

SOUTHEASTERN THEATRE CONFERENCE, INC.
January Executive Committee
Friday & Saturday, January 6 & 7, 2017
Crowne Plaza Hotel, Atlanta Airport

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:

President: *Tiza Garland*
Vice President of Services: *Patrick Gagliano*
Past President: *Alan Litsey*
Vice President of Administration: *Jeff Gibson*
Acting Secretary: *Lynn Nelson for Maegan Azar*
VP of Finances: *David Wohl*
VP of States: *Mike Hudson*
VP of Divisions: *Amie Kisling*

Executive Director: *Betsey Horth*

Executive Committee Meeting at 5:00pm

Friday, January 6, 2017

- I. President, *Tiza Garland* called the Executive Committee (ExCom) meeting to order at 5:10 pm
- II. Greetings & Roll Call
Present: President, *Tiza Garland*; VP of Services, *Pat Gagliano*; VP of Administration, *Jeff Gibson*; Acting Secretary, *Lynn Nelson for Maegan Azar*; VP of Finances, *David Wohl*; VP of States, *Mike Hudson*; VP of Divisions, *Amie Kisling* (Absent: Past President, *Alan Litsey*)
Non-Voting in Attendance: Executive Director, *Betsey Horth*
- III. Announcement of taping by Acting Secretary, *Lynn Nelson for Maegan Azar*
- IV. President Garland appointed *David Wohl* as Parliamentarian
- V. **Mike Hudson made a motion to approve the ExCom minutes from September 2016. Jeff Gibson seconded. Minutes unanimously approved.**

- VI. Proposed FY 2017-2018 Budget presented by Executive Director *Betsey Horth*
- A. Items discussed included:
- a. Adjudicator stipends for Professional Division. After discussion, will keep this item off the upcoming budget.
 - b. Staff salaries (with discussion of COLA raises, merit raises, and market raises)
 - c. Proper inclusion of IOT funds in the budget. Discussed putting \$25,000 in restricted endowment funds, \$25,000 in unrestricted funds, and \$25,000 in operating funds
 - d. Changes in line items
 - e. Increase in Job Fair fees, increasing regular and onsite registration to encourage early registration

Meeting suspended at 7:00 pm

Executive Committee Meeting at 9:00 am

Saturday, January 7, 2017

- I. President, *Tiza Garland* called the Executive Committee (ExCom) meeting to order at 9:06 am
- II. Greetings & Roll Call
Present: President, *Tiza Garland*; VP of Services, *Pat Gagliano*; VP of Administration, *Jeff Gibson*; Acting Secretary, *Lynn Nelson for Maegan Azar*; VP of Finances, *David Wohl*; VP of States, *Mike Hudson*; VP of Divisions, *Amie Kisling* (Absent: Past President, *Alan Litsey*)
Non-Voting in Attendance: Executive Director, *Betsey Horth*
- III. Announcement of taping by Acting Secretary, *Lynn Nelson for Maegan Azar*
- IV. President *Garland* appointed *David Wohl* as Parliamentarian
- V. Executive Director *Betsey Horth* presented the Executive Director Report: *SETC by the Numbers*.
A. Items discussed included:
 - a. Numbers from the last five years, some up and some down, and possible reasons for them
 - b. Excellent growth in the 10-minute festival
 - c. Downward trend in number of scholarship applications and how to encourage applicants.
 - d. Communications and Marketing – website starting to count actual visits rather than just hits.
 - e. Convention logistics – need to move keynote speaker to 4:00 on Saturday. Discussed need for good communication so that business meeting just prior to speaker is well-attended.

VI. Action Items

A. President *Tiza Garland* brings forward recommendation from the Endowment Committee to accept a gift policy.

Pat Gagliano moved to accept the gift policy, Mike Hudson seconded. Motion approved.

B. VP of Services, *Pat Gagliano* – no action items

C. VP of Administration, *Jeff Gibson* – no action items

D. Acting Secretary, *Lynn Nelson for Maegan Azar* – no action items

E. VP of Finances, *David Wohl* brings forward the following manuals for approval:

a. Ballew Scholarship Manual

David Wohl moved to accept the Ballew Scholarship Manual, Pat Gagliano seconded. Motion approved.

b. Porterfield Scholarship Manual

David Wohl moved to accept the Porterfield Scholarship Manual, Amie Kisling seconded. Motion approved.

c. Halbach Scholarship Manual. After discussion about the need for it to be more consistent with other scholarship manuals,

David Wohl moved to accept the Halbach Scholarship Manual, Pat Gagliano seconded. Motion approved.

F. VP of States, *Mike Hudson* – no action items, but stated that the States Rep Manual will be ready for approving updates at the March board meeting.

G. VP of Divisions, *Amie Kisling* – no action items, but stated that she will have manual updates ready at the March board meeting as well.

H. Executive Director, *Betsey Horth* brings forward a recommendation to form a task force to explore issues raised by the Professional Division, State Audition Coordinators, and states concerning refinements to the professional screening auditions process. The task force would be charged with delivering a report with recommendations by January 2018.

Amie Kisling moved to form a Task Force to explore the professional screening auditions process, David Wohl seconded. Motion approved.

VII. Items for Discussion

A. President *Tiza Garland* brings forward the following item(s) for discussion:

a. State Convention Reports.

1. Lee Crouse visited Florida and reported on several items – an international professional presented a showcase production, students conducted raffles as a fundraiser, and diversity with college recruiting.

2. Mike Hudson reported that Virginia had created a College Festival. Thirteen participants brought a cutting of a current or previous production. It turned out to be an excellent recruiting tool for the participants.

3. Pat Gagliano visited Georgia. He was impressed with how much their festival connected with the community where the festival was held (e.g., restaurant

discounts with festival badge, etc.). Matthew Morrison came to the festival and performed.

4. Jeff Gibson attended the South Carolina festival, where Ted Swindley and Sally Cade Holmes were both guests.
 5. Amie Kisling attended West Virginia and served as an adjudicator. There are leadership changes occurring in WV. She also attended the Kentucky festival where they have started a regional high school festival.
 6. Lynn Nelson attended the Alabama Community Theatre Festival in Wetumpka. The group also discussed the Trumbauer model for high school festivals.
 7. The group discussed the need for a representative from SETC to attend the IOT festival.
- b. Update on Hall of Fame task force. They are still working on definitions, etc.
 - c. Committee Chairs need to encourage new chairs to attend the Sunday board meeting in March.
 - d. Discussed the success of additional publicity for the Spiegel Scholarship. They received a total of 17 applications. Discussed ways to use the same methods with other scholarships.

A break was taken at 12:00 noon for lunch

President *Garland* reconvened the meeting at 1:30

VIII. Items for Discussion (continued)

- B. VP of Services, *Pat Gagliano* brings forward the following item(s) for discussion:
 - a. Stated that he appreciated the discussion about the scholarship manuals since it helped him with the revision of his manuals.
- C. Past President, *Alan Litsey* sends the following item(s) for discussion:
 - a. Gave an update on the board survey and on the 360 review. The Personnel Committee is recommending that some items be consolidated on the evaluation tool. They will define who takes part in the 360 and on which portions. Lynn and Alan are charged with editing the document with input from other ExCom members.
 - b. Discussed the LRP board evaluation tool – perhaps it was not clear on the purpose of the questions. Discussed wording of some of the questions, as well as how to ask for demographics and what demographics are useful.
- D. VP of Administration, *Jeff Gibson* brings forward the following item(s) for discussion:
 - a. Discussed manual inventory update and the timeline for semi-annual reports.
- E. Acting Secretary, *Lynn Nelson for Maegan Azar* – no items for discussion.
- F. VP of Finances, *David Wohl* brings forward the following item(s) for discussion:
 - a. Manuals have been sent to all chairs for updating. Sara Spencer has been removed from the list of manuals.
- G. VP of States, *Mike Hudson* brings forward the following item(s) for discussion:
 - a. In a follow-up from the September meeting, Hudson reported that he had researched and learned the following:

1. The practice of any form of proxy or absentee voting is strongly discouraged. The concept of Unanimous Consent was discussed – it allows a group to come to a consensus about an issue and then vote on it later via letter. By definition, the vote must be unanimous.

2. Issues his research brought up concerning electronic attendance and voting are as follows: 1) the organization's bylaws must allow the practice; 2) if using Skype or other software, all must be able to hear everyone else; and 3) the laws of the organization's state of incorporation must allow electronic attendance and voting.

b. Hudson recommends using Unanimous Consent if it is ever needed.

c. Bylaws Chair Dennis Wemm and Mike Hudson will come up with a recommendation for a vote by the board.

H. VP of Divisions, *Amie Kisling* brings forward the following item(s) for discussion:

a. Proposed that another person from ExCom assist with communicating to the divisions meeting concerning how SETC can better serve the divisions. She would also like assistance with conducting the Secondary Division meeting in order to help them understand the bigger picture.

I. Executive Director, *Betsey Horth* brings forward the following item(s) for discussion:

a. Fall auditions – she has had some discussions with Professional Division about some companies disappointed with the number/quality of auditionees. Discussed whether a change of dates might help with the issue.

1. Discussed having difficulty locating hotels willing to host. Auditions and callbacks present a logistical challenge.

2. Discussed alternative venues (e.g., universities), dates and models.

IX. New Business

A. President, *Tiza Garland* discussed a change to the rules to add the Spiegel Award.

B. Executive Director, *Betsey Horth* gave an update on possible sites for the 2019 festival. Under consideration now are Norfolk, Cincinnati and Knoxville. Birmingham, AL and Charleston, WV have been ruled out.

X. Adjournment

The meeting was adjourned at 5:02

Submitted respectfully,
Lynn Nelson

Summary of Action Items

- 1. Mike Hudson made a motion to approve the ExCom minutes from September 2016. Jeff Gibson seconded. Minutes unanimously approved.**
- 2. Pat Gagliano moved to accept the gift policy, Mike Hudson seconded. Motion approved.**
- 3. David Wohl moved to accept the Ballew Scholarship Manual, Pat Gagliano seconded. Motion approved.**
- 4. David Wohl moved to accept the Porterfield Scholarship Manual, Amie Kisling seconded. Motion approved.**
- 5. David Wohl moved to accept the Halbach Scholarship Manual, Pat Gagliano seconded. Motion approved.**
- 6. Amie Kisling moved to form a Task Force to explore the professional screening auditions process, David Wohl seconded. Motion approved.**