

SOUTHEASTERN THEATRE CONFERENCE, INC.
March Executive Committee/Board Meeting
Sheraton Imperial Ballroom
Greensboro, North Carolina
Wednesday, March 2, 2016

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

12:30 p.m., Executive Committee Meeting

- Greetings & Roll Call
- Announcement of Taping (Secretary: *Adanna Barton*)
- Appointment of Parliamentarian (Past President: *David Wohl*)
- Approval of January 2016 minutes

Mike Hudson moved, Steve Bayless seconded. *Motion carried*

Action Items

- President: Tiza Garland
 - SETC Taking on IOT
 - ED information regarding SETC Taking on IOT: Betsey Horth

Horth gave an explanation of the background/timeline of the preliminary IOT discussions.

- IOT Task Force Report: *Lee Crouse*

Crouse gave a presentation from the findings of the IOT task force.

Denise Halbach asked if a decision of this magnitude should be voted on by the entire membership.

David Wohl responded that after the task force's report is discussed by the Executive Committee and Executive Director, the Executive Committee has the authority to act.

John Spiegel asked about expanding the Board to include an IOT Committee Chair. Spiegel said that he doesn't think this is a good time for SETC to do this but respects the process; He feels like this is a philosophy change.

Halbach asked when the decision will be made and shouldn't the entire Board be included?

Glen Gourley urged the Executive Committee to have a legal strategy person who specializes in non-profits in Florida.

Steve Bayless said something of this magnitude is questionable, this is the first time seeing the document and the response from the committee does not answer all of the questions: staffing, costs, etc.

Lance Culpepper explained that the Task Force was a part of a fact finding mission for the organization. The task force is providing recommendations and things to be considered, not definitive decision making.

Dominic Yeager made the point that this is an Action Item to be voted on, so it needs to be amended to reflect that we are moving forward with plans, not taking on IOT.

Michael Hardy from IOT stated that the ECU & SETC lawyers have shared paperwork saying the transition should begin April 2016. Hardy gave a little bit more background as to why this transfer is being attempted.

ED Horth recommended that the IOT becomes its own Center underneath the SETC umbrella. IOT auditions pays for itself; this event would continue.

Gourley expressed concern about the timeline of legal response; that it puts pressure on SETC. Hardy says that things are negotiable.

Sarah McCarroll asked about having two different auditions and whether that creates two different classes of auditions.

Culpepper explained that IOT auditions tend to have younger students who haven't had the training enough to pass the State Screenings.

Crouse added that the IOT auditions have also added a fight call.

General discussion about the level of the quality of the auditions and the difference between State Screening and IOT auditions.

Wohl moved that Excom and the ED accept the recommendation made by the IOT Task Force to move forward with a plan to incorporate the IOT along with the recommendations outlined in their report. A further recommendation is to examine the legal, financial and structural implications of this action for SETC. *Seconded by Gagliano.*

Bayless requested clarification about personnel to carry this out in terms of additional staffing.

Horth agrees that it needs to be a condition to be looked at, she included it in the budget.

Bayless responded that our organization shouldn't change the way we work.

Spiegel asked will the Board be able to see the budgets, contracts, in order to make the final decision.

Wohl responded that the Board can ask/add stipulations on Executive Committee action.

Slusser clarified how much time it takes to make decisions within SETC. He encourages ExCom to move forward and let the lawyers figure out the minutiae.

Motion carries 6-2

- VP of Services: Pat Gagliano
 - Design/Tech request to increase money paid to Distinguished Designers from \$750 to \$1000 each.

VP of Finance clarified that this request has been approved for the next Fiscal Year and will take effect for the 2017 convention.

- Elected Past President: David Wohl
 - *DOL Exempt/Non-exempt*

We have employees at SETC who will be affected by the new Department of Labor exempt/non-exempt compensation rule if they make \$23,663 to \$50,440. The proposed rule will be put in to affect

Sept. 1. Wohl made a motion that the Executive Director form a small committee to work with her on preparing possible options for staff compensation and classifications in order to comply with proposed Department of Labor regulations on exempt/non-exempt status tentatively scheduled to go into effect in September and that these options be reported to the Executive Committee at its May meeting. Hudson seconded. *Motion approved.*

- VP of Administration: Steve Bayless

Manuals presented for approval: Presidents, Secretary, Bylaws and Archives

President Garland motioned to accept Presidents Manual. Spiegel seconded. *Motion approved.*

Secretary Manual: Hudson motioned. Wohl seconded. *Motion approved.*

Archives Manual: Kisling motioned. Bayless seconded. *Motion approved.*

Bylaws Manual: Gagliano motioned. Kisling seconded. *Motion approved.*

- Secretary: Adanma Barton
none
- VP of Finances: John Spiegel
 - Presented Budget and then as a seconded motion requested the budget be approved; *motion carried.*
 - Motion to transfer \$100K from Corporate Reserve to place \$50K in General Unallocated and \$50K in the KEAP fund. *Seconded by Wohl, motion carried.*
- VP of States: Mike Hudson
none
- Acting VP of Divisions: Amie Kisling
none

Items for Discussion

- ED Report: Betsey Horth
Highlights: This year marks the largest pre-registration count; over 4,000 people. We also have a large amount of professional companies attending auditions.
- President: Tiza Garland
 - Mentoring Task Force Report: Jeremy Kisling.
J. Kisling reported that they will be piloting the Leadership portion of the Mentoring track this year. Small group (pod) structure seems to work better than one-on-one; the goal is for each pod to meet between 3-4 times in between conferences, then reassess at the next conference whether goals were met.
 - Manual Updates – Garland stated that all manuals need to be current. There should be no manuals with revision dates before March 2015. The VP of Admin will be the point person to oversee all of this.

- Secondary Division Manual – approved in Sept. 2015 but not on the website. Amie Kisling has a copy.
- Scholarship Procedures Manual – approved in Sept. 2015 but not on the website. John Spiegel has a copy.
- Theatre Resource Central: Betsey Horth and Mike Hudson
Hudson explained the concept of having a clearinghouse/blog/message board to give our constituents the option to ask for resources/materials. Horth explained that this idea could be a way to make partnership between states stronger. (Ex Com approved the request to create a Task Force for this in January comprised of Horth, Hudson, and Azar)
- Communication: President Garland wanted to remind all of the VPs to report back down to their Advisory Councils in writing.
- In Advisory Councils and Division meetings, continue discussion on the definition of the Divisions and if we need to redefine the Divisions.
- Sunday Meetings—Mentorship for those taking new positions at SETC, The New “Immediate Past” and the newly elected/appointed/ratified leaders, are expected to attend (as per email sent Feb. 11, 2016).
- VP of Services: Pat Gagliano
 - Michael Wainstein from SCAD informed us about a new initiative with Musical Theatre can we prioritize Wednesday and Thursday for convention next year.
- Elected Past President: David Wohl
 - Nominations for Personnel Committee: Wohl needs to solicit names from the Executive Committee. Announced the Past President Reunion, there are 12 of them around this convention so please welcome them if you see them!
- VP of Administration: Steve Bayless
Made an announcement about Deborah Barnum who passed away last week; she used to be very involved with SETC.
- Secretary: Adanma Barton
Barton reported that within the Secretary Manual there is a clause in Part One section C that states “Prior to each Board Meeting, the Secretary will request from the Central Office a list of any state organizations which have not paid their dues. Those states that have not paid dues are not allowed to vote at Board meetings.”
VP of Finances: John Spiegel
- VP of States: Mike Hudson - none
- Acting VP of Divisions: Amie Kisling
 - The Divisions will discuss usefulness and goals and missions of the Divisions. Discussion will include are we serving the constituencies? Are there other services that need to be investigated?
 - The Artistic Director of Nashville Children’s Theatre Scott Copeland passed unexpectedly last week. There is a poster honoring him outside the Theatre for Youth festival.

Unfinished Business

New Business

Announcements

Kisling moved to adjourn at 3:13pm

2016 SETC Board of Directors Meeting

- Call to Order at 3:29pm
- Roll call and identification of voting members and establishment of quorum

President: Tiza Garland
 VP of Admin: Steve Bayless
 VP of Services: Pat Gagliano
 VP of Finance: John Spiegel
 VP of States: Mike Hudson
 VP of Divisions: Amie Kisling
 Past President: David Wohl

Theatre for Youth Chair: Amie Kisling
 Community Theatre Chair: Susan Smith (not here)
 College and University Chair: Paul Crook (Maegan Azar)
 Professional Theatre Chair: Matt Davenport (not here)
 Secondary School Chair: Suzanne Allman (not here)

Alabama: Neil David Seibel
 Florida: Donna White
 Georgia: Dean Slusser
 Kentucky: Jeremy Kisling
 Mississippi: Lee Crouse
 North Carolina: Jerf
 South Carolina: Harry Culpepper (Glen Gourley)
 Tennessee: Darren Michael (Rex Knowles)
 Virginia: Mike Hudson
 West Virginia: Greg Mach

- Acceptance of Minutes (Sept 12, 2015)
 Jerf moved. Azar seconded. *Motion approved.*

A question came up regarding state organizations and state representatives and voting privileges. Wohl (acting as parliamentarian) determined that all state organizations must be organizational members and all State Reps need to be individual members. Wemm said since state reps are individuals were elected they do have a vote!

- Action Items from ExCom Meeting: Secretary (Adanma Barton)

Past President Wohl moved that the Executive Director form a small committee to work with her on preparing possible options for staff compensation and classifications in order to comply with proposed Department of Labor regulations on exempt/non-exempt status tentatively scheduled to go into effect in September and that these options be reported to the Executive Committee at its May meeting.

VP of Finance Spiegel moved to transfer \$100K from Corporate Reserve to place \$50K in General Unallocated and \$50K in the KEAP fund. Past President Wohl moved that ExCom and the ED accept the recommendation made by the IOT Task Force to move forward with a plan to incorporate the IOT along with the recommendations outlined in their report. A further recommendation is to examine the legal, financial, and structural implications of this action for SETC.

Gourley moved that a timeline be added to as to when a final vote/report for IOT. JERF seconded.

JERF adds a friendly amendment: A timeline be established in this motion and then come back to the Board for action.

Slusser asked does ExCom have the authority to negotiate and agree to a contract with the IOT/ECU?

Gourley states that the Board not just Executive Committee should have a vote; suggested that September may be an option.

Wohl doesn't have a problem with full Board approval but if in the negotiations with ECU, they want to move ahead before September – how do we move forward?

Gourley asked for clarification about SETC Electronic voting rule? Gourley withdrew his motion.

- Items for Discussion, Board Members
- Unfinished Business, Board members
- New Business, Board members
 - President Garland thanked everyone who has attended this meeting. Thank you to Spiegel, Barton, and Bayless. Thank you to Wohl for his role as Past President. Full Membership Meeting on Saturday after the keynote.
 - Wemm said there is no provision for electronic vote in Bylaws
 - Spiegel noted that we raised \$224 for the endowment during the ExCom Meeting.

3:58pm Slusser moved to Adjourn