

**Minutes**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**March Executive Committee/Board Meeting**  
Lexington, KY  
Downtown Hilton, Grand Kentucky Ballroom D  
**Wednesday March 1, 2017**

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 Voting Members**

President: *Tiza Garland*  
Elected Past President: *Alan Litsey*  
Secretary: *Maegan Azar*  
Vice President of Services: *Pat Gagliano*  
Vice President of Administration: *Jeff Gibson*  
Vice President of Finance: *David Wohl*  
Vice President of States (Virginia): *Mike Hudson*  
Vice President of Divisions (Theatre for Youth): *Amie Kisling*

**Voting Board Members**

Secondary Division: *Suzanne Allmon*  
College/University Division: *Mary Fran Crook*  
Community Theatre Division: *Kristy Meanor*  
Professional Division: *Matt Davenport*  
Alabama: *Neil David Seibel*  
Florida: *Donna White*  
Georgia: *Dean Slusser*  
Kentucky: *Jeremy Kisling*  
Mississippi: *Lee Crouse*  
North Carolina: *John "Jerf" Friedenber*  
South Carolina: *Kris Rau McIntyre*  
Tennessee: *Rex Knowles*  
West Virginia: *Gregory Mach*

**Executive Director**

*Betsey Horth*

**Executive Committee Meeting, 12:30 pm**

- I. President *Tiza Garland* called the Executive Committee (ExCom) meeting to Order at 12:37 pm, welcomed the Board, read the mission and vision statement of SETC, and asked members of ExCom and the Board of Directors to provide introductions.
- II. Roll Call  
**Present:** President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of Finance, *David Wohl*; Vice President of States, *Mike Hudson*; and Vice President of Divisions, *Amie Kisling*  
**Non-Voting in Attendance:** Executive Director, *Betsey Horth* and members of the Board of Directors and Advisory Councils
- III. Announcement of Taping by Secretary *Maegan Azar*.
- IV. President *Garland* appointed Elected Past President *Alan Litsey* as Parliamentarian.

- V. **Gibson made a motion to approve the ExCom Minutes from January 2017. Hudson seconded. Minutes unanimously approved.** Secretary Azar thanked Lynn Nelson for her service at the January meeting as acting Secretary.

VI. Action Items

- A. President *Tiza Garland* brought forward the following action items:
- a. Wording to establish the John Spiegel Theatrical Artist Award
    - i. Rule IV.18 The John Spiegel Theatrical Artist Award is presented annually (provided a suitable candidate is found) to a student pursuing a degree in theatre with an interest in one or more of the following areas: lighting design, properties design, scenic design, sound design, projection design, or technical direction. The candidate will be currently enrolled and attending an accredited undergraduate or graduate institution. Administration of this award is assigned to the John Spiegel Theatrical Artist Award Committee. (03/01/2017)
      1. **Pat Gagliano moved to approve establishing Rule IV.18 John Spiegel Theatrical Artist Award. Kisling seconded. Unanimously approved.**
  - b. Wording to establish a Rule to form the Spiegel Award Committee:
    - i. Rule II.17. The John Spiegel Theatrical Artist Award Committee. The John Spiegel Theatrical Artist Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the John Spiegel Theatrical Artist Award Committee shall be the selection of the recipient of the John Spiegel Theatrical Artist Award. (03/01/2017)
      1. **David Wohl moved to approve establishing Rule II.17 for the John Spiegel Theatrical Artist Award Committee. Hudson seconded. Unanimously approved.**
  - c. Wording to amend the Scholarships Procedures Committee rule to include the Spiegel Award:
    - i. Rule II.27. **Scholarships Procedures Committee.** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, **John Spiegel Theatrical Artist Award Committee**, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (03/01/2017)
      1. **Wohl moved to approve the amendment to Rule II.27 Scholarships Procedures Committee to include the John Spiegel Theatrical Artist Award. Hudson seconded. Unanimously approved.**
- B. VP of Finances *David Wohl* brought forward the following action items:
- a. The FY2018 Budget is brought forward for approval. Changes from FY2017 have been built in for:
    - i. increases in promotion, marketing, and outreach
    - ii. website maintenance and design increases
    - iii. salary increases up to 3%
    - iv. increases based on the Fair Labor Standards Act (even though that law is not going in to effect, those increases for employees were left as is)
    - v. rent increase for Central Office
    - vi. modest registration increases for certain events
    - vii. Endowment scholarships and grants adjustments (took a bit of a hit, so John Spiegel and *Denise Halbach* filled the gap for their scholarship awards)
    - viii. \$5600 was added to a new line item for grant projects
    - ix. approximately \$30,000 in corporate reserves to be transferred to the general fund to balance the budget
    - x. the IOT agreement revenue
    - xi. and the implementation of IOT's consulting arm. Further discussion was had about this consulting arm.
      1. A correction was provided from Endowment Committee Chair *Amanda Nelson* to make the Ready to Work income and expense the same at \$3000.
      2. **The budget comes to ExCom as a seconded motion from the Finance Committee (FinCom). Unanimously approved.**
      3. *Dean Slusser* pointed out that the \$5500 listed should be \$5000 for the Wilson Award. **Wohl moved to amend the budget to reduce the Wilson Scholarship Award from \$5500 to \$5000. Gibson seconded. Unanimously approved.**

- b. **Wohl moved that the following manuals be approved: Behm, Smith, and Endowment. Litsey seconded. Unanimously approved with the understanding that the new Rule II.27 will be updated administratively.**

VII. Items for Discussion

- A. Executive Director *Betsey Horth* led discussion on the following items:
- Horth presented “SETC by the Numbers” and led discussion regarding areas of notable change and trends of increase or decrease.
  - An update was provided on the Fall Auditions. Numbers are continuing to drop off, so the dates are being moved to the weekend before Labor Day.
  - Discussion was had about whether or not the Fall Board Meeting should change dates to stay on the same weekend of the Fall Auditions, or if the location should be changed to find a cheaper meeting room rate. Horth solicited information from board members, and she will continue to research options to meet the Board’s needs. Consensus was had that the dates should not change.
  - Steve Bayless is missing the conference this year and the board sends wishes for a speedy recovery. This is the first conference that Bayless has missed since 1986.
  - Quiana Clark-Roland has been recruited by the American Association for Community Theatre (AACT) to take over as their Executive Director. The Board wishes her congratulations.
    - This provides an opening for Program Manager.
- B. President *Tiza Garland* led discussion on the following items:
- Mentoring Task Force Report was given by *Jeremy Kisling*. The pilot program started for Networking pods. Kisling reviewed lessons that were learned from this pilot program. Kisling asked that committee members identify potential mentors of diverse interest areas.
  - Update on Hall of Fame was provided by *Jack Benjamin*. The Task Force is currently working on taking the document that was provided to ExCom two years ago to create procedures and a nomination form to be considered at the May meeting.
  - Chair of Nominating *Jack Benjamin* solicited nominations for 2018-19 board positions.
  - Garland* and *Gibson* provided information about Manual updates. There should be none older than March 2015. A clause was put into the letters of commitment that updates are in progress or none are needed.
  - Garland* reminded the Board and Advisory Councils about the Sunday Meetings. The intention of this meeting is mentorship for those taking new positions at SETC. Everyone who is intending to become a chair should attend this meeting.
- C. VP of Services *Pat Gagliano* thanked all the chairs who submitted semi-annual reports.
  - Denise Halbach* asked that Past-Presidents begin receiving the semi-annual reports.
- D. Elected Past President *Alan Litsey* brought forward the following items for discussion:
- Soliciting nominations for the Personnel Committee. This is a good way to contribute to the organization. It is a two year commitment.
  - Provided an update on LRP/Strategic Planning – this committee is working on a SWOT Analysis from various Advisory Councils. A board assessment tool is in the final stages of creation after feedback from Board members. That tool will be sent out to voting board members who have recently rotated off and are new. This will provide the information needed to develop board training in the Fall.
- E. VP of Administration: *Jeff Gibson*
- Chair of the Endowment Committee *Amanda Nelson* and *Garland* provided information regarding the new Matching Grants Initiative. This program is a way to encourage participation from more of our constituents. As a service organization, we have an obligation to use our funds in service to our mission. Two grant programs are geared toward non-academic producing theatres.
    - The first grant is to provide the opportunity for non-member theatres to attend Convention (up to 4 people from that theatre) and become an organizational member.
    - The second grant is to support member theatres in expanding existing, or creating new, professional development opportunities for students and young professionals interested in pursuing a career in theatre.
  - Wohl made a motion to approve the Matching Grants Program. Gagliano seconded. Unanimously approved.**
- F. Secretary *Maegan Azar* asked that chairs of all committees provide accurate contact information for your committee members.
- G. VP of Finances *David Wohl* asked that all Scholarship Award Manuals provide a section that acknowledges the communication with Central Office similar to Article XI Section 3.

- H. VP of States *Mike Hudson* brought forward a question of whether or not we could include States in the negotiations for liability insurance for events and board of directors insurance. *Horth* suggested that this would be possible if we got a letter of support from each of the States.
- I. Executive Director *Betsey Horth* brought forward the following items for discussion:
  - a. Central Office is slowly rolling out information and press releases regarding the transfer of the Institute of Outdoor Theatre (IOT). The IOT Conference will be October 20 & 21 at Serenbe Playhouse. The IOT auditions will be at Greensboro College on January 13, 2018. The Research arm of IOT is a very important element of IOT to member organizations, so Central Office will be working with Oregon Shakespeare Festival to continue implementing this practice.
  - b. The Professional Screenings Auditions Task Force has been created to look at the Screenings process in an unbiased way.

VIII. Unfinished Business

- A. As per September minutes, the VP of Division and VP of States need to get names for VPs to Jack Benjamin to put on the slate of officers to be presented at the Saturday Business meeting.

IX. Announcements

- A. *Garland* reviewed the process of moving from Interest Group to Ad Hoc Committee to Standing Committee. A reminder that Arts Admin was voted to be an Ad Hoc Committee in Fall 2016 (could move to Standing Committee in Fall 2018 if they choose) and Women in Theatre was voted to be an Interest Group in Fall 2016 (could move to Ad Hoc Committee in Fall 2018 if they choose).
- X. *Gagliano* moved to adjourn. Meeting adjourned at 3:03 pm. A ten minute break was taken before the Board of Directors meeting.

**SETC Board of Directors Meeting, 3:00 pm**

- I. President *Garland* called the Board of Directors meeting to Order at 3:13 pm.
- II. Roll call of voting members and establishment of quorum by Secretary *Maegan Azar*  
**Present:** President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of Finance, *David Wohl*; Vice President of States (Virginia), *Mike Hudson*; Vice President of Divisions (Theatre for Youth), *Amie Kisling*; Alabama, *Neil David Seibel*; Florida, *Donna White*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; Mississippi, *Lee Crouse*; North Carolina, *John "Jerf" Friedenber*; South Carolina, *Kris Rau McIntyre*; Tennessee, *Rex Knowles*; and West Virginia, *Gregory Mach*  
**Absent:** Secondary Division, *Suzanne Allmon*; College/University Division, *Mary Fran Crook*; Community Theatre Division, *Kristy Meanor*; and Professional Division, *Matt Davenport*.  
**Non-Voting in Attendance:** Executive Director: *Betsey Horth* and members of the Advisory Councils.
- III. ***Kris McIntyre* made a motion to Approve Board of Directors Meeting Minutes from September 2016. *Neil David Seibel* seconded. Minutes unanimously approved.**
- IV. President *Tiza Garland* reminded us that in September the Scholarship Procedure Committee was tasked with creating two (2) timelines with the intent that all scholarships will adhere to one timeline or the other. *Dean Slusser* will go into the Procedures meeting tomorrow with progress made to that end. This will likely require Manual changes.
- V. Secretary *Maegan Azar* reviewed the **Action Items from Executive Committee Meeting**
  - a. Action Items from the January 2017 ExCom meeting for the Board's information:
    - i. *Mike Hudson* made a motion to approve the ExCom minutes from September 2016. *Jeff Gibson* seconded. Minutes unanimously approved.
    - ii. President *Tiza Garland* brings forward a recommendation from the Endowment Committee to accept a gift policy. *Pat Gagliano* moved to accept, *Mike Hudson* seconded. Motion approved.
    - iii. 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 accept, *David Wohl* seconded. Motion approved.

- iv. The following manuals were approved by ExCom: Ballew Scholarship Manual, Porterfield Scholarship Manual, and Halbach Scholarship Manual.
- b. Action Items from the March 2017 ExCom meeting for the Board's information:
  - v. *Gibson* made a motion to approve the ExCom Minutes from January 2017. *Hudson* seconded. Minutes unanimously approved.
  - vi. *Pat Gagliano* moved to approve establishing Rule IV.18 John Spiegel Award. *Kisling* seconded. Unanimously approved.
  - vii. *David Wohl* moved to approve establishing Rule II.17 for the John Spiegel Theatrical Artist Award Committee. *Hudson* seconded. Unanimously approved.
  - viii. *Wohl* moved to approve the amendment to Rule II.27 Scholarships Procedures Committee to include John Spiegel Theatrical Artist Award. *Hudson* seconded. Unanimously approved.
    - i. ***Rex Knowles* moved to approve the three John Spiegel Theatrical Artist Awards Rules. *Lee Crouse* seconded. Unanimously approved.**
  - ix. The budget comes to ExCom as a seconded motion from the Finance Committee (FinCom). Unanimously approved.
  - x. *Wohl* moved to amend the budget to adjust the Wilson Award from \$5500 to \$5000. *Gibson* seconded. Unanimously approved.
  - xi. *Wohl* brought forward the following manuals for approval: Behm, Smith, and Endowment. *Litsey* seconded. Unanimously approved with the understanding that the new Rule II.27 will be updated.
  - xii. *Wohl* made a motion to approve the Matching Grants Program. *Gagliano* seconded. Unanimously approved.
    - i. ***Jerf Friedenber*g moved to approve the Matching Grants Program. *Greg Mach* seconded. Unanimously approved.**

#### VI. New Business

- a. *Gregory Mach* brought forward an item for discussion from West Virginia constituents. There is concern about the National Endowment for the Arts losing their funding, and a request was made for SETC to make a statement or resolution of some sort. Discussion was had about ways that SETC might support this request. The American for the Arts recently sent out a call for action, and the Board requested that this be sent out to all Advisory Council members.
- b. President *Garland* reminded the board of the importance of the Business Meeting on SATURDAY, MARCH 4, 2017 to make the change from "Long Range" Planning to "Strategic" Planning.
  - i. 2:30 pm- 3:15 pm SETC Annual Business Mtg – Hilton - Grand Kentucky Ballroom
    - 1. Change to Article X, section 6 (Change LR to S)
    - 2. Change to Article XI, section 5, part 2 (Change LR to S)
    - 3. Change to Article XII, section 2, part 5 (change LR to S)
  - ii. 3:15 pm – 3:30 pm SETC Board Meeting - Hilton - Grand Kentucky Ballroom D
    - 1. Manual Changes to LRP/Strategic Planning Committee Manual (From Sept. 2016)
    - 2. Accept name change from LRP to Strategic Planning in all manuals.
- c. *Garland* provided a further reminder about the Sunday, March 5, 2017 Board and Advisory Council members meeting.
  - i. 9:00 am - Noon Sunday Board and Advisory, incoming and past chairs

#### VII. Announcements

- a. President *Garland* announced that Mobile, AL is the convention site for 2018.
- b. *Amie Kisling* officially welcomed the Board to Lexington, Kentucky.
- c. *Tom Booth* invited the Board to attend the various Festivals at this year's convention.

#### VIII. A. *Kisling* moved to Adjourn. Meeting adjourned at 3:39 pm.

**Minutes**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**Board of Directors Meeting Post Business Meeting**  
Lexington, KY  
Downtown Hilton, Grand Kentucky Ballroom  
**Saturday March 4, 2017**

**Board of Directors Meeting 3:15 pm**

- I. President *Tiza Garland* called the Board of Directors Meeting to order at 3:15 pm.
- II. President *Tiza Garland* appointed Elected Past President *Alan Litsey* as Parliamentarian.
- III. Roll call of voting members and establishment of quorum by Secretary *Maegan Azar*  
**Present:** President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of Finance, *David Wohl*; Vice President of States (Virginia), *Mike Hudson*; Vice President of Divisions (Theatre for Youth), *Amie Kisling*; Secondary, *Suzanne Allmon*; College/University, *Mary Fran Crook*; Professional, *Matt Davenport*; Alabama, *ND Seibel*; Florida, *Donna White*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; Mississippi, *Lee Crouse*; North Carolina, *John "Jerf" Friedenber*; South Carolina, *Kris McIntyre*; Tennessee, *Rex Knowles*; and West Virginia, *Gregory Mach*  
**Absent:** Community Theatre, *Kristy Meanor*  
**Non-Voting in Attendance: Advisory Council and Committee members**, SETC members, and Central Office and Convention Operations staff
- IV. Action Items
  - a. ***Neil David Seibel* moved to accept the name change on all manuals that mention "Long Range" Planning Committee to "Strategic" Planning Committee. *Mary Fran Crook* seconded. Motion approved unanimously.**
  - b. ***Dean Slusser* moved to accept the Strategic Planning manual. *Gregory Mach* seconded. Motion approved unanimously.**
- V. Announcements
  - a. VP of Services *Pat Gagliano* encouraged everyone to send in workshop proposals for the 2018 Convention early. Deadline for proposals with AV needs will be September 1, 2017, all other proposals will be September 15, 2017.
  - b. President *Garland* reminded all board members and advisory council members to attend the Sunday 9:00 am meeting.
- VI. *Lee Crouse* moved to adjourn. *Jeff Gibson* seconded. Meeting adjourned.

**General Notes**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**Board and Advisory Council Gathering**  
Lexington, KY  
Downtown Hilton, Grand Kentucky Ballroom  
**Sunday, March 5, 2017**

**Executive Committee Voting Members**

President: *Tiza Garland*  
Elected Past President: *Alan Litsey*  
Secretary: *Maegan Azar*  
Vice President of Services: *Pat Gagliano*  
Vice President of Administration: *Jeff Gibson*  
Vice President of Finance: *David Wohl*  
Vice President of States (Mississippi): *Lee Crouse*  
Vice President of Divisions (Theatre for Youth): *Amie Kisling*

**Voting Board Members**

Secondary Division: *Suzanne Allmon*  
College/University Division: *Mary Fran Crook*  
Community Theatre Division: *Tom Booth*  
Professional Division: *Matt Davenport*  
Alabama: *Neil David Seibel*  
Florida: *Donna White*  
Georgia: *Dean Slusser*  
Kentucky: *Jeremy Kisling*  
North Carolina: *John "Jerf" Friedenber*  
South Carolina: *Kris Rau McIntyre*  
Tennessee: *Rex Knowles*  
Virginia: *Mike Hudson*  
West Virginia: *Gregory Mach*

**Executive Director**

*Betsy Horth*

- Tiza Garland (President) thanked everyone for a wonderful convention.
  - You always hear when things aren't going well, but it's very rare to hear when things are going well. It was nice to hear how much was going well this Convention.
- This meeting is a step toward good succession planning for the board. To wrap our brains around what has just happened and begin to plan for what is happening next.
  - This morning is about chatting and collaborating with your Advisory Councils.
- Tiza directed everyone toward the website ([www.setc.org](http://www.setc.org)) to provide board and council members information about where to find information about governance.
  - Governance structure charts are on the website under About Us > Leadership > Minutes (all the way at the bottom). Here you will find both voting Board charts and Advisory Council charts.
  - The languaging of SETC is slightly different than other boards. Oftentimes when other organizations say "board," most of those responsibilities at SETC fall to ExCom.
- David Wohl (VP of Finance) gave information about financial responsibilities of the Board of Directors.
  - In serving on the Board of Directors, your "Loyalty" is to the organization of SETC.
  - We're used to the Board communicating needs of constituents up. But also, the Board is responsible for communicating down to the constituents.
  - Important to take the responsibility of understanding financial conditions seriously. There are legal responsibilities and implications regarding this fiduciary accountability (Conflict of Interest statement will be forthcoming).
  - We do have Board insurance, so we are covered in terms of liability.
- Jeff Gibson (VP of Administration) provided information about Manuals.
  - Every Committee has a manual. The manual describes how the committee functions.
    - Part I consists of practices and day-to-day functioning of the committee.
    - Part II is the By Laws and Rules of the SETC Organization that impact the function of that committee.

- Part III is the list of regulations that the Division or Committee develops collaboratively. These are procedural issues of the committee/division that requires a vote of their particular membership.
    - Betsey Horth (Executive Director) encouraged new chairs to read their Manual and make changes based on current practices, and to consult with Central Office to be sure that actual practice is in the Manual.
    - Tiza encouraged Chairs of Scholarships to communicate with Central Office specifically about logistics and timelines.
      - Additionally, the first part of the Manuals are meant to help with succession. They are not set in stone, but rather are working documents.
    - Dennis Wemm (Chair of By Laws) encouraged people to revise and make readable those Part Is of the Manuals. There are no stylistic guidelines to that part of the Manual.
- Alan Litsey (Elected Past President) gave information about his role on ExCom.
  - As Chair of Strategic Planning, he has been working with the committee on a Board Assessment Tool that will go out this Spring to the Board. Allows us to evaluate ourselves individually and collectively.
  - Additionally, Strategic Planning will be sending out a request for assessment to get a feel for what is important to our constituents. This will be one of many tools that we are using to look at the short term and long term strategies in collaboration with ExCom and Central Office.
  - As Chair of Personnel Committee, they have been working on a new 360 Evaluation Tool for the Executive Director position. This will also be going out to the Board and other stakeholders to provide feedback on this position.
- Pat Gagliano (VP of Services) discussed his role in programming the Convention and the collaboration that is necessary from the Board and Advisory Councils.
  - Workshop proposals and scheduling.
  - Fringe Festival.
  - Professional Development Series programming, specifically not geared toward the student member.
- Amie Kisling (VP of Divisions) provided a report on Divisions.
  - Tiza discussed that the five divisions have representation on ExCom. These divisions encompass the Festivals under them. But how do these Divisions also serve constituents year-round apart from these Festivals? And how do these Divisions serve SETC? The network is the solution. Service is more than expecting to be served, it is the expectation of service to others.
  - Amie further discussed what the five divisions are, and how many people in SETC fall under the heading of multiple divisions.
- Lee Crouse (VP of States) provided brief information on his responsibilities toward the States.
  - Tiza discussed the All States Meeting, and the collaboration that has been found there for the past two years.
  - Tiza encouraged everyone to check their manuals to be sure that there is a statement of “feeding back” to our constituents.
- Tiza reminded the Board how crucial the ED and Central Office are to the organization and governance.
- Betsey thanked our Convention sponsors. She also informed the Board of how sponsorship works and how we serve our sponsors.
  - The practice is to match the sponsor to their constituency. Arts People as a data management organization is matched with the online Sched app, for example.
  - It is important that the Board continues to attend to organizations that may want to sponsor certain aspects of the Convention. This is an opportunity for all of us to expand our reach.
- Betsey discussed other aspects of the organization that the Central Office staff has been working on. She thanked the Operations staff for their work. She thanked Lexington CVB, the Hyatt & Hilton, Lexington Convention Center and Lexington Children’s Theatre for their work and sponsorship of this year’s Convention.
- Tiza thanked and acknowledged Quiana Clark-Roland for her dedication over the past 8-16 years. With her help, SETC has come a long way. Tiza encouraged the board to give thanks to her, as well.
- Everyone in the room introduced themselves.
- Jack Benjamin (Chair of Nominations) solicited nominations for 2018-19 Board of Directors.
- A brief official Board Meeting was had to conduct official business.
- We broke into Advisory Councils for breakout meetings.
  - What did you wish you knew?
  - What do you still need to know?
  - What helped along the way?



- Another brief official Board Meeting was had to attend to action items that developed through Advisory Council sessions.

### Board of Directors Meeting, 10:00 am

- I. President *Tiza Garland* called the meeting to order 10:06 am.
- II. President *Tiza Garland* appointed Elected Past President *Alan Litsey* as Parliamentarian.
- III. **Mike Hudson moved to suspend the approval of the minutes. Dean Slusser seconded. Motion approved.**
- IV. Secretary *Maegan Azar* announced the taping of the meeting.
- V. Roll call of voting members and establishment of quorum by Secretary *Maegan Azar*  
**Present:** President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of Finance, *David Wohl*; Vice President of States (Mississippi), *Lee Crouse*; Vice President of Divisions (Theatre for Youth), *Amie Kisling*; College/University, *Mary Fran Crook*; Community Theatre, *Tom Booth*; Alabama, *ND Seibel*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; North Carolina, *John “Jerf” Friedenber*; South Carolina, *Kris McIntyre*; Tennessee, *Rex Knowles*; and Virginia, *Mike Hudson*  
**Absent:** Secondary, *Suzanne Allmon*; Professional, *Matt Davenport*; Florida, *Donna White*; and West Virginia, *Gregory Mach*  
**Non-Voting in Attendance:** Executive Director, *Betsey Horth* and members of the Advisory Councils
- VI. Announcements
  - a. Chair of Endowment *Amanda Nelson* thanked the following people for their support during this year’s Convention.
    - i. Freddie Clements, John Spiegel, and members of the Board for their assistance working the silent auction.
    - ii. John Spiegel and Denise Halbach for their monetary contributions to fill the gap for their Scholarships.
    - iii. Spiegel also made a contribution so that the money from the John Spiegel Theatrical Artist Award and Tom Behm Award could be associated with scholarship and not just cost to administrate the award.
    - iv. Spiegel further made an \$800 donation to support and kick-off the non-member SETC Convention grant. *Nelson* challenged the Board to raise \$800 to match that donation. *Shannon Robert* started the board off with a \$200 pledge.
  - b. *Betsey Horth* and *David Wohl* had a discussion with the Professional Companies on Friday about the Matching Grant program. They are enthusiastic and supportive of this new program, and they are interested in finding additional ways to serve their constituents.
- VII. Action Items
  - a. President *Tiza Garland* explained that in the Rules there is specific language about ExCom’s May Meeting date. Due to conflicts and travel arrangements, ExCom will not be able to meet that weekend prior to Memorial Day, and is requesting a suspension of the Rule to schedule their May meeting this year.
    - i. ***Rex Knowles* moved to suspend the ExCom May meeting date portion of Rule 6 for this year, and thereby permit ExCom to schedule the May meeting at an agreed upon date in May. *Neil David Seibel* second. Unanimously approved.**
- VIII. *Mike Hudson* moved to adjourn. Meeting adjourned at 10:15 am. Advisory Council Breakout sessions began.

### Additional Board of Directors Meeting, 10:50 am

- I. President *Tiza Garland* reconvened the meeting at 10:53 am.
  - a. This meeting was called in order to take care of business that developed in the Advisory Council Breakout sessions.

- II. President *Tiza Garland* appointed Elected Past President *Alan Litsey* as Parliamentarian.
- III. President *Tiza Garland* suspended the approval of the minutes.
- IV. Secretary *Maegan Azar* announced the taping of the meeting.
- V. Roll call of voting members and establishment of quorum by Secretary *Maegan Azar*  
**Present:** President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; Vice President of Services, *Pat Gagliano*; Vice President of Administration, *Jeff Gibson*; Vice President of Finance, *David Wohl*; Vice President of States (Mississippi), *Lee Crouse*; Vice President of Divisions (Theatre for Youth), *Amie Kisling*; College/University, *Mary Fran Crook*; Community Theatre, *Tom Booth*; Alabama, *ND Seibel*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; South Carolina, *Kris McIntyre*; and Tennessee, *Rex Knowles*  
**Absent:** Secondary, *Suzanne Allmon*; Professional, *Matt Davenport*; Florida, *Donna White*; North Carolina, *John "Jerf" Friedenber*; Virginia, *Mike Hudson*; and West Virginia, *Gregory Mach*  
**Non-Voting in Attendance:** Executive Director, *Betsey Horth* and members of the Advisory Councils
- VI. Action Items
  - a. **VP of Finances, *David Wohl* moved to amend Rule 4.14: Leighton M. Ballew Directing Award.**  
 "The Leighton M. Ballew Directing Award is an award presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a ~~regionally accredited~~ graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this award is assigned to the Leighton M. Ballew Directing Award Committee. (3/5/17)" **Dean Slusser seconded.**
    - i. Discussion was had regarding the term "graduate certificate" program in the new wording. It was recommended that the Ballew committee further explore this concern in the next revision of the manual.
    - ii. **Motion approved.**
- VII. Discussion Items
  - a. President *Garland* acknowledged how unusual it is to go in and out of a Board meeting in this way, but pointed out that this is evidence of the desire to support initiatives instead of stymie the process.
  - b. VPs reported on the Advisory Council Breakout sessions:
    - i. VP of Finance *David Wohl* reported that there is now a calendar for Scholarships that will be shared with Central Office. There is work being done on a centralized, unified application. Moving away from connection with attendance at the Convention, as well.
    - ii. Elected Past President *Alan Litsey* reported that phone discussions have been helpful in moving work forward. This Advisory Council also discussed the importance of continuing to cultivate new leadership. They also discussed the importance of institutional memory that is brought about by experienced leaders of SETC.
    - iii. VP of Divisions *Amie Kisling* reported about the Divisions Advisory Council. One idea that emerged was a welcome packet for new board members. Divisions are also working to be sure that Manuals are reflective of current practice.
    - iv. VP of Services *Pat Gagliano* reported on the Services Advisory Council. They would like a glossary of terms. They would also like to be more proactive at proofing the Sched app. They wanted to remind everyone that there is a culture of mentorship and collaboration among board members.
    - v. VP of States *Lee Crouse* reported on the States Advisory Council session. They wish they had a month by month responsibility check list. They also appreciated having longevity in positions to guide and mentor, and sharing information and resources. The States would like a guide to Parliamentary Procedure.
- VIII. Announcements
  - a. VP of Services *Pat Gagliano* announced that September 1, 2017 is the deadline for 2018 Convention workshop proposals with AV requests. September 15 is the deadline for all other workshop proposals. He is accepting suggestions for Keynote speakers, as well.
  - b. *Shannon Robert* announced that both theatres at William Carey University were destroyed in the tornado in Hattiesburg, MS.
  - c. *Jack Benjamin* acknowledge *Chris Rich* for his hosting of the Awards Banquet this year.

- d. Chair of Endowment *Amanda Nelson* reported that the Board has contributed \$1,175 toward the Matching Grant program. If people would like to make a contribution to the inaugural grant, please contact Central Office.
- e. Executive Director, *Betsy Horth* thanked this year's Convention sponsors: Arts People (Mobile App); The University of Alabama (Convention Newspaper); Disney Theatrical Group (Pro & Presenters Reception); Middle Tennessee State University (Alice Ripley Workshop); Wardrobe Witchery, Electronic Theatre Controls, Sculptural Arts Coating, Lexington Children's Theatre, Omaha Theater Company, Triad Stage, Broadway Media Distribution, Friends of Props, Robert O'Leary & Doug Brown, Norcostco, Shure, Inc. (Design Award Sponsors); 4 Wall Entertainment Lighting, Barbizon Lighting Company, InterAmerica Stage, Robe Lighting (Design/Tech Mixer); Phillips Entertainment (Bourbon & Brew); Stage Rights (Ready to Publish Award); Magnum Companies and Robe Lighting (On-Site Lighting); Downtown Arts Center, Dramatists Play Service, Lexington Opera House, Norcostco, Lexington Children's Theatre, Dramatic Publishing (Festival Hosts & Sponsors); YeagerLabs (Media Lab); EmptySpace Technology (Stage Management Games); Barbizon Lighting & Samuel French (College & University Mixer); Jamey Strawn, Northern Kentucky University (Undergrad/Grad Auditions Accompanist and Friday Lunch Entertainment); Performer Stuff (Undergrad Auditions Hospitality); and DJ Ya Boi Boi, Robert Lewis (Banquet Décor, Entertainment, and Dance).

IX. *Rex Knowles* moved to adjourn. Meeting adjourned at 11:20 am.

Submitted respectfully,  
Maegan Azar

## Summary of Action Items

1. *Gibson* made a motion to approve the ExCom Minutes from January 2017. *Hudson* seconded. Minutes unanimously approved.
2. *Pat Gagliano* moved to approve establishing Rule IV.18 John Spiegel Theatrical Artist Award. *Kisling* seconded. Unanimously approved.
3. *David Wohl* moved to approve establishing Rule II.17 for the John Spiegel Theatrical Artist Award Committee. *Hudson* seconded. Unanimously approved.
4. *Wohl* moved to approve the amendment to Rule II.27 Scholarships Procedures Committee to include the John Spiegel Theatrical Artist Award. *Hudson* seconded. Unanimously approved.
  - a. *Rex Knowles* moved to approve the three John Spiegel Theatrical Artist Awards Rules. *Lee Crouse* seconded. Unanimously approved.
5. The budget comes to ExCom as a seconded motion from the Finance Committee (FinCom). Unanimously approved.
6. *Wohl* moved to amend the budget to reduce the Wilson Scholarship Award from \$5500 to \$5000. *Gibson* seconded. Unanimously approved.
7. *Wohl* moved that the following manuals be approved: Behm, Smith, and Endowment. *Litsey* seconded. Unanimously approved with the understanding that the new Rule II.27 will be updated administratively.
8. *Wohl* made a motion to approve the Matching Grants Program. *Gagliano* seconded. Unanimously approved.
  - a. *Jerf Friedenberg* moved to approve the Matching Grants Program. *Greg Mach* seconded. Unanimously approved.
9. *Kris McIntyre* made a motion to Approve Board of Directors Meeting Minutes from September 2016. *Neil David Seibel* seconded. Minutes unanimously approved.
10. *Dean Slusser* made a motion to approve the March 2016 Business Meeting minutes. *Mary Norman* seconded. Minutes unanimously approved.
11. *Pat Gagliano* made a motion to change “Long Range” Planning to “Strategic” Planning in Article X, Section 6; Article XI, Section 5 Part 2; and Article XII, Section 2, Part 5. *Rex Knowles* seconded. Motion approved.
12. *Dean Slusser* moved to accept the 2017-18 slate of nominations by acclamation. *Amanda Nelson* seconded. Slate approved.
  - a. President: Tiza Garland  
Elected Past President: Alan Litsey  
Secretary: Maegan Azar  
Vice President of Services: Pat Gagliano  
Vice President of Administration: Jeff Gibson  
Vice President of Finance: David Wohl  
Vice President of States: Lee Crouse  
Vice President of Divisions: Amie Kisling
  - b. Nominations Committee: Sean Paul Evans, Lynn Nelson, Esthere Strom, Susan Cato Chapman
  - c. State Representatives  
Alabama: ND Seibel  
Florida: Donna White  
Georgia: Dean Slusser  
Kentucky: Jeremy Kisling  
Mississippi: Lee Crouse  
North Carolina: John “Jerf” Friedenberg  
South Carolina: Kris McIntyre  
Tennessee: Rex Knowles  
Virginia: Mike Hudson  
West Virginia: Gregory Mach
  - d. Division Chairs  
Theatre for Youth: Amie Kisling  
Secondary: Suzanne Allmon  
College/University: Mary Fran Crook  
Community Theatre: Tom Booth  
Professional: Matt Davenport
13. *Neil David Seibel* moved to accept the name change on all manuals that mention “Long Range” Planning Committee to “Strategic” Planning Committee. *Mary Fran Crook* seconded. Motion approved unanimously.

14. *Dean Slusser* moved to accept the Strategic Planning manual. *Gregory Mach* seconded. Motion approved unanimously.
15. *Mike Hudson* moved to suspend the approval of the minutes. *Dean Slusser* seconded. Motion approved.
16. *Rex Knowles* moved to suspend the ExCom May meeting date portion of Rule 6 for this year, and thereby permit ExCom to schedule the May meeting at an agreed upon date in May. *Neil David Seibel* second. Unanimously approved.
17. VP of Finances, *David Wohl* moved to amend Rule 4.14: Leighton M. Ballew Directing Award. “The Leighton M. Ballew Directing Award is an award presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a ~~regionally accredited~~ graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this award is assigned to the Leighton M. Ballew Directing Award Committee. (3/5/17)” *Dean Slusser* seconded. Motion approved.