

Quality Assurance Meeting minutes

Date: September 7th, 2005

In attendance: Karalee Kylo, Cori Mingear, Allison Negus, Jessica Elliott, Caysie Torrey

*Meeting was started by welcoming committee members and taking attendance.

Committee discussed the purpose of the Quality Assurance Committee as per the handbook and reviewed the committee positions and duties.

*It was decided that in most cases, the Q.A. Committee would try to have a discussion on the issue at hand through email. Once the season starts, we will probably need to have a monthly meeting to keep the communication going strong and discuss progress. It was stressed the Quick turnaround that the committee needs to have for violation appeals process.

***Fall Conference Role-** Each Q.A. Committee member will need to be very familiar with the rules and regulations in the Q.A. Handbook. No ONE member can approve any costume, music or choreography. Remember it must go to committee to be approved (no less than three committee members to make decision). Q.A. should be open and available for coach's questions and be prepared to take issues to committee.

Part I and Part II Trainings will be offered at upcoming DDCA Conference in October.

Committee discussed conference plan for educating coaches and potential judges.

Quality Assurance Handbook must be distributed and signed off by each School attending conference. Any school not present will have hard copy sent to them via snail mail after conference.

Karalee will ask at next board meeting if we can have a spot in the DDCA Booth for the handbook distribution. (Cori Mingear)

***NEEDS-**The committee also is in great need of video/DVD examples for the conference.

Karalee asked all board members, committee members and Judges Affiliation members to try to mail her any examples by Sept. 28th at:

**Karalee Kylo
395 S.E. 14th Place
Candy, Or. 97013**

***Judges Affiliation-**

Committee reviewed and approved the training materials that the Q.A. Trainers will use to educate the J.A. Judges Directors at the Fall Judges Training Sept. 24th at Southridge High.

***Q.A. Committee Contact List**

Needs to be confirmed by members prior to distribution. Karalee will work on having it updated by Coaches conference to hand out with Handbook.

***Q.A. Judges Competition sign up**

Committee Members present signed up to Judge competitions. Please contact Cori Mingear at coachcori@aol.com to pick a competition.

****Next Q.A. Committee meeting will not be until after conference. Date to be set at conference by committee.**

Quality Assurance Committee

Agenda September 7th, 2005

***Committee Welcome**

- Introduction/ purpose
- Committee descriptions

***Rules review/discussion**

- Chain of command
- Majority rules on team violation discussions/outcome
- email communication circle.....meeting if needed

***Trainer report**

- Part I trainings report
- Conference plan
- Visuals needed for conference
- Introduce training info. For JA Training session Sept. 24th

***Part II training video**

- Review examples
- Practice judging sheets

***Fall Conference Role**

- Coach contact/liaison
- Booth sign up needed?

***Meeting locations**

- Schedule now OR as needed/vote
- Committee contact sheet

