



SOUTHEASTERN THEATRE CONFERENCE, INC.
January Executive Committee Meeting
Sheraton Four Seasons Hotel
Greensboro, NC
Jan. 9 – 10, 2016

Saturday January 9, 2016

Joint Executive Committee and Long Range Planning Meeting

Executive Committee in attendance:

President: Tiza Garland
Secretary: Maegan Azar (LRP) for Adanma Barton
Past President (LRP): David Wohl
Vice President of Services: Pat Gagliano
Vice President of Finance: John Spiegel
Vice President of States: Mike Hudson

Executive Committee absent:

Secretary: Adanma Barton
Vice President of Administration: Steve Bayless
Vice President of Divisions: Bill Murray

Long Range Planning Committee in attendance:

Chair: Alan Litsey
Kristofer Geddie

Long Range Planning Committee absent:

Amie Kisling

Also present:

Executive Director: Betsey Horth
Lee Crouse

- I. Call to Order at 11:17 am
- II. Executive Director Report by B. Horth
 - a. SETC's Year-Round Services
 - i. Theatre Resource Central
 - ii. SETC, State Organizations, National Partner Organizations

Horth presented Theatre Resource Central, a concept that meets the strategic goal of the organization to expand its year-round services. Based on the contribution of multiple individuals, ideas and experiences looking to engage and participate, the initial draft was presented as a multi-organization collaborative effort led by SETC. Discussion ensued. Gagliano suggested that this seems like a service that members would appreciate and use regularly. J. Spiegel expressed concern about Liability in terms of SETC recommending artists as consultants. The general consensus was very supportive for this idea. D. Wohl suggested that the consulting arm of this proposal seems to be separate from the database of resources.

A. Litsey suggested that the resources could include the articles from SETC magazine. The inclusion of a blog would provide the opportunity to discuss hot-button issues. M. Hudson talked about the Blackboard site that his county uses to share resources, lesson plans, and safety guidelines. It was also suggested that this could be a way for States to share material, and possibly do that on a state-by-state basis as a way to gather information. K. Geddie said that the AACT website has a discussion board where many community theatres already exchange material in a more informal way.

It was determined that ExCom is supportive of the resource aspect of the proposal, but more cautious about the consulting aspect of the proposal. Questions: who is responsible for copyright of posted pictures? Is this the responsibility of posting members or of SETC? What type of disclaimer needs to be posted? MTI, TRD, AACT are websites that were mentioned having similar resource centers on their websites. Further research needs to be done to be sure that SETC is not duplicating something that is already out there.

B. Horth asked if she could create a Task Force that would include: Mike Hudson (and major contributor to the concept), a state representative or ED, an ExCom member, and perhaps other national organization representatives. Ex Com approved this request.

Recess taken for lunch at 12:01 pm.

1:35pm: Reconvene

Executive Committee Meeting

Roll call

Present: President Tiza Garland, Vice President of Finance John Spiegel, Vice President of Services Pat Gagliano, Past President David Wohl, Vice President of States Mike Hudson, Secretary Adanna Barton, Executive Director Betsey Horth

Absent: Vice President of Administration Steve Bayless, Vice President of Divisions Bill Murray

Past President Wohl was appointed as Parliamentarian and accepted.

VP of Services Gagliano moved to accept the minutes of the September Meeting, VP of Finance Spiegel seconded

Motion carried

Horth presented a draft of the budget for SETC 2016-2017. There was discussion about extending support to local secondary schools in North Carolina who haven't attended convention in 5 years.

3:34pm: Announcement of Taping (Adanna Barton)

Action Items

President Garland – none

VP of Administration Bayless – absent but sent an email stating he had no Action Items.

VP of Services Gagliano - presented Acting Committee Manual and Directing Committee Manuals

VP of States Hudson brought up a concern about the manuals on the website and Policy of Higher Authority sections. President Garland expressed that we need to engage and encourage current Chairs to review the manuals that are posted online. VP of States Hudson suggested that the Higher Authority section needs to be reviewed by Bylaws before we approve manuals.

President Garland will contact Bylaws and ask which policy would be the consistent one to use for all of the manuals. VP of States Hudson suggested that Chairs should check Part Two of manuals and compare with the currently posted Bylaws. There was discussion about formatting of manuals, submission of word and pdf versions of manuals to VPA and then VPA will send both versions to Central Office.

Past President Wohl motioned to approve Acting manual and Directing manual, VP of Finance Spiegel seconded

Motion carried

Past President Wohl – presented the revisions of Personnel Policy Manual as a seconded motion

Motion carried.

Past President Wohl and Executive Director Horth will work on updating the Central Office Operating Guidelines to insure consistency with the revised Personnel Policy Manual.

Past President Wohl presented a report from the Personnel Advisory Committee: In the course of research on employee compensation, the Committee discovered that there are specific IRS policies regarding compensation of “non-qualified persons” who are employed by non-profit organizations. In SETC’s case, the only “non-qualified” person we employ is the Executive Director. Organizations must have evidence that

compensation is reasonable and if the IRS disagrees, they can fine the individual and organization 25% excise tax. The committee is, therefore, reporting to the Executive Committee that, based on the most current comparable compensation data (using the most recent GUIDESTAR 2015 Non-Profit Compensation Report), we consider the compensation level of our Executive Director to be reasonable and comparable to similar positions in our geographic area.

Past President Wohl motioned to accept the report of the Personnel Advisory Committee, VP of States Hudson seconded

Motion carried

Secretary Barton – no Action Items

VP of Finance Spiegel – no Action Items

VP of States Hudson – no Action Items

VP of Divisions – absent

Items for Discussion

President Garland spoke about communication. She reminded everyone that it is the responsibility of each VP to solicit Semi-Annual Reports from those Chairs who make up their Advisory Council and to submit the collected Semi-Annual reports to VP of Administration Bayless. She also reminded all of ExCom that if a concern is noted on a Semi-Annual report that it is the responsibility of the VP or ExCom member to specifically address any discussion or decision made in an ExCom or Board meeting regarding the concern/question to the person who submitted the concern/question. The reminder is that communication must flow from constituencies to ExCom and the Board and back to the constituency. Finally, she requested that we indicate that we received/read emails so proper follow-up can happen if necessary.

State Convention Reports: The climate of Theatre is changing. Perhaps we should reconsider our divisions? How are we serving new Producing Theatres? Secretary Barton spoke about the need to make room in our convention for non-equity professional theatres. She asked how do we make room for the producing theatres that don't need to audition or hire at Theatre Job Fair? VP of Services Gagliano suggested that the VP of Divisions should spearhead an investigation of this. President Garland will contact the Professional Division to receive the specific definition of "professional theatre"

Manual reviews: discussion about checking manuals online for Rule 1.18. Discussion about where to move the Bylaws on the website so they are easily accessible. Executive Director Horth expressed that Central Office would like a specific subject line on emails; for example "Action Item: Ready for Posting" for any email that includes an updated manual." The VP of Administration the person, according to Rule 1.18, who will send the updated word and pdf version to Central Office.

President Garland said that with looking at ExCom/Board nominations and looking towards the future, we need to keep in mind people with certain skill sets to have around

the table. We need skillsets in conjunction with great personalities; Leadership qualities, communication skills, skills that support the particular role. Not only a proven track record in SETC and an understanding of governance, but other skill sets are helpful such as experience with finances for an organization.

5:00pm end of discussion

Sunday January 10, 2016

9:02am Roll Call

Present: President Tiza Garland, VP of Finances John Spiegel, VP of Services Pat Gagliano, Past President David Wohl, VP of States Mike Hudson, Secretary Adanma Barton, Executive Director Betsey Horth, Long Range Planning Alan Litsey

Absent: VP of Administration Steve Bayless, VP of Divisions Bill Murray

Past President Wohl agreed to serve as Parliamentarian

Secretary Barton announced the recording of the minutes.

Horth presented the Executive Director's Report. There was discussion about finalizing the third keynote speaker for the upcoming convention. ED Horth presented the idea and status of the planned 2016 Past Presidents Reunion. There was more discussion about reaching out to professional companies who have not attended convention before. There was discussion about potential future sites for the fall auditions.

Items for Discussion

VP of Services Gagliano – none

Past President Wohl - There was a workshop on Thursday with the Central Office staff to review personnel manual changes and discuss benefits.

Wohl also referred to discussions the Personnel Advisory Committee had regarding possible changes in the definition of “exempt” employees which, if approved by the government (and there is a possibility that these changes could go into effect in July), would tie minimum compensation levels to employee classifications. This could have significant budgetary implications for the organization. Horth and the Personnel Advisory Committee will identify the budget options and watch for changes in the regulations.

Secretary Barton – none

VP of Finance Spiegel – We need to be mindful that we may be losing money from the Endowment this year due to the stock market being down. There was a discussion about putting some of our assets in bonds. The Executive Committee gave permission/support to pursue the idea of bonds.

VP of States Hudson – There will be a joint meeting between State Reps and State Executive Directors at the Convention. Hudson requested support through attendance from the Executive committee. There will also be combining the States meeting at convention; this will be an opportunity for everyone to communicate and have an open forum.

LRP Chair Alan Litsey – Mentor/Mentee Project: LRP is focusing on implementing the program gradually beginning with the Leadership track, Professional Networking would be next, etc. LRP needs guidance from ExCom on SETC members who might be open to serve as mentors in this initiative: would like to have 10 people. LRP Chair Litsey would like a list of potential names from Executive Committee, preferably this week. Past President Wohl commented about the time commitment for mentors and wanted to make sure that all mentors teach the same things.

President Garland – We need to return to an item that was discussed previously and come to a conclusion about how to create the process for inviting/inciting local schools/teachers who haven't attended convention in five years to come. The recommendation is that any teacher from the state where the convention is held, that has not attended in five years, should be able to attend ONE day for free. This is a trial initiative for this year (2016). ED Horth will report on the results and feedback at the May or Fall meeting once information has been gathered.

New Business - none

Announcements – none.

Barton thanked the Executive Committee for the privilege of being the Secretary for the past few years.

11:17 adjourn Gagliano, Hudson seconded