

SOUTHEASTERN THEATRE CONFERENCE, INC.
Connecting You to Opportunities in Theatre
May 13-15, 2016 – Executive Committee Meeting Minutes
Winthrop University – Rock Hill, SC

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: *Mike Hudson*
Vice President of Divisions: *Amie Kisling*

Executive Director

Betsey Horth

Friday, May 13 – Executive Committee Meeting

- I. President *Garland* called the ExCom meeting to Order at 2:43 pm
- II. Greeting & Roll Call
Present: President, *Tiza Garland*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Secretary, *Maegan Azar*; Vice President of Finance, *David Wohl*; Vice President of States, *Mike Hudson*; and Vice President of Divisions; *Amie Kisling*
Absent: Elected Past President, *Alan Litsey*
Non-Voting in Attendance: Executive Director: *Betsey Horth*
- III. Announcement of Taping by Secretary, *Maegan Azar*.
- IV. President *Garland* appointed Vice President of Finance, *David Wohl* as Parliamentarian.
- V. ***Wohl* made a motion to Approve ExCom Minutes from March 2016. *Hudson* seconded. Minutes unanimously approved.**
- VI. An Update on Institute of Outdoor Theatre (IOT) by ED, *Betsey Horth* & subsequent discussion:
 - A. *Horth* sent a document of the Draft Transfer agreement to ExCom.
 - i. The East Carolina University (ECU) Chancellor is leaving in June, and it would be 3-6 months before the new Chancellor at ECU will be able to look at this. Michael Hardy, IOT Executive Director, leaves at the end of next year, 2017. This is why it is important that we move quickly as an organization to get this transfer handled, assuming that a majority of Board members agree.

- B. In March, a big concern from the Board was how SETC will be able to afford absorbing IOT.
 - i. \$100,000 is coming with this transfer agreement. SETC will get \$25,000 after the first six months. \$75,000 at the end of the first year. The first year will function as a transition year.
- C. *Gagliano* asked who will pay *Hardy's* salary for this transition year? *Horth* informed ExCom that his salary will be paid by ECU until his retirement. His retirement agreement is also with ECU.
- D. *Horth* went through the "Proposed Work Strategy for Establishing the IOT Center within SETC" draft document. This first transition year (2016-17), SETC will work in parallel with IOT in order to document current operational actions by IOT.
 - i. SETC Program Manager and ED will attend the IOT Fall Conference October 20 & 21 in order to document and collect data. *Horth* recommended that a member of ExCom also attend.
 - ii. It is recommended that SETC create a second Vice-Chair of Professional Division who has an emphasis in Outdoor Theatre.
 - iii. *Horth* and *Hardy* also recommend that an advisory council – not necessarily exclusive to SETC members – be created to ensure credibility of IOT within SETC.
 - iv. IOT organizational members would automatically become members of SETC, and new IOT organizational members would pay SETC's established rates, which is cheaper than IOT organizational membership dues.
 - v. *Gibson* asked what might be the reasons of keeping *Michael Hardy* on past this first transition year? *Horth* said that this would be a way to continue the consulting services that IOT is currently practicing.
 - 1. *Horth* consulted our insurance company regarding liability to continue these consulting practices. It will not change our insurance obligations.
 - vi. Additionally, *Horth* talked to our lawyer about our incorporation as part of the State of Florida. The lawyer believes that SETC already does most of these services, so there should be no problem with taking on IOT from that perspective.
- E. *Gagliano* asked about any concerns that the SETC staff may have about taking on this additional workload. *Horth* said that right now, she has only had positive responses from the SETC staff.
- F. There was also discussion about ensuring that IOT Auditions maintain their own identity separate from the SETC Professional Auditions. *Horth* reinforced this idea and suggested that IOT Auditions would be done more on the LiNK model. *Wohl* asked who runs IOT Auditions? *Horth* said that it is mostly college students who currently run those auditions. Additionally, Greensboro could provide a good central location in North Carolina as a location for the IOT Auditions. There are also a very small number of organizations that overlap with SETC and IOT membership right now.
- G. *Horth* led ExCom in a discussion of the SETC Programs Chart in order to outline which IOT services will go under which SETC current operations.
- H. There was brief discussion of the terminology of "Center." It is important to keep the identity of IOT as separate. There was agreement that we do not want to create another Division within SETC. Outdoor Theatres have different concerns than indoor Professional Theatres. No consensus was met on the term "Center," but could be brought up for further discussion in the future.
- I. *Hudson* asked about what concerns have come from the SETC membership. *Garland* responded that the majority of concerns have been about how the missions of the two organizations align; ExCom agreed that the missions do align quite tightly. *Gibson*

added that the quick timeline was of some concern to members. *Kisling* commended *Horth* for taking care of a lot of these timeline issues with this “Proposed Work Strategy” document.

- J. *Garland* suggested that we share this “Proposed Work Strategy” with the full Board so they can see how concerns have been addressed. ExCom took time to go through the document to make adjustments in order to prepare it for distribution.
- K. ExCom’s general consensus is that this proposed strategy is on target with how we would like to proceed with the transfer of IOT. The goal will be to move forward with the Transfer Agreement by the end of June.
 - i. Discussion was had about electronic voting on the IOT Transfer Agreement. ExCom agreed that we would bring the Transfer Agreement to the full voting Board electronically.
- L. *Gibson* brought up the fact that IOT’s effect on the annual operation budget has not been communicated to the full Board. *Horth* has an estimated IOT budget that outlines both the income and the expense. She will continue to work on that document in order to share the revisions with ExCom.

VII. *Wohl* made a motion to move into Executive Session. *Gagliano* seconded. Motion carries.

A. Executive Session, ED Performance Evaluation

VIII. *Gagliano* made a motion to come out of Executive Session. *Hudson* seconded. Motion carries.

IX. ***Gagliano* made a motion to an increase of compensation for the Executive Director salary to reflect cost of living adjustment and merit increase. *Kisling* seconded. Motion unanimously approved.**

5:58 pm *Azar* moved to adjourn. Meeting adjourned until tomorrow.

Saturday, May 14 – Executive Committee Meeting Continues

Present: President, *Tiza Garland*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Secretary, *Maegan Azar*; Vice President of Finance, *David Wohl*; Vice President of States, *Mike Hudson*; and Vice President of Divisions, *Amie Kisling*

Absent: Elected Past President, *Alan Litsey*

Non-Voting in Attendance: Executive Director: *Betsey Horth*

9:12 am *Garland* reconvened the meeting to order.

I. Action Items

- A. President, *Tiza Garland* brings forward the following names for nomination to the Personnel Advisory Committee: Lynn Nelson (2-year term) and Chip Egan (1-year replacement term due to Alan Litsey moving up to Chair), both of whom have accepted the nomination to serve. ***Gibson* moved to approve Nelson and Egan as new Personnel Advisory Committee members. *Wohl* seconded. Motion approved.**
- B. ExCom brings the following manuals forward for approval.

Gagliano discussed the streamlined look of Nominations Committee’s parenthetical description of Operating Procedures. ExCom agreed that we should continue to look for that in Manual revisions. *Wohl* and *Garland* talked about how it would be helpful if each committee gave the definition of what their task is in Part I of the Manual. It is important to move toward a clear and thorough description of procedures in Part I.

 - i. President, *Tiza Garland* brings forward the following manuals:

1. Secondary Scholarship Manual. **Gibson moved to approve the Secondary Scholarship Manual. Hudson seconded. Motion approved.**
2. College and University Division Manual.

Garland brought up a concern that there is no official description of College & University Division in our Articles. *Gagliano* asked if any of the other Divisions have definitions. *Kisling* asked if we are just to assume that the definition of each division is the title of that division. *Horth* has observed that these divisions are inclusive of individuals and organizational members. *Wohl* informed ExCom that American Theatre Association (ATA) defined these divisions, and SETC followed suit since SETC was an arm of ATA. ExCom agreed that since we no longer have ATA and those definitions, a good operational definition of these divisions is necessary. *Horth* suggested putting together a Task Force to explore SETC's definition of divisions and where the organization would like to head with the concept of "divisions." *Garland* suggested that instead of having a task force define the divisions that this responsibility lies in the hands of the Division Chairs. Perhaps a Task Force could be formed to look to the future.

 - a. ExCom and ED worked to make minor revisions to Part I in order to conform to current practices, budgeting, and moved the definition of the Division to the top. ExCom also added information about Division Chairs being required to attend Advisory Council meetings, as well as Fall and Spring Board Meetings.
 - b. More discussion was had about recommendations for future revisions to Division Manuals, which *Kisling* will discuss in the Fall Advisory Council Meeting: including a statement of purpose at the top, defining the Operating Procedures, inserting the statement of succession, a statement about finances and budgeting, and numbering the Operating Procedures section.
 - c. ExCom clarified a misunderstanding in the Chair election process. Division Chairs are elected, not appointed by the SETC President, so that language in Part III was revised to adhere to current practices.
 - d. **Hudson moved to approve the College & University Division manual pending the Division's acceptance of the revisions. Wohl seconded. Motion approved.**
- ii. VP of Administration, *Jeff Gibson* brings forward the following manuals:
 1. VP of Administration Manual.
 - a. ExCom worked with *Gibson* to make minor revisions to the manual including: adding the Succession Statement to Part I, the definition of the position at the top of the document, and including a narrative description based on the Bylaws. *Gibson* will work with Central Office to revise the attachments.
 - b. **Kisling moved to approve the VP of Administration manual. Hudson seconded. Motion approved.**
 2. Nominations Committee Manual.
 - a. ExCom discussed Part I Item 12, a face-to-face vetting process that was used in the past, but is not current practice. *Gibson* will discuss with the current Nominating Chair if this is something

that should stay in the Manual. ExCom and *Horth* recommended adding the ED as an active participant in the Nominations process. Additionally, ExCom recommended adding a Statement of Succession and a definition of the Committee's charge.

- b. ExCom discussed the process for State Representative and Division Chair names moving on to the Nominations slate. The VP of States and the VP of Divisions will present the list of designated State Representatives and recommended Division Chairs to the Chair of Nominating Committee in March prior to the Business Meeting.
- c. Also, ExCom added to the Operating Procedures that the Chair of Nominating Committee also sits on the Administration Advisory Council.
- d. ***Gibson* moved to approve the Nominations Committee Manual pending the Committee's acceptance of the revisions. *Gagliano* seconded. Motion approved.**

Break was taken at 11:00 am. Reconvened at 11:15 am.

3. Long Range Planning (LRP) Committee Manual.

- a. ExCom recommends a definition of LRP's charge, definition of Operating Procedures, a Statement of Succession, statement regarding finances and budget under duties of the Chair, add that the LRP Chair is a member of the Administration Advisory Council, that the LRP Chair should attend Fall and Spring Advisory Council meetings, and add Rule II Section 5 to Part II. Additionally, formatting and re-numbering needs to occur in Part I.
 - b. ExCom agreed that it is important that the Rules listed in Part II are in numerical order, and that is something that we should move toward as we continue to approve manuals.
 - c. ***Hudson* moved to approve the LRP Committee Manual pending the Committee's acceptance of the revisions. *Gibson* seconded. Motion approved.**
- iii. VP of States, *Mike Hudson* brings forward the following manuals:
1. State Representative Manual.
 - a. *Horth* suggested that the primary objective of the State Reps is in service to SETC as voting Board Members. ExCom agreed, and language was added to the State Reps Manual with that charge. *Kisling* also suggested that similar language be added to each Division manual, which is something she will discuss at the Fall Advisory Council meeting.
 - b. ExCom discovered that more information is missing from this manual and perhaps we are looking at an old version of this Manual.
 - c. ***Gagliano* moved to table the State Representative Manual. *Hudson* seconded. Motion approved.**
 - d. ExCom agreed that the State Reps and the VP of States Manuals need to take a high priority in the revision process so that they can come for a vote in the Fall.
- iv. VP of Services, *Pat Gagliano* brings forward the following manuals:

1. Ten Minute Play Festival Manual.
 - a. ExCom recommends the following additions or revisions: Operating Procedures description, the purpose or charge, a description of what the Ten Minute Play Festival is, a Succession Statement, the Chair's membership on the Services Advisory Council, that the Chair is required to attend Fall and Spring Advisory Council meetings, and the budgeting statement.
 - b. **Gibson moved to approve the Ten Minute Play Festival Manual pending the Committee's acceptance of the revisions. Kisling seconded. Motion approved.**
- C. **After consultation with Chair of the Bylaws Committee, elected Past-President, and acting-Parliamentarian, Gagliano moved that ExCom ask the President of SETC to call for an electronic vote on acceptance of the IOT Transfer Agreement. Gibson seconded.**
 - i. Clarification about this process was made. The draft of the Transfer Agreement will still go out to the full Board for feedback. This vote will be on the final document.
 - ii. **Motion approved.**
- D. *Horth* asked ExCom to consider that State EDs are gifted registration to the annual Convention.
 - i. ExCom discussed this recommendation. ExCom agreed that since the States are already organizational members of SETC, this would be an appropriate action.
 - ii. **Kisling moved to waive registration fees to the SETC annual Convention for the State Executive Directors who are employed by their State organizations. Wohl seconded. Motion approved.**
- E. **Wohl made a motion to amend the FY2017 budget to reflect the approved increase of salary for the Executive Director. Gibson seconded. Motion approved.**

II. Items for Discussion

- A. President *Garland* brought forward the following items for discussion:
 - i. *Garland* led ExCom in a discussion of the Board Structure & Advisory Councils Governance Structure. ExCom discussed various edits and revisions based on manual revisions that have happened in the interim. Additionally, there was discussion about the differences between Scholarships (which are handled by Scholarship Procedures) and Awards (which are handled by Endowment Fund). It was discussed that this document may need to be revised further in order to clarify which listings are Advisory Council members and which are activities that are only handled by that VP.
 - ii. *Garland* reviewed the "SETC Voting Board" document with ExCom.

Break was taken at 1:04 pm. Reconvened at 1:32 pm.

- B. Jeremy Kisling came to give ExCom an update on the Mentoring Task Force.
 - i. 3 individuals have responded to the call for interest in the Mentoring Program from the Presenters at the 2016 Convention. J. Kisling is also reaching out to new Committee Chairs. There are plenty of people who have volunteered to mentors. Using those people, the Mentoring Program will begin over the summer. The next steps will be to branch out into the other two areas of Professional Networking and Career Development.
- C. We returned to President *Garland's* discussion items:

- i. *Garland* discussed the new Committee Chairs and the process by which they were contacted. A document, “Chairs List, 2016-2017 SETC Committee Chairs” was sent to ExCom for reference.
 - ii. *Garland* discussed appointed committees. *Garland* asked for feedback on additional LRP, Publications, Ballew, Behm, and KEAP Committee members.
 - iii. ExCom discussed availability to attend State Conferences and the IOT Fall Conference. ExCom and ED agreed that if an ExCom member could not attend a State Conference that we ask State Reps who might be available.
- D. *Garland* asked that we assist *Alan Litsey* with revising the Board Self-Evaluation Tool via email discussion.
- E. Executive Director, *Betsey Horth* brought forward the following items for discussion:
 - i. Report on SETC’s compliance with Department of Labor (DOL) potential changes in regulations on overtime exempt and non-exempt salary levels. The change could go into effect September 1. ExCom also discussed salary ranges and how this possible DOL change might affect each position.
 - ii. Quiana Clark-Roland, as Program Manager, is going to be taking the lead on the Theatre Resource Central with VP of States, *Mike Hudson*.
 - iii. Quarterly financial statements were sent out by email.
 - iv. *Horth* updated ExCom on Convention stats from 2016 (document was emailed, as well). ExCom was also updated on hotel information for Lexington in 2017.
 - v. *Horth* is ready to reestablish the Marketing position and is hoping to have someone hired to start in September.
 - vi. *Horth* is in the middle of performance reviews for the staff.
 - vii. *Horth* also shared feedback from Professional Division on Auditions and Convention participation. ExCom discussed ways that SETC might be able to get information to the Professional Companies about events during the Convention that are designed for them.
- F. Vice President of Administration, *Jeff Gibson* provided an Inventory on the status of all Manual revisions.
- G. Secretary, *Maegan Azar* led a discussion on a possible Women in Theatre Interest Group. There is a growing interest from the 2016 Convention (there are already over 150 members to the Facebook group).
 - i. ExCom discussed that the title “Cultural Diversity” may be dated.
 - ii. ExCom agreed that moving forward with creating a Women in Theatre Interest Group was a good idea. *Azar* will continue working with Shannon Robert under the guidelines of Rule I.9, and consult with *Gagliano* on scheduling an interest group meeting time at the 2017 Convention.
 - iii. *Garland* tasked VP of Admin and Chair of Bylaws with reviewing Rule I.5. The language regarding “interest group appointments” may not be consistent with current practice.
- H. Vice President of Finances, *David Wohl* presented the FY2017 budget for ExCom to review. *Horth*, *Wohl*, and *Gibson* will review notes from the March Fin Com meeting.
- I. Vice President of Divisions, *Amie Kisling* updated ExCom on the current state of Division manual revisions. *Kisling* is going to work with Secondary, Professional, and Community Theatre Divisions in order to get started on their Manuals. *Horth* also offered to consult with *Kisling*. Additionally, *Horth* has been working with the HS Festival Production Manager to create a Manual for Secondary Festival, which may be able to be attached to the Secondary Division manual as an appendix.

III. Items of Interest

- A. Executive Director, *Betsey Horth* brought forward the following items of interest:

- i. *Horth* talked us through various items that Central Office Staff have been working on: HS Theatre Festival Manual Table of Contents, Professional Services Division Report from April Marshal, Accounting Report from Mark Snyder, and Special Access Pass Report from Rachel Blake.
- ii. Central Office is moving the data storage for day-to-day information to the Cloud.
- iii. *Horth* is continuing to work with Hollins Exposition Services through 2019 with an option out clause for either company.
- iv. *Horth* is reviewing Charleston, WV as a possible host for 2019. The only challenge is a smaller airport.
- v. Mobile, AL is still on board for 2018.

5:00 pm meeting adjourned until tomorrow.

Sunday, May 15 – Executive Committee Meeting Continues

Present: President, *Tiza Garland*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Secretary, *Maegan Azar*; Vice President of Finance, *David Wohl*; Vice President of States, *Mike Hudson*; and Vice President of Divisions, *Amie Kisling*

Absent: Elected Past President, *Alan Litsey*

Non-Voting in Attendance: Executive Director: *Betsey Horth*

9:07 am *Garland* reconvened the meeting to order.

I. Continued with Items of Interest

A. Executive Director, *Betsey Horth* continued with the following items of interest:

- i. *Horth* updated ExCom on discussions that have been ongoing regarding the Community Theatre Division and their Festival.

II. Unfinished Business

A. *Garland* updated ExCom on a clarification on “Executive Session,” Bylaws Chair, Dennis Wemm, feels the description of Executive Committee and Executive Committee Session is sufficient.

B. *Garland* updated ExCom on Elected Past-President, *Alan Litsey* and Bylaws Chair, Dennis Wemm’s research on provisions for electronic voting.

- i. ExCom discussed the procedures by which SETC should continue with electronic voting. ExCom was in agreement that deadlines for a discussion period and deadlines for voting were important, and lack of response should not be counted as “yes,” “no,” or “abstention,” but rather lead to a follow-up phone call. General consensus was that electronic voting should not be regular practice, but reserved for special circumstances between scheduled meetings. ExCom agreed that we want to investigate making provisions in our Bylaws for electronic voting, specifically for committee work and special circumstances.
- ii. ExCom also discussed virtual attendance. ExCom agreed that virtual attendance at Fall and Spring Board Meetings is not something worth investigating, mainly because the full Board meets infrequently throughout the year, the face-to-face time in meetings is invaluable. But virtual attendance at Committee meetings could be quite beneficial.
- iii. *Garland*, in consultation with Wemm and *Litsey*, is going to explore electronic voting and virtual attendance to create a draft ready for discussion in September. Wemm needs to investigate “proxy voting,” and *Hudson* needs to create or

- revise the “proxy statement” in the State Reps Manual based on Wemm’s investigation.
- C. *Garland* updated ExCom on Wemm’s research regarding SETC’s policy on a proxy’s voting right. From Dennis Wemm: “Most sources point out that proxy voting is contrary to Roberts Rules. If you say you’re being controlled by Roberts unless (as in Article XIV), you’d need to state specifically in the Bylaws or Rules what the policy is. Florida has some guidelines for proxy voting in their nonprofit guide, so I assume that it’s not illegal by the laws of Florida.”
 - D. *Garland* informed ExCom that currently, the Scholarship Procedures Chair has been attending Endowment Committee meetings, and we need to officially add that Chair to the Endowment Committee through Bylaws in order to reflect current practice. This would require updating Article 10 Section 4 of the Bylaws and the Scholarship Procedures Manual. *Garland* will ask Wemm to draft this revision to bring forward in September.
 - E. The Hall of Fame Report was presented in Jan 2015 to ExCom, and again in March 2015. No Action was taken. *Garland* asked how to proceed.
 - i. ExCom discussed the difference between a potential Hall of Fame and the Suzanne Davis Award. The idea behind the Hall of Fame was that there are multiple people, who no one necessarily knows as a “face” of SETC or served on the SETC Board or chaired a committee, but who gave a great deal in service or financially to the organization. This Hall of Fame is meant to recognize these people. *Horth* will send ExCom the original Suzanne Davis Award description. *Kisling* suggested that if we added recognition of organizations in addition to individuals in the Hall of Fame, it might create a distinction between this and Davis.
 - ii. ExCom discussed creating a sub-committee of ExCom members along with the ED to nominate potential Hall of Fame inductees. *Azar* suggested the elected Past-President and ED to provide institutional memory, and one other ExCom member could form the committee. The voting and vetting process is important.
 - iii. ExCom agreed that the Hall of Fame is a good idea, but it needs to be fleshed out. *Gibson* suggested that *Garland* create an Ad-Hoc Committee of ExCom members to create a description to bring forward in September. Suggestions for the description include adding recognition for organizations as well as individuals, could be multiple people recognized per year, and possibly the Hall of Fame doesn’t necessarily need to be exclusive to SETC members. *Kisling* agreed to work on fleshing out this document, and asking for support at the Fall meeting for additional Committee members to move this forward. ExCom agreed that Jack Benjamin should be consulted, as well, since he initiated the Hall of Fame planning.
 - F. *Horth* led ExCom in a discussion on the Succession Planning Report from the Belenkys.
 - i. *Wohl* suggested that there be some time set aside for Central Office to teach ExCom members about the SETC database so that we have an understanding of the complexity of the system.
 - ii. *Gibson* suggested that this documentation of operating procedures and tasks is important to ExCom in order to understand how best to discuss the DOL piece. Adding percentages of time spent will be an important addition to this documentation. Especially since the functions of Central Office change seasonally.
 - G. *Garland* moved to discussion on the distinction between Long Range Planning and Strategic Planning.

- i. Long Range Planning being more about visioning and Strategic Planning being more about specific goals and immediate time lines. *Wohl* suggested that we need to look at the definition of this Committee so that it does what SETC needs it to do.
- ii. *Gibson* reinforced that the ED is an important component to planning. *Wohl* stated that there has been too much emphasis on the plan, and not enough emphasis on the process of planning. *Horth* stated that we are still working off of the 2010 plan, instead of reevaluating and strategizing every 2 years. The last paradigm that was presented was moving Strategic Planning out of the hands of LRP and into the hands of ExCom.

10:56 *Wohl* moved to adjourn. Meeting adjourned.

Submitted respectfully, Maegan Azar.

Summary of Action Items

1. *Wohl* made a motion to Approve ExCom Minutes from March 2016. *Hudson* seconded. Minutes unanimously approved.
2. *Gagliano* made a motion to an increase of compensation for the Executive Director salary to reflect cost of living adjustment and merit increase. *Kisling* seconded. Motion unanimously approved.
3. *Gibson* moved to approve Nelson and Egan as new Personnel Advisory Committee members. *Wohl* seconded. Motion approved.
4. *Gibson* moved to approve the Secondary Scholarship Manual. *Hudson* seconded. Motion approved.
5. *Hudson* moved to approve the College & University Division manual pending the Division's acceptance of the revisions. *Wohl* seconded. Motion approved.
6. *Kisling* moved to approve the VP of Administration manual. *Hudson* seconded. Motion approved.
7. *Gibson* moved to approve the Nominations Committee Manual pending the Committee's acceptance of the revisions. *Gagliano* seconded. Motion approved.
8. *Hudson* moved to approve the LRP Committee Manual pending the Committee's acceptance of the revisions. *Gibson* seconded. Motion approved.
9. *Gagliano* moved to table the State Representative Manual. *Hudson* seconded. Motion approved.
10. *Gibson* moved to approve the Ten Minute Play Festival Manual pending the Committee's acceptance of the revisions. *Kisling* seconded. Motion approved.
11. After consultation with Chair of the Bylaws Committee, elected Past-President, and acting-Parliamentarian, *Gagliano* moved that ExCom ask the President of SETC to call for an electronic vote on acceptance of the IOT Transfer Agreement. *Gibson* seconded. Motion approved.
12. *Kisling* moved to waive registration fees to the SETC annual Convention for the State Executive Directors who are employed by their State organizations. *Wohl* seconded. Motion approved.
13. *Wohl* made a motion to amend the FY2017 budget to reflect the approved increase of salary for the Executive Director. *Gibson* seconded. Motion approved.