

SOUTHEASTERN THEATRE CONFERENCE, INC.
Connecting You to Opportunities in Theatre
Winter 2018
Executive Committee Meeting Minutes
Renaissance Charlotte Suites, Charlotte, NC 28217

MISSION: Connecting You to Opportunities in Theatre

VISION: SETC is the strongest and broadest network of theatre practitioners in the United States. We provide extensive resources and year-round opportunities for our constituents. Our services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals, and academicians. SETC energizes the practical, intellectual, and creative profile of theatre in America.

ExCom Voting Members

President: *Tiza Garland*
Vice President of Services: *Pat Gagliano*
Elected Past President: *Alan Litsey*
Vice President of Administration: *Jeff Gibson*
Secretary: *Maegan Azar*
Vice President of Finance: *David Wohl*
Vice President of States: *Lee Crouse*
Vice President of Divisions: *Amie Kisling*

Executive Director

Betsey Horth

5:15-7:00 — Executive Committee Meeting, January 5, 2018

- I. President *Tiza Garland* called the meeting to order at 5:19 pm.
- II. Roll Call by Secretary *Maegan Azar*
Present: President, *Tiza Garland*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of States, *Lee Crouse*; Vice President of Finance, *David Wohl*; and Elected Past President, *Alan Litsey*
Absent: Vice President of Divisions, *Amie Kisling*
Non-Voting in Attendance: Executive Director, *Betsey Horth*, Dean Slusser, and Rebecca Beasley
- III. Secretary *Maegan Azar* announced the recording of the meeting to ensure accuracy of the minutes.
- IV. President *Garland* appointed *Alan Litsey* as Parliamentarian.
- V. ***Jeff Gibson* made a motion to approve the September 2017 ExCom Minutes. *Pat Gagliano* second. Motion approved.**
- VI. Executive Director, *Betsey Horth* led a discussion on the SETC Professional Screening Auditions Survey Analysis.
 - A. The Professional Screening Auditions Task Force met last March. The Task Force sent out surveys to various constituents who have a stake in the Screening process. Those survey results were analyzed and compiled by Central Office (Jean Wentz and Betsey Horth, primarily). And then six individuals from the original Task Force analyzed the findings - April Marshall, Professional Services; Lance Culpepper, Marina Hunley-Graham, Julie Richardson from the Professional Division; Maegan Azar, College and University Division, SC State Past President, ExCom Secretary; and Betsey Horth, Executive Director – to give further clarity to the results.
 - B. *Horth*'s recommendations are:
 - i. Present findings and ExCom's response to State Reps, EDs, Board members in March in

- order to seek “buy in.” Perhaps present at both Advisory Council meetings and Sunday’s meeting.
- ii. Work with Task Force to identify short term actions that can be implemented in 2018 Screenings.
 - iii. Work in parallel with a slightly larger Task Force (original five, a few state reps or EDs, and Auditions Chair) to research and develop the new model. If feasible, aim to put in place for the 2019 Screenings (for the 2020 Auditions).
- C. Discussion commenced on the idea of a mission statement for the Professional Screening Auditions. *Wohl* indicated the importance of a mission statement for Professional Screening Auditions that acknowledged both the professional and the educational. All agreed.
 - D. *Wohl* asked if there was information about which companies or how many are looking for musical theatre actors, singing performers, and actors.
 - i. *Crouse* stated that the adjudicators in Mississippi suggested having an acting only adjudication form and that there be better clarity for acting & singing and singing only audition forms.
 - E. *Gibson* brought up the wish of many respondents to maintain a relationship with the States. Financially, SETC and the States are linked through Screening Auditions and Festivals. Discussion continued over this particular topic.
 - F. *Litsey* posited that diversity of skill set is important, and that companies can hire both leads and ensemble players. *Garland* also reiterated that there is a place for all levels of talent at the March Auditions. There are also many different types of companies, and the adjudicators should be representing all those different companies.
 - G. *Slusser* asked whether or not auditionees are grouped by Acting Only, Acting & Singing, or Singing Only during the Screenings. To the group’s knowledge, that has not been tried. *Horth* suggested that this could provide difficulty for the accompanist, and may require having two. *Gagliano* suggested that this could be done with separate audition rooms for the different groups, which might require that companies send two reps.
 - H. *Gibson* steered the discussion toward adjudication. The need to have 30 qualified adjudicators currently is a challenge, and the fact that they are largely volunteer positions is an additional difficulty.
 - i. *Garland* suggested that perhaps there are a handful of SETC trained adjudicators who watch taped auditions from the States. The State Screenings could still be viewed by respondents who give immediate feedback to the auditionees, but the adjudication process would be handled by video. This would save on travel expense, but the adjudicators could be paid for their time and talent.
 - ii. It was suggested that maybe one adjudicator be in the room so that the “live” aspect of the audition is not lost.
 - I. *Horth* provided information about the income and expense from the States in regards to hosting the Screening Auditions.
 - J. *Slusser* suggested that SETC standardize the fee for Screening Auditions so that all auditionees are paying the same amount no matter where they are screened, that we standardize the payment for adjudicators, and that SETC choose all three adjudicators.
 - K. *Horth* noted the importance of the partnership between SETC and the State organizations to services, constituents, and finances for all parties.
 - L. *Garland* stated that no matter the model, it is important that it aligns with the mission of the organization.
 - M. *Horth* shared that she would like to lead the group in a process to develop three words that could contribute to a mission statement for the Screening Auditions. These would be addressed tomorrow morning. *Slusser* encouraged us to consider: who are we serving?

At 7:00 pm ExCom took a recess until 9:00 am tomorrow.

Executive Committee Meeting (continued), January 6, 2018

- VII. President *Garland* reconvened the meeting at 9:07 am. The group continued discussing Professional Screening Auditions.

- A. *Horth* asked ExCom to discuss what information stuck with the group over the night.
 - i. *Litsey* asked if the people who had already provided feedback would be willing to continue working on this restructuring of Screenings. *Horth* stated that the people who were already working on the feedback were people who were greatly committed to the organization and are most familiar with the survey and analysis.
 - ii. *Wohl* suggested that the Task Force needed to discuss further the financial implications for the States. *Garland* stated that not only State Reps need to be included in the discussion, but also Executive Directors, State Presidents, and State Audition Coordinators.
 - iii. *Gagliano* was left with this question from yesterday: could we have diversity of auditionees by having different audition groups or rooms?
 - iv. *Gibson* stated that consistency is an important standard, and that we need to make it clear to the States on how best to operate the Screenings.
 - v. *Crouse* suggested that SETC could use professors as allies in disseminating information. *Garland* asked if we needed to have a “mythbusters” sheet.
 - 1. *Azar* informed the group of Kris McIntyre’s practice of creating an audition information video tutorial for South Carolina auditionees.
 - 2. ExCom was in general agreement that video tutorials are an important piece to improving the audition process.
 - 3. ExCom brainstormed topics for tutorial videos that might be made available to all the various partners and constituents. ExCom asked that this process of interviewing Professional Company Reps for the video tutorials start at Convention this March.
 - 4. *Garland* indicated that it was important that the raw footage be property of SETC.
- B. *Horth* moved the conversation toward next steps.
 - i. *Horth* asked if she could continue working with the five respondents as a focused Task Force. ExCom agreed that those five people are critical to moving forward.
 - ii. *Horth* asked how ExCom would like to proceed for this Fall.
 - 1. ExCom discussed the importance paying all adjudicators the same fee and covering the cost of travel, lodging and hospitality; recognizing the challenges that would arise in the current model. This would be a goal for the future.
 - 2. It was agreed that SETC should eventually move to a consistent price for Screenings no matter the location an auditionee is screened, however if SETC moves to paying the adjudicators, that is a line item that States do not have to cover.
 - 3. ExCom agreed that perhaps we need to wait to make any major changes until the Task Force has had time to review and develop a model that would work for all constituents.
 - iii. *Horth* and *Gagliano* discussed how important it is to have the college students as members in the State organizations, and that however we proceed it is important that we keep that key component in mind for the States’ benefit.
 - iv. *Horth* would like to update the full Board on Sunday at Convention.
 - v. *Horth* would also like to identify a slightly larger Task Force to look at possible models.
 - vi. ExCom discussed informing stakeholders proposed actions and future development of the screening auditions based on the analysis.
- C. ExCom worked to create a working mission statement for the Professional Auditions.

A break was taken at 10:28 am. The meeting reconvened at 10:40 am.

VIII. President *Garland* led a discussion on how SETC is serving the Divisions as a follow-up to discussions that were had in the Fall during Advisory Council sessions.

A. Points that *Garland* asked ExCom to consider:

- i. Are the Divisions structured the way we want moving forward? Amie Kisling, VP of Divisions, has explained in the past that Divisions do not want to redefine and do not see it as a problem. *Garland* asked how might the Divisions be thought of differently?

- ii. What are the challenges communicating with each Division? How are Divisions defined beyond their particular events or festivals? Who do they serve? What are the gaps? And how are they serving SETC and how is SETC serving them?
 - iii. Chairs for Scholarships need to be appointed before Convention in order to align with the calendar. Which Scholarships and Awards Committee assignments can be given to Division Chairs to populate as a meaningful task?
- B. ExCom discussed the following points:
- i. *Wohl* discussed some of the different types of companies he's worked with or been in contact with over the past few years where the lines are blurred by SETC standards. The way we are divided could be limiting the possibilities of connections between constituents.
 - ii. *Azar* brought up the perspective of individual artists and solo performers. What is SETC doing to help them and how can they serve SETC? *Garland* contributed the idea of the individual artist as a business and how BreeAnne Clowdus's workshop at IOT facilitated a wonderful discussion along this vein.
 - iii. *Horth* suggested that perhaps "functions" are more important than "divisions." The current governance is based on a model for Divisions from the 1930s.
 - iv. *Litsey* made the point that our governance needs to drive decision-making.
 - v. *Garland* and *Horth* brought us back to determining categories:
 1. Producing Organizations (professional producing, theatre for youth, community, academic organizations)
 2. Individual Artists (solo performers, actors, directors, designers, technicians).
 3. Education (Research, Symposium)
 4. Professional Services (consultants and suppliers)
 5. Festivals
 6. Advocacy
- C. *Garland* asked that we take this new list to the Divisions and ask how do the current Divisions interact with these areas? ExCom is looking for ways to serve these types of people who we are not currently serving. *Litsey* asked how do we create a process for these categories to interact? ExCom generally agreed that we had already gotten feedback from the Divisions this past Fall.
- D. *Azar* suggested that ExCom put together a proposed restructure that we present to the Board in March to ask for feedback, evaluate the feedback in May with a mini-retreat for those constituents, and then make an Action Item for Fall.
- i. *Horth* proposed that she, *Garland*, and *Wohl* put together a proposal on paper to send to ExCom and bring forward in March for feedback and discussion. *Garland* created this timeline:
 1. March proposal on restructuring brought to the Board at the Wednesday Board Meeting for feedback and discussion.
 2. May mini-retreat with constituents and Central Office staff to analyze and discuss feedback.

IX. *Garland* moved to Action Items.

- A. Secretary *Azar* brought forward the Secretary Manual for approval.
 - i. The single change of reviewing minutes from "Immediate" Past President to "Elected" Past President is the change that has been made in order to more accurately align with current practice.
 - ii. ***Gibson* made a motion to approve the Secretary Manual. *Gagliano* second. Motion approved.**
- B. *Wohl* asked for clarification on who executes administrative changes.
 - i. It was decided that administrative changes are executed in Manuals by the designated VP. But all manuals are run through the VP of Admin for posting.

A lunch break was taken at 12:00 noon. Reconvened at 1:40 pm.

- C. *Crouse* brought forward the States Rep Manual for approval.
 - i. *Crouse* went through the most recent changes to the Manual.
 - ii. *Gagliano* suggested the addition of following Rules I.6 Meeting Dates, I.8 Distribution of Manuals, and V.5 Smoking Policy.

- iii. *Gagliano* stated that he was appreciative of the inclusion of the Sunday post-Convention meeting requirement.
- iv. ***Azar* made a motion to approve the States Rep manual. *Gibson* seconded. Motion approved.**

X. *Horth* reviewed the proposed FY2019 Budget with ExCom. Items of interest:

- A. Central Office is going to begin a process to capture how our services reach the national theatre community. In addition, the IOT members initiated a discussion at the Fall Meeting, and they are not interested in continuing under the title of an “Institute.”
- B. There is a line item for a new Executive Director with the current plan of a half year in order to have overlap.
- C. *Horth* indicated shifts in language and exempt status for some staff in addition to how responsibilities could change in the future.
- D. ExCom discussed staff contributions to health care. No action taken at this time.
- E. *Horth* renegotiated the Central Office lease for three years with a six-month opt out clause in the last year. The new lease includes storage.
- F. ExCom discussed the expenses for production of the *Southern Theatre* magazine and *SETC News* publications.
- G. ExCom added a line item for the Audition Video Tutorials.
- H. The Community Theatre Festival estimated costs \$9,750 while bringing in only \$450.
- I. The transfer from reserves appears high this year, however it covers the cost of a new Executive Director, recruitment efforts & relocation, branding, emergency fund for Knoxville Convention Center, the Ready to Work Awards, Audition Tutorial Videos, and the potential expense of a new copier for Central Office.

XI. *Garland* transitioned to Action Items.

- A. VP of Admin *Jeff Gibson*, brought forward the following items for Action:
 - i. ***Gibson* made a motion that the Endowment remain with Jack Pence for 2 years with the intent to transfer in January of 2020 to a new financial planner. *Wohl* second. Motion passed.**
 - 1. ExCom discussed what to do with the excess corporate reserves and how to handle the future transition of funds.
 - 2. *Horth* and *Wohl* will continue to explore what to do with the corporate reserves to be revisited with ExCom in May.
 - ii. ***Gibson* made a motion that the Porterfield, Wilson, Smith, Ballew, Holliday, Secondary, and Halbach Scholarships and Awards recipients will be limited to the allocated cash award plus membership and registration waivers for one year effective with the fiscal year 2019-20. *Crouse* second. Motion passed.**
 - 1. Discussion clarified that this will not include travel, lodging, and banquet per diem.

Break was taken at 4:15 pm. Reconvened at 4:23 pm.

- B. Secretary *Maegan Azar* brought forward the following for Action: Hall of Fame.
 - i. *Wohl* suggested that it would be beneficial to work with the Past Presidents in order to solicit more nominations for future years.
 - ii. Discussion commenced over nominations, and it was decided that we would solicit members for more nominations.
 - iii. *Garland* suggested that we extend the nominations through February 1 and ExCom will make final decisions electronically by February 5. *Azar* will take responsibility for getting the plaques made before the Convention.
- C. VP of Finance *David Wohl* brought forward the following items for Action:
 - i. ***Wohl* made a motion to transfer the Ready to Design (Ready to Work) Endowment Fund and the Professional Theatre Grant Endowment Fund to the general unallocated Endowment Fund. *Litsey* second. Motion passed.**

- ii. **Wohl made a motion to amend the Scholarship calendars by adding the following: September 10 recommended scholarship allocation for the next fiscal year is approved. Gibson second. Motion passed.**
- D. *Horth* asked for ExCom’s support to begin the Audition Task Force, Audition Tutorial Videos, and the Branding Initiative. ExCom enthusiastically gave their support.

XII. *Garland* transitioned to Discussion Items.

- A. *Wohl* asked ExCom to begin considering how consulting will work when current Board Members need to be compensated for the work that they are doing. *Wohl* worked on several projects recently, and is looking for guidance on how he should be compensated for those 40+ hours of work as part of SETC Consulting arm.
 - i. After discussion on *Wohl*’s consulting work with IOT in the Fall, ExCom recommended that *Wohl* be paid the same rate that *Michael Hardy* is usually paid for that same work.

At 5:28 pm ExCom took a recess until 9:00 am tomorrow.

Executive Committee Meeting (continued), January 7, 2018

XIII. President *Garland* reconvened the meeting at 9:06 am. *Chip Egan* and *Lynn Nelson* from the Personnel Committee joined the meeting. *Azar* reminded the group that the meeting is being recorded to ensure accuracy of the minutes.

XIV. Executive Director *Horth* gave official notice to ExCom that she will be transitioning out of her position as SETC’s Executive Director on June 1, 2019. She would like to continue working as a consultant and as part of the Theatre Resource Central if the Board finds that acceptable in the future. The meeting shifted to discussion of Succession Planning and Personal Planning to move forward with this news.

- A. *Chip Egan* thanked *Horth* for her service, dedication, and vision to the organization for the past 20 years, and asked her to think of this as a promotion. *Lynn Nelson* reiterated that *Horth* has positioned us to be a very appealing organization for the future arts leader in the ED position. *Litsey* thanked *Horth* for her mentorship and her enrichment of SETC.

- B. *Litsey* led ExCom in a discussion of the timeline. The following timeline developed after discussion that follows.

- i. By January 13, 2018, a search committee will be formed.
- ii. By February 15, 2018, Personnel Committee to identify the skills and experience required for the position, revise Job Description, and identify the implications for Central Office.
- iii. March/April 2018 issue of *SETC News* will publicly announce *Horth*’s transition.
- iv. March 2018 convention, search committee and ExCom meet. Search committee to create the job posting and identify places to publicize the posting.
- v. By May 2018, ExCom approve the job posting, confirm a salary scale, and determine if a headhunter should be used.
- vi. June 1, 2018 begin advertising and identify potential applicants who may be good candidates.
- vii. By August 10, 2018, begin looking at the pool of candidates.
- viii. Video interviews of select candidates during the Fall meeting (August 25).
- ix. October 2018, final interview of candidates on site at Central Office.
- x. November 2018, make offer to final candidate.
- xi. January 2019, new ED begins under *Horth*’s guidance to ensure a smooth transition.
 - 1. *Wohl* expressed concern of a 6-month overlap.
 - a. ExCom discussed the importance of having overlap through the convention planning and wrap-up, and encouraged the Personnel Committee to consider giving *Horth* paid leave at the end of her contract in order to stay on “retainer” should the new ED need support.
 - b. This could also provide some flexibility on the start date should the new ED need it.
 - 2. *Egan* suggested that the search committee take part in training on how to interview candidates and the legality involved.

- a. ExCom recommended that this could take place in March once the search committee has been formed.
 - b. *Egan* has worked with a hiring expert at Clemson who provided a half-day training, as well as a 30-minute presentation to the Board, when he worked on a search recently. The approximate cost would be \$3000 including travel and lodging in Mobile. *Egan* will make contact.
 - c. A plan evolved to have the Search Committee trained on Tuesday with Board training on Wednesday this March at the convention.
3. Discussion moved to publicizing the position. An addition to the timeline to identify the avenues for publication was added to May 2018.
 4. ExCom discussed the importance of *Horth* informing the full Board before the announcement in *SETC News*.
 5. *Azar* asked about the proposed deadline for salary scale. Since it is in the Budget, it will be approved with the budget in March.
- C. *Litsey* shifted the discussion to creation of the search committee.
- i. The following constituent types were identified: future leadership, future thinkers, financial-focus, past leadership, good communicators, past or present State Rep, and representative from Professional Division.
 1. ExCom discussed the role of both ExCom and the Personnel Committee in the Search. Personnel Committee will help to provide checks and balances and act as a resource for information.
 2. ExCom will make final decisions on the search committee proposals as per the governance structure.
 3. ExCom also discussed the importance of including the Central Office Staff in the interview process.
 - ii. Possible names were discussed, and *Garland* will be contacting individuals to ask them to serve on the search committee.
- D. The next step for ExCom is to identify and prioritize the skills and experience required for the position in conjunction with the Search Committee.
- i. Discussion commenced over the Job Profile document.
 - ii. *Garland* charged the Personnel Committee with the task of preparing a Job Description with *Horth's* guidance by February 15, 2018. In March, the search committee will then use that information to create the job posting, which then will be presented to ExCom for approval.
 1. *Wohl* suggested that the Search Committee also create a “required” and “desired” list, which will make analysis of applicants easier.
 2. ExCom revised portions of the timeline to reflect these new deadlines.
- E. *Horth* will send *Garland* her announcement for *SETC News* to review before publication.

Break was taken at 11:18 am. Reconvened at 11:31 am.

XV. President *Garland* continued the meeting with Discussion Items from ExCom.

- A. VP of Services, *Pat Gagliano* provided an update on Convention Programming.
 - i. Jane Greenwood, Suzan Zeder, Chris Chalk as Keynotes
 - ii. 330 workshops
 - iii. The Fringe Festival has exploded this year!
 - iv. Lots of wonderful masterclasses being offered by Keynotes and Special Guests.
 - v. Scott Bradley, Scenic Designer at VCU, is leading a masterclass on scene painting as public art to leave a mural in a Mobile parking garage.
- B. Elected Past President *Alan Litsey* discussed the Board Survey results. And provided information about how the Survey may be administered in the future at the Fall Meeting.
- C. VP of Admin *Jeff Gibson* discussed the difference in term limits for Board Members.
 - i. Article 8 Section 3. Election of Officers indicates term limits of 3 consecutive terms. Division chairs are limited to 2 consecutive terms in office. *Garland* provided some history on past discussion of 2-year terms for Division Chairs. Discussion commenced over clarity of language for term limits in our Articles.

- ii. *Gibson* asked whether or not SETC is intentionally ensuring that there are opportunities for new leadership.
 - 1. *Gagliano* suggested that it falls to NomCom to guard against recycling leaders.
 - 2. *Horth* indicated that Divisions and State Reps do not go through NomCom, but are nominated by their constituents.
 - 3. *Azar* stated that there are currently no term limits on State Reps unless they are imposed by their State.
 - iii. *Gibson* also suggested that there is some overlap on which officer takes over responsibilities in the absence of the President. Currently, the Bylaws provide some duties to the VP of Admin, VP of Services, and Elected Past President. Clarity was provided that the Elected Past President fulfills the majority of the coverage for the President if necessary.
 - iv. *Gibson* asked if there was any logic to considering a policy where Board members take time off the Board after serving a certain length of time. ExCom agreed that the President could charge NomCom with trying to honor that idea, but that it would be better not to create a Rule regarding hiatus in the event that some continuity is necessary.
 - v. ExCom discussed that perhaps NomCom needs to get VP of Division and VP of States recommendations earlier so that NomCom has the ability to discuss those names before putting the slate forward – essentially using a straw poll from Division for their VP, and a straw poll from States for their VP. *Egan* suggested that the new NomCom Chair take a look at the manual and revise the practices to reflect this new idea of taking suggestions or a straw poll from Divisions and States instead of making it an automatic fill in the blank for those VP positions.
 - vi. *Egan* suggested that we establish term limits for the Board, specifically Division Chairs and State Reps. The vitality of the organization depends on leadership development.
 - vii. The current process by which VP of Divisions and VP of States are chosen was discussed.
 - viii. *Garland* tasked *Gibson* with revising Article III Board of Directors to add a section on term limits.
- D. VP of Finance *David Wohl* led a discussion on the description for the Consulting Program. The program has expanded beyond just consultation for outdoor theatres.
- i. *Gibson* encouraged consultants to maintain documentation on their Best Practices for process.
 - ii. *Horth* asked that we create some sort of statement that indicates that SETC is a consulting not an accrediting body when consulting in academic institutions.
- E. Executive Director *Betsey Horth* led a discussion on the Executive Director Report.
- i. Significant information from the report, which compares the first week of January to previous years:
 - 1. 2018 Convention pre-registration is at 2431 compared to 2199 at this same time last year.
 - 2. 50 professional theatres auditioning this year compared to 46 last year (57 in 2013 was the highest in recent years)
 - 3. 140 Ed Expo booths sold this year, compared to 120 sold at this point last year, but Commercial Exhibitors are slightly lower compared to last year (48 in 2018, 55 in 2017)
 - 4. Undergrad recruiting schools is up big time with 127 schools this year, compared to 99 last year.
 - 5. Design competition entries is up in a huge way compared to last year at this time. Numbers are not finalized because submissions are not due for a couple weeks, but they look to be significantly higher than last year.
 - 6. And, it should not be a surprise, but Alabama is leading in workshop presenters this year.
 - ii. Knoxville is still in negotiation and *Horth* is working with Arrowhead.
 - iii. *Horth* has been working with Riley Braem to bring Tim Webb for 2019's convention as a Theatre for Youth specialist and possibly partner with other institutions.
 - iv. Already in conversation with UNCG to partner on masterclasses with South African specialists on Tennessee Williams for 2019.

v. *Horth* is looking for future sites for 2020 and 2021.

XVI. *Garland* asked if there were any announcements.

A. *Azar* announced that Kim Doty had already made the changes on the website to extend the deadline for the Hall of Fame.

Wohl moved to adjourn. *Gagliano* second. The meeting was adjourned at 12:45 pm.

Respectfully submitted,
Maegan Azar

Summary of Action Items

- **Jeff Gibson** made a motion to approve the September 2017 ExCom Minutes. **Pat Gagliano** second. Motion approved.
- **Gibson** made a motion to approve the Secretary Manual. **Gagliano** second. Motion approved.
- **Azar** made a motion to approve the States Rep manual. **Gibson** seconded. Motion approved.
- **Gibson** made a motion that the Endowment remain with Jack Pence for 2 years with the intent to transfer in January of 2020 to a new financial planner. **Wohl** second. Motion passed.
- **Gibson** made a motion that the Porterfield, Wilson, Smith, Ballew, Holliday, Secondary, and Halbach Scholarships and Awards recipients will be limited to the allocated cash award plus membership and registration waivers for one year effective with the fiscal year 2019-20. **Crouse** second. Motion passed.
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