timeline that can be posted on the web and shared with Team Managers and sponsors. This would make us look more professional if there is a standardized schedule for when things happen and specific dates and locations will be communicated at the beginning of each year.

IC and Skills Workshops: Stu, Alvin, Kathy

The group recommended that we set up IC skill kits for workshops to include Instant Challenges, appraiser information, materials needed, and associated skills to be taught.

In the long term we want to pick 10 people who will travel to put on these workshops so that they are consistent. 5 to one region and 5 to another on the same date. Each Challenge and associated skill needs to be 30 to 45 minutes. Come up with a grid so that each area coordinator can figure out how to organize it depending on the number of teams in a room.

The region will still need volunteers but the leaders will come in and train their Instant Challenge. It is bet to have 6 Instant Challenges to make the matrix work. There should be an abstract with each Instant Challenge to highlight the skill sets we are trying to teach. We want these people to be professional.

Teams will evaluate each other at the workshops. There was discussion on whether there should be scores for the IC workshops and who would do that. The team of presenters will work on that. Since at this time there is no provision for scores there would be no awards at the workshops. The region may decide to give each team a bag/bucket of miscellaneous supplies they could use to create & solve instant challenges at home. We could also do a participant certificate for those at the workshop. Teams may attend more than one workshop but must attend at least one to move on to the showcase and tournaments. Also teams should be allowed to attend more than one regional showcase/tournament.

There was also discussion on whether the IC day should be mandatory. It was felt that each team should be required to attend but that the entire team did not have to be there. The RD should be the one to field the concerns about some team members not being able to come rather than announcing that partial teams would count.

Stu would like to set up the TM trainings to coincide with his work schedule. These would be about 2 ½ hour trainings.

It was also discussed that there be more follow-up with Team Managers on a regular basis. This can be done with weekly phone calls from past Team Managers or Regional Directors.

Sponsors and Volunteers Recruiting: Heide, Lee, Brigitte

Start 6 months in advance

Press releases need to be done at least 2 weeks in advance

Potential sources for volunteers and funds were mentioned:

Companies that are statewide or larger probably have a website

Local companies: look at who is listed with the Chamber of Commerce

Organizations

It is wise to have people make a pledge for 3 years

Important part is you need to do recognition. You need to set levels of recognition.

Thank you or recognition in tournament program.

Thank you ad in the local paper, personalize update on results.

Letter from Kids

Form Letter

Have a policy that you do not cash a check until you have sent form letter acknowledging receipt of check.

In terms of volunteers: have a list of three job descriptions we are looking for:

Small tasks – they do that, they do nothing else, and they help make that program successful.

Creativity Day Presentation: Laura Jo, Alean, Peg

These should be a charged event at \$5 per participant. These would be events to recruit new teams and team managers.

It was emphasized that adults need to know that they are required to be there and that this is as much for them to learn about the program as it is for the kids.

It was suggested to bill it as a family day, offer it as an event for PTO's and PTA's to use for community night. It was also suggested that you show the clip from Apollo 13 to emphasize this is what we teach.

Strategic Plan Review:

04-05 This was the situation prior to implementing the strategic plan.

05-06 *Infrastructure*

ATD and Webmaster were added.

Still no RD in Southwest region.

Do have template for state challenge sponsors but not for other grants.

Now have online team and appraiser registrations

Still need to develop potential grant source list and what we need to use money for.

Training

Did IC workshops in 3 of the 5 regions.

Appraiser training with showcases was well accepted.

Feedback forms for Central Challenge were well received.

Heather did present at AGATE and is working to get more DI Free teams from those contacts.

Recruitment

Did not institute TM mentors continue in 06-07

ATD visited 1 or 2 schools but there was no success.

New memberships came through word of mouth not active recruiting.

Need information packet that can go with puzzle cards.

One After School Program received a DI Free Membership. Continue in 06-07.

Did not invite non participating schools & after school programs to events. Continue in

06-07

Events

Held 4 IC Days, 4 Regional Showcases and 1 Affiliate Tournament.

06-07

Infrastructure

Added Marketing assistant.

Secretary will also be in charge of sales this year. Also need to institute a 2 person counting of money from sales and raffle.

Will work with UofM Dept of Ed and maybe new memberships to help find an RD for SW region.

ATD, AD, and RDs will be responsible for membership recruitment but regions are encouraged to find a volunteer to do that.

No one designated yet to work on Corporate Relations.

Not ready to apply for major grant until we get a more professional look with timeline well established.

Training

ATD will attend ATD training workshop

ATD will set training schedule based on his travel schedule & AD will fill in with trainings in Bozeman and Billings.

AD will do Challenge Master Training.

RDs need to recruit Head appraisers early so they can be working with Challenge Masters. This should help appraiser training to be consistent throughout affiliate. AD will contact regions on how to conduct appraiser trainings.

Continue hands on training of appraisers at showcases.

Recruitment

All are encouraged to use suggestions by Sponsor/Volunteer committee to help recruit more volunteers.

TM retention vital. Call all past TMs to see if they are on board again or can help this year.

ATD to continue visiting potential memberships in particular private schools and after school organizations. Get cover letter of endorsement from Manhattan Christian Principal.

Each region should try to get one new membership and retain past members.

Start holding Creativity Days.

Events

Each region to have Instant Challenge Day separate from Showcase

Showcase will also have an IC for every team.

State Tournament will remain as in the past.

Team Manager Training:

Stu presented what he covers at Team Manager trainings and how it can be somewhat flexible as long as he knows in advance the audience he will have.

Heather presented two PowerPoint presentations to use to train teams and team managers about technical elements and structures. These will be sent to each region along with the Instant Challenges for Creativity Day and Instant Challenge Day.

Membership, Team, and Appraiser Registration

Heather showed the board what the new membership purchase system is like and what information headquarters will be collecting from memberships.

All team and appraiser information will be collected on the Montana website.

There was discussion on what changes should be made to the online team and appraiser registration forms.

There was also discussion on deadlines and incentives for getting registrations in on time. Biggest incentive is that appraiser registration is tied to Early Bird fee. Appraiser must be registered by December 15 to qualify for Early Bird Fee.

How to register teams needs to be addressed at Team Manager Trainings and in mailings. Also need to educate TMs on why they need to let us know if they are not coming to state.

Regional Showcases

Heather proposed that we make two changes to the showcases:

- 1) Return to having IC for all teams.
- 2) Have place awards for Central Challenge, Side Trips, and Instant Challenge.

The reasoning for these changes were based on the feeling from teams that they wanted to know how they did before deciding to go to State plus other teams felt that they needed to practice how IC would be at State prior to going to state.

After much discussion it was agreed to implement both proposals. Regions will need to have score rooms again. It was decided that we would continue with the Feedback forms but that they would be given to the Team Managers with their scores to help them when talking to their teams about how they did at the showcase. The Feedback forms will reflect the actual point values for each element. Team Managers need to receive these forms at training as well as at the showcase. Also TMs need to be informed that the scores from showcase involve appraisers who are just learning and that the score they get at showcase may not be truly representative of what they will get at state.

There was also discussion on how to assign appraisers if you only have 2 or 3 teams per challenge. In this case Heather suggested you have 3 to 4 appraisers assigned each of the two smaller challenges. Those who are not assigned to the first challenge would be the side trip and timer announcer appraisers for the second challenge and then flip for the other challenge.

Budget:

Income:

Income based on teams was decreased due to the decrease in teams last year. Everyone is encouraged to try to recruit new teams and retain past teams.

Due to not selling souvenirs at the regions there was a decrease in the sales amount. Regions will sell remaining souvenirs from last year at their events this year.

Raffle and Bingo money was decreased due to lower number of teams.

Donations were good considering we did not get the \$2600 from Milk. This amount was kept close to the same.

Expenses:

State Expenses: most will stay the same as last year.

Printing has been lowered due to lower costs from vendor.

Mileage has been increased to allow to increase reimbursement to 35 cents per mile for all reimbursement to be in line with the mileage reimbursement for the fall meeting. We need to develop a receipt for those who donate their mileage.

Fall Meeting costs were decreased since most people stayed in private homes.

Phone was increased to cover the bundle of Caller ID and Voice Mail to allow for DSL. Heather pays the DSL part.

Travel was increased due to increased airfare costs and sending the ATD to a workshop.

Thank yous and supplies were decreased.

Regional Expenses:

Tournament Costs were decreased due to a mathematical error.

Insurance was increased to pay for Creativity and Instant Challenge Days.

Outreach will help cover any expenses by the ATD and AD to regions for training.

State Meet

Supplies, Trophies and Medals was decreased due to lower actual costs.

After much discussion the total amount for the per diem stipends was lowered to adjust the reimbursement to be based on mileage and hotel costs. The hotel reimbursement will be ½ the average room rate for the blocks of room the AD gets for the state tournament about \$30 - \$35. The mileage will be \$25. Officials will be required to submit a receipt for their hotel room to receive that part of the reimbursement. It was felt that this change in policy needs to be communicated early to all appraisers. This was a cost cutting measure as well an equalizer between those who travel from greater distances than those who live in the host region of the State Tournament.

The Custodial Fee was also decreased because it was discovered that if we have a clean up crew take care of emptying the garbage, wiping out the sinks and cleaning the mirrors in the bathrooms, and making sure the bleachers in the gym are free of garbage cut the time for the custodians. Heather will work on finding a group of people who will take care of this during awards so that everyone can go home earlier.

Scholarship: It was agreed that we should request a larger donation from the scholarship sponsor.

Global Finals: There was discussion on the cost of the MudDI Waters Pin sets that we have been giving the teams. It was discussed that since we have been using half of the Bingo money to help pay for the scholarship we could use that money to help pay for the pins if we get a larger donation from the scholarship sponsor. Also it was felt we should try to get donations to help cover the cost of the MudDI Waters pins. There was also discussion on whether we should use some of the raffle money to pay for 1 shirt per team member and team manager and have the shirts say State Champion. Some felt that the cost of the shirt was easier for parents to pay than taking that money away from those who need it for travel and Global Fees. We also discussed whether we should give each team member 5 Montana Pin sets. Since costs are still a factor we will keep the pins and shirts an expense for the teams unless we can find sponsors to pay for that. The decision on the MudDI Waters pins, shirts and pins was tabled until January when we will know how many teams we have this year.

Heide moved to approve the budget and Alvin seconded. The motion passed.

Recruiting materials were given out and everyone helped put together supply bags and boxes for the Creativity and IC/Skill Days.

The meeting was adjourned at 11:15 AM.