

Minutes
SOUTHEASTERN THEATRE CONFERENCE, INC.
March Executive Committee Meeting
Riverview Mobile Bay Ballroom
Mobile, AL
Wednesday March 7, 2018

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.

Executive Committee Voting Members

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

Executive Director

Betsy Horth

10:30 am, Executive Committee Meeting

- I. *President Garland* called the meeting to order at 10:33 am, and greeted ExCom and the members of the Board and Advisory council who are present.
- II. Roll Call by Secretary, *Maegan Azar*
Present: President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; VP of Services, *Pat Gagliano*; VP of Administration, *Jeff Gibson*; VP of Finance, *David Wohl*; VP of States, *Lee Crouse*; and VP of Divisions, *Amie Kisling*.
Absent: none
Non-Voting in Attendance: Executive Director, *Betsy Horth*; and members of the Board of Directors and Advisory Councils
- III. *Azar* announced the recording of the meeting to ensure accuracy of the minutes.
- IV. *Garland* appointed Past President, *Alan Litsey* as Parliamentarian.
- V. *Litsey* moved to approve the January 2018 minutes. *Lee Crouse* second. Motion approved.
- VI. *Garland* led the meeting toward Action Items.
 - a. VP of Services, *Pat Gagliano* brought forward the following items for Action:
 - i. *Gagliano* made a motion to increase the Young Scholars Award from \$225 to \$400. *Kisling* second. Motion approved.

1. *David Wohl* noted that by doing this, we will be spending approximately 15% of the fund, and something will need to be done to increase the fund in order to not deplete it over time.
 2. Denise Halbach asked why this award is funding expenses, but scholarships are not. *Wohl* discussed that the organization is trying to ensure that students getting scholarships receive more cash for their education instead of using funds for convention travel expenses. Dean Slusser stated that this conversation will continue with awards on the heels of scholarships. *Garland* also stated that this award has a connection with the convention because winners present their papers here, which requires attendance.
 3. This increase has already been reflected in the budget.
- ii. *Gagliano* made a motion to change the name of the Stage Movement Committee to Movement & Physical Theatre Committee. *Azar* seconded. Motion passes.**
1. *Betsy Horth* suggested that, from a marketing standpoint, there should be an “and” or “&” in order to clarify the “/” – the revision was made.
 2. *Garland* asked Bylaws to look at all the Rules to see which ones will need to be adjusted in order to accommodate this change.
- b. VP of Administration, *Jeff Gibson* provided the following items for Action:
- i. *Gibson* provided an update on Manuals.
 1. There are seven manuals up for approval today.
 2. Discussion commenced over the VP Services Manual
 - a. *Gagliano* reviewed a couple of administrative additions since the draft that we received.
 3. Discussion was had over the Ballew Manual.
 - a. *Garland* brought up a concern about the Rule IV.14 new wording that was discussed and approved in March 2017 regarding “graduate certificate.” This would have an effect on the “Qualifications” portion of the manual. ExCom discussed why the change was made to this Rule.
 - b. It was agreed that the Ballew Manual would be removed from approval consideration until this issue could be discussed with the proper constituents.
 4. The President Manual was discussed.
 - a. *Garland* will be updating to reflect the letters of commitment as current practice.
 5. It was agreed that ExCom needed more time to review the Theatre for Youth manual.
 - ii. ***Gibson* moved to approve the VP of Services, VP of Admin, VP of States, President, and Musical Theatre manuals. *Gagliano* second. Motion passes.**
- c. VP of Finance, *David Wohl* brought forward the following items for Action:
- i. *Wohl* presented the FY2019 Budget for information purposes.
 1. FinCom recommends that membership only fees be increased to whole dollar amounts – Regular \$77 to \$80, students \$44 to \$45, organization \$77 to \$80.
 2. Provides a budget line to get assistance with branding.
 3. Additional funds are budgeted for the overlap of Executive Directors, recruiting and relocating costs, and funds for the Search Committee, as well as ExCom to travel for interviews.
 4. Employee health insurance went down.

5. Provides a budget line to help IOT with rebranding.
6. There is funding provided for the new online video for auditions and adjudications.
7. Facility costs in Knoxville have been included as various items in this budget.
8. An approximately 7% increase in convention registration fees has been included: Early Bird - \$250 adult (up \$17), \$150 student (up \$10), \$170 seniors (up \$13); Advanced - \$290 adult (up \$20), \$190 student (up \$8), \$200 seniors (up \$13); and On-Site - \$340 adult (up \$23), \$240 student (up \$10), \$260 senior (up \$13).
9. The Endowment Budget has been separated into a second sheet in the budget in order to get a more realistic look at the estimated earnings and expenses.

ii. Wohl moved to approve the FY2019 Budget, which comes as a seconded motion from FinCom. Motion approved.

1. *Gagliano* stated that he appreciates that we have not increased fees in some time, and that he hopes that we will allow this increase to sit for a few years before needing to raise rates again. It was also noted that the overlap of EDs is a one-time expense.

- d. Executive Director *Horth* provided a snapshot of SETC By the Numbers.

VII. *Garland* moved the meeting towards Items for Discussion.

- a. President, *Tiza Garland* brought forward the following items for discussion:
 - i. *Jeremy Kisling* provided an update on the Mentoring Task Force. Approximately 25 people asked for mentorship through the registration process, and they have been paired with mentors. *Kisling* asked that Board and Advisory Council members identify mentors in their area and provide him names.
 - ii. *Garland* shared the Sunday Meeting plan. Mentorship for those taking new positions at SETC, the new “Immediate Pastors” and the newly elected/appointed/ratified leaders, are expected to attend.
 - iii. *Garland* led a discussion on the letter that SETC received from Circuit Playhouse, Inc. regarding the re-branding of the Fall Unified Professional Auditions. ExCom consulted with Dan Ellison, the SETC lawyer regarding this letter. ExCom agreed that Ellison will work with Central Office to craft a letter in response.
 - iv. *Garland* initiated a discussion of how State Reps are selected and to clarify the term limits in our Bylaws. *Crouse* reported that States had begun a discussion, but had not completed that discussion at the morning meeting. Further discussion was had, and it was decided that this issue would again be taken up at the ExCom May meeting.

A break was taken at 11:56 am for lunch.

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Vice President of Divisions (Theatre for Youth): *Amie Kisling*

Voting Board Members

Secondary Division: *Suzanne Allmon*
College/University Division: *Mary Fran Crook*
Community Theatre Division: *Tom Booth*
Professional Division: *Matt Davenport*
Alabama: *Neil David Seibel*
Florida: *Donna White*
Georgia: *Dean Slusser*
Kentucky: *Jeremy Kisling*
North Carolina: *John "Jerf" Friedenber*
South Carolina: *Kris Rau McIntyre*
Tennessee: *Rex Knowles*
Virginia: *Mike Hudson*
West Virginia: *Gregory Mach*

Executive Director

Betsy Horth

- I. *President Garland* called the Board meeting to order at 2:30 pm and greeted the Board with a reminder of our mission statement.
- II. Roll call and identification of voting members and establishment of quorum:
Present: President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; VP of Services, *Pat Gagliano*; VP of Administration, *Jeff Gibson*; VP of Finance, *David Wohl*; VP of States, *Lee Crouse*; VP of Divisions, *Amie Kisling*; College/University Division, *Mary Fran Crook*; Alabama, *Neil David Seibel*; Florida, *Donna White*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; North Carolina, *John "Jerf" Friedenber*; South Carolina, *Kris Rau McIntyre*; Tennessee, *Rex Knowles*; Virginia, *Mike Hudson*; and West Virginia, *Gregory Mach*
Absent: Secondary Division, *Suzanne Allmon*; Community Theatre Division, *Tom Booth* (Vice-Chair, *Lynn Nelson* in attendance); and Professional Division, *Matt Davenport*

Non-Voting in Attendance: Executive Director, *Betsey Horth* and members of the Advisory Councils

- III. *Secretary, Maegan Azar* announced the recording of the meeting to ensure accuracy of the minutes.
- IV. *Garland* appointed Past President, *Alan Litsey* as Parliamentarian.
- V. ***Litsey* moved to approve the September 2017 minutes. *Hudson* second. Motion approved.**
- VI. *Garland* introduced the Executive Director Search Committee: Chip Egan, Past-President (Chair); Brandon Smith, Tecumseh; Dean Slusser, Georgia State Rep; Kris Rau McIntyre, SC State Rep; Marci Duncan, Professional Auditions Chair; Rebecca Beasley, Strategic Planning; and David Wohl, VP of Finance.
 - a. Josh Brown, Consultant to Search Committee made a presentation in order to train the Board of Directors in Best Practices for the Job Search.
- VII. *President Garland* continued moving through Discussion Items.
 - a. VP of Services, *Pat Gagliano* brought forward the following items for discussion:
 - i. *Gagliano* requested that the Board attend the Fringe Festival – it is the largest yet.
 - ii. ***Gagliano* brought forward a motion to update Rule II.10 to reflect the updated name of the Movement & Physical Theatre Committee. *Gibson* second. Motion approved to move forward to the Board.**
 1. Rule II.10: ~~Stage Movement~~ Movement & Physical Theatre Committee. The ~~Stage Movement~~ Movement & Physical Theatre Committee is a standing committee which shall consist of those members who express interest in the stage movement and physical theatre programs of SETC. The chair shall be appointed annually by the President. The duties of the ~~Stage Movement~~ Movement & Physical Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit stage movement and physical theatre in the SETC region. ~~(3/3/93)~~ (3/7/2018)
 - b. VP of Finance, *David Wohl* brought forward the following items for discussion:
 - i. *Wohl* provided a summary of SETC's financial status.
 - ii. ExCom created a uniform calendar for Scholarships, the new deadline for selections is at the end of June.
 - iii. Scholarship Procedures Committee is going to be discussing during the week about whether or not our Endowment is bringing in enough money to support the Scholarships and Awards.
 - iv. It is likely that SETC will be making changes about how finances are managed and ExCom will be discussing that with Amanda Nelson, Chair of Endowment, in May.
 - c. VP of States, *Lee Crouse* brought forward the following items for discussion:
 - i. The States discussed the issues with the Georgia Professional Screening Auditions from this past fall. *Dean Slusser* has consulted with April Marshall.
 - d. Elected Past President, *Alan Litsey* brought forward the following items for discussion:
 - i. *Litsey* solicited nominations for the Personnel Advisory Committee.
 - ii. *Litsey* discussed the basic timeline for the Executive Director Search, which is included in the semi-annual reports.
 - e. VP of Administration, *Jeff Gibson* brought forward the following items for discussion:

- i. *Gibson* has created a proposal in order to clarify the Manual Revision Process. ExCom agreed that this would help to streamline the process for making administrative changes.
- f. Executive Director, *Betsy Horth* brought forward the following items for discussion:
 - i. SETC By the Numbers
 - 1. Pre-registration numbers are down this year, but income is up, which indicates we have other areas that are providing income.
 - ii. SETC 2019 Convention will be in Knoxville.
 - iii. The Fall Meetings August 24 & 25 will be in Charlotte at the Charlotte Uptown Sheraton, along with the Fall Professional Unified Auditions.
 - iv. There is a board up in the convention center titled “What does SETC mean to you?” *Horth* asked that Board members would help populate the board. This will provide feedback for future re-branding discussions.
 - v. *Horth* provided an update on the Task Force on Screening Auditions.

VIII. *Garland* moved the meeting toward announcements.

- a. Amanda Nelson provided a short update on the Grants. *Horth* added that the Ready to Direct Award is kicking off tonight.
- b. *Azar* announced the induction of SETC’s inaugural class of Hall of Fame: Don Creason, N. Bennett East, Jonathan Michaelson, April Marshall, and Julie Richardson. The induction will take place at the Business Meeting on Saturday.

IX. Secretary *Azar* reviewed the Action Items from the January 2018 and March 2018 ExCom meetings.

- a. Action items for the Board’s information from January 2018:
 - *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.
 - *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.
 - *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.
- b. Action items for the Board’s information from March 2018:
 - *Litsey* moved to approve the January 2018 minutes. *Crouse* second. Motion approved.
 - *Gagliano* made a motion to increase the Young Scholars Award from \$225 to \$400. *Kisling* second. Motion approved.

- *Gagliano* made a motion to change the name of the Stage Movement Committee to Movement & Physical Theatre Committee. *Azar* seconded. Motion passes.
 - *Gibson* moved to approve the VP of Services, VP of Admin, VP of States, President, and Musical Theatre manuals. *Gagliano* second. Motion passes.
 - *Wohl* moved to approve the FY2019 Budget, which comes as a seconded motion from FinCom. Motion approved.
- c. The following Action Item requires Board approval:
- *Gagliano* brought forward a motion to update Rule II.10 to reflect the updated name of the Movement & Physical Theatre Committee. *Gibson* second. Motion approved to move forward to the Board.
- X. ***ND Seibel* moved to update Rule II.10 to reflect the updated name of the Movement & Physical Theatre Committee. *Mary Fran Crook* second. Motion approved.**
- XI. *Garland* asked for Items of Discussion:
- a. *Wohl* provided the following items:
 - i. *Wohl* thanked the Endowment Committee for their work on creating the grants. This is a way of serving our professional members, and unique to SETC.
 - ii. *Wohl* also informed the Board on the status of SETC's Consulting program.
- XII. Unfinished Business, Board members
- a. Discussion was had about a Ballew recipient from three years ago who had never received her award. This matter is being taken care of by *Garland* and Central Office.
- XIII. *Garland* moved the meeting toward announcements.
- a. Reminder of Business Meeting. 2 items need full membership vote: a revision to Article III Section 5 to include alternates in the event of Board member absence and the addition to Article XI Section 3 to include attendance at Advisory Council meetings as part of the responsibilities of Committee chairs.
 - i. **SATURDAY, MARCH 10, 2018** 3:30PM- 4:00 SETC Annual Business Mtg – Riverview Bon Secour
 - ii. **SUNDAY, MARCH 11, 2018** 9:00 AM - NOON Board and Advisory, incoming and past chairs, Mobile Bay Ballroom

Crouse moved to adjourn. *Garland* adjourned the meeting at 3:55 pm.

Respectfully submitted,
Maegan Azar

Summary of Action Items

- *Litsey* moved to approve the January 2018 ExCom meeting minutes. *Crouse* second. Motion approved.
- *Gagliano* made a motion to increase the Young Scholars Award from \$225 to \$400. *Kisling* second. Motion approved.
- *Gagliano* made a motion to change the name of the Stage Movement Committee to Movement & Physical Theatre Committee. *Azar* seconded. Motion passes.
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- *Litsey* moved to approve the September 2017 Board of Director meeting minutes. *Hudson* second. Motion approved.
- *ND Seibel* moved to update Rule II.10 to reflect the updated name of the Movement & Physical Theatre Committee. *Mary Fran Crook* second. Motion approved.

Rule II.10: ~~Stage Movement~~ Movement & Physical Theatre Committee. The ~~Stage Movement~~ Movement & Physical Theatre Committee is a standing committee which shall consist of those members who express interest in the stage movement and physical theatre programs of SETC. The chair shall be appointed annually by the President. The duties of the ~~Stage Movement~~ Movement & Physical Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit stage movement and physical theatre in the SETC region. ~~(3/3/93)~~ (3/7/2018)