

**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**Executive Committee Meeting**  
 1160 Revolution Mills  
**Saturday, September 12, 2015**

**Executive Committee (Voting members):**

President: *Tiza Garland*  
 Vice President of Services: *Pat Gagliano*  
 Past President: *David Wohl*  
 Vice President of Administration: *Steve Bayless*  
 Secretary: *Adanma Barton*  
 VP of Finances: *John Spiegel*  
 VP of States: *Mike Hudson*  
 VP of Divisions: *Bill Murray*

1:37pm Greetings & Roll Call  
 Appointment of Scribe (*Rachel Blake*)  
 Announcement of Taping (Secretary: *Adanma Barton*)  
 Appointment of Parliamentarian (Past President: *David Wohl*)  
 Approval of May 2015 Minutes

*Past President Wohl moved to amend minutes Wohl asked to change "out of" to "in to" at 6:45pm on bottom of Page 2 and then at 6:45pm add "President Garland moving out of" Hudson seconded. Motion carried.*

*President Garland moved to change heading title to ExCom minutes. Bill Murray seconded. Motion carried.*

*Wohl moved to accept minutes as amended. Gagliano seconds. Motion carried.*

Action Items

President: *Tiza Garland* – none

Administrative Vice President (VP of Administration): *Steve Bayless*

*Moved to approve the Past Presidents Manual & Personnel Advisory Manual. Murray seconded. Motion carried.*

Bylaws Chair Dennis Wemm announced that everyone should review Part Two of the manual listed in the Past Presidents; and for a good model for formatting all should review the Personnel Committee Manual.

Program Vice President (VP of Services): *Pat Gagliano*

PubCom Manual

*Gagliano read proposed changes regarding reporting Semi-Annual reports and made a motion to approve. Wohl seconded. Motion carried.*

Theatre Symposium Steering Manual

*Gagliano read proposed changes to Operating Procedures and moved to approve manual. Bayless seconded. Motion carried.*

#### Theatre Symposium Manual

*Gagliano moved to adopt manual as amended. Murray seconded. Motion carried.*

#### VP Services Manual

*Gagliano read proposed changes and moved to accept them. Wohl seconded. Motion carried.*

#### Stage Management Manual

*Gagliano moved to approve. Murray seconded. Motion carried.*

Acting/Directing has requested to be divided into 2 committees – possible recommendation to the Board to suspend Rule 1.9. Rick St. Peter has expressed interest to Chair new committee after the split.

*Gagliano moved to suspend rule 1.9 to create two committees. Hudson seconds.*

President Garland questioned if suspension was the best strategy in order to create the two committees. Past President Wohl clarified that suspension is appropriate.

*Motion carried.*

*Gagliano moved that ExCom recommends to the Board to split Acting/Directing in to two committees. Seconded from Wohl. Motion carried.*

Bayless reminded everyone that manuals come to him and then he sends them on to Central Office. Bayless told everyone to ask Central office to send them a Word document if they need to edit their manuals.

Spiegel said that manuals online are not entirely up to date and asked where do people go for correct versions?

Garland replied that they should check if an updated one has been sent to central office.

Past President: *David Wohl*: no items

Secretary: *Adanna Barton*: no items

Treasurer (VP of Finances): *John Spiegel*

#### Scholarship Procedures Manual

Spiegel shared that the Halbach and actual Scholarship Procedures Committee were waiting for word on the process of revising manuals. Garland clarified that Bylaws has accepted the Halbach Manual. Slusser asked Gagliano if Scholarship Procedures has been seen by Bylaws. Spiegel said there was great concern that there were things added to manuals without committees knowing about it.

Bayless provided the clarification that the manuals are not changed by anyone, and that any wording added was not done nefariously.

Slusser replied that his question had to do with new committees and new procedures.

Gurley reminded all in attendance that the Executive Committee has the right to change anything and asked that all please be professionally courteous when changes are applied to manuals and that all affected chairs should be notified.

Garland stated that what happened with Scholarship procedures was an attempt to bring uniformity.

#### Halbach Manual

*Spiegel moved to accept. Seconded by Bayless. Motion carried.*

Spiegel presented the audit to the Board. Horth has sent a digital copy of the audit to Voting Board members. Spiegel encouraged everyone to review the audit. Spiegel gave a detailed presentation of the audit. *Spiegel made a motion to accept the audit. Murray seconded. Motion carried.*

States Representative (VP of States): *Mike Hudson: no items*

Divisions Representative (VP of Divisions): *Bill Murray*

#### Secondary Division Manual

*Murray moved to approve Secondary School Theatre Division Manual. Hudson seconded. Motion carried.*

#### Items for Discussion

Executive Director: Betsey Horth presented the ED report. Horth asked attendees to send her feedback on how having Fall Board meetings in our home office worked for the group.

Bayless announced that Screening Auditions for the states opens September 15<sup>th</sup>.

President: *Tiza Garland*

There was general discussion about the function of LRP—LRP and Mentoring Task Force and how to implement a pilot program.

Discussion about ExCom members to state conventions: Alabama - Bill Murray, Florida - Pat Gagliano, Georgia - JERF, Kentucky - Kris Rau McIntyre, Mississippi - Bill Murray, South Carolina - Mike Hudson, Tennessee - David Wohl, Virginia - Adanma Barton, West Virginia - Tiza Garland

Institute of Outdoor Theatre merger discussion.

*Gagliano moved that the President explores a task force to explore IOT/SETC merger. Hudson seconded. Motion carried.*

Program Vice President (VP of Services): *Pat Gagliano*

Gagliano presented a follow up on Cultural Diversity; they will not be splitting in to two groups.

Past President: *David Wohl*

Wohl gave updates on the following policies/programs: Bereavement, Volunteer, Code of Conduct, and Hall of Fame.

Administrative Vice President (VP of Administration): *Steve Bayless*

Bayless reminded attendees that the change to Rule 1.18 was voted on and accepted by ExCom in May.

Secretary: *Adanma Barton*

Barton announced that she would like to create a Friendship email chain to help send happiness to people in our SETC family who are suffering. There will be a card purchased and given to Lara St. Peter. Barton also accepted the suggestion from Horth to formalize this and perhaps creating a private Facebook page made specifically for the SETC Board.

Treasurer (VP of Finances): *John Spiegel*

Spiegel announced the creation of a teaching/marketing class to teach us how to fundraise that will be spearheaded by members of the Endowment committee. Spiegel asked about Website updates, the new site still needs some work, who should that information be sent to? Horth replied to send suggestions to Kim Doty and copy Horth on the email requests. Spiegel announced that we can shop through smile.amazon.com on charities page and .50 cents for each \$100 will go to SETC. Also, there will be a new program implemented that will honor donors who give at specific levels. The donors can have their name on the plaque or buy a plate in the name of another person. Plaques will be displayed at the Registration table, at the banquet, and in the SETC Central Office. Three giving levels: \$1000 silver, \$2500 gold, and \$5000 platinum.

States Representative (VP of States): *Mike Hudson*

States have to decided to suspend previous model of having separate meetings, instead the upcoming convention will have all states in one meeting together. State reps are creating a database or Forms page for the website, and should have something firm to present to the Board by March. President Garland reminded Hudson that if finances are involved, he can submit a budget request.

Divisions Representative (VP of Divisions): *Bill Murray*

Murray said the Professional division asked that the Board to seriously look into hiring a full time assistant for April.

There was discussion about bringing forth financial support for secondary division chair and play festival chair perhaps treat them like a DREAM team member in order to help covering the cost of attending festival. ExCom recognized that a production manager for this event was hired to help solve the problems mentioned by Secondary.

Murray presented an item from the Community Theatre Division about composing a forum on Saturday morning – community and professional Theatre that will have groups join together to meet with mentor/advise.

#### Unfinished Business

Wemm announced that Bylaws has reviewed and approved the Scholarship Procedures manual. *Spiegel moved to accept the Scholarship Procedures Manual. Murray seconded. Motion carried.*

#### New Business

Wohl announced that he is working with Bylaws on changing the rule of Executive Session to be more consistent with other nonprofits.

#### Announcements

Gagliano requested that all please read semiannual reports, they included a lot of items. Bayless announced that all should expect requests in early February for the next round of semiannual reports.

4:15pm Wohl made motion to adjourn. Murray seconded. President Garland adjourned.

**SETC Board of Directors Meeting**  
 1160 Revolution Mills  
**Saturday, September 12, 2015**

Horth offered directions to her house for barbeque.  
 Michael Howley offered thanks for support during his health problems.

4:20 pm Call to Order

Roll call and identification of voting members and establishment of quorum

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**Division Chairs (Voting members):**

Theatre for Youth: *Amie Kisling*  
 Community Theatre: *Susan L.D. Smith*  
 College & University: *Paul Crook (Maegan Azar in his place)*  
 Professional Theatre: *Matt Davenport (not present)*  
 Secondary School Theatre: *Bill Murray*

**State Representatives (Voting Members):**

Alabama: *Neil David Seibel*  
 Florida: *Donna White*  
 Georgia: *Dean Slusser*  
 Kentucky: *Jeremy Kisling*  
 Mississippi: *Lee Crouse*  
 North Carolina: *John "JERF" Friedenber*  
 South Carolina: *Kris McIntyre*  
 Tennessee: *Darren Michael*  
 Virginia: *Mike Hudson*  
 West Virginia: *Greg Mach*

Acceptance of Minutes (March 2015)

*Motion moved by Hudson. Seconded by Slusser. Motion carried.*

Jack Benjamin, Chair of Nominations Committee said that there will be an announcement of the slate later this week, after official notification/discussion with nominees.

Garland gave a Thank You to those who are not on the Voting Board, reminded them that their opinions matter, and the health of this organization is important. She also said Thank You for the discussions last night and this morning which were meaningful.

Action Items from ExCom Meeting: Secretary Adanma Barton

Gagliano moved to suspend Rule I.9. Wohl seconded. Motion carried.

*Slusser moved to amend Rule 2.11 to read as follows. Darren Michael seconded. Motion carried.*

Rule 2.11 Acting Committee. The Acting Committee is a standing committee which shall consist of those members who express interest in the acting program of SETC. The chair shall be appointed annually by the President. The duties of the Acting Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of acting for the SETC and region.

*N.D. Seibel moved to create a Directing Committee Rule 2.14. Crouse seconded. Motion carried.*

Rule 2.14 Directing Committee. The Directing Committee is a standing committee which shall consist of those members who express interest in the directing program of SETC. The chair shall be appointed annually by the President. The duties of the Directing Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of directing for the SETC and region.

*Seconded motion from VP of Finance Spiegel to accept the financial audit. Motion carried.*

Garland requested that anyone interested in being on the IOT/SETC task force should contact her. The work will need to be done by January as a decision, positive or negative, needs to be made by March.

*Slusser moved to accept Rule 1.18 change, Bayless seconded. Motion carried.*

Rule I-18 Procedures for Updating Manuals: The Vice President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the designated Vice President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice President. The designated Vice President collaborates with the Executive Director on proposed changes to Part I – Operational Procedures, as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated VP for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I Operating Procedures or Part II Policy from Higher Authority may be submitted to the designated Vice-President at any time. Revisions to Part III Regulations from This Constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Officers, Festival, Division and Committee Chairs send updated manuals to designated Vice President

2. Designated Vice President collaborates with Executive Director on proposed changes to Part I – Operational Procedures, as appropriate
3. Vice President sends to Bylaws, who sends response back to the designated Vice President
4. Vice President presents manuals to Executive Committee
5. After Executive Committee approval, Vice President of Administration sends approved manual to Executive Director
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Chair/Officer

Garland asked that manual changes be in place by October 31<sup>st</sup>. She will email the Executive Committee a list of directions that state which manuals should be reviewed by the end of October.

Wemm announced that Bylaws will not accept manuals sent directly to him from committee chairs, the manuals must come from the respective Vice Presidents. He asked that all please send all manuals to him by October 15<sup>th</sup>.

Donna White expressed concern as to how the people who are not in attendance will know what to do with their manuals? Garland assured she will contact everyone via email.

Items for Discussion, Board Members: none  
Unfinished Business, Board Members: none  
New Business, Board members: none

Freddy Clements asked for help with the auction in the spring he is looking for Theatre items of historic interest.

4:58pm *Gagliano moved to adjourn, Crouse seconded*  
Adjourn