

SOUTHEASTERN THEATRE CONFERENCE, INC.

May Executive Committee/Board Meeting

Sheraton Four Seasons Bear Creek Conference Room, Greensboro NC

Friday May 15, 2015

Executive Committee (Voting members):

President: *Tiza Garland*

Vice President of Services: *Patrick Gagliano*

Past President: *David Wohl*

Vice President of Administration: *Steve Bayless*

Secretary: *Adanma Barton*

VP of Finances: *John Spiegel*

VP of States: *Mike Hudson*

VP of Divisions: *Bill Murray*

Friday May 15, 2014

4:00pm, Convene Executive Committee Meeting
 Tour of Convention Center
 Greetings & Roll Call
 Announcement of Taping (*Secretary: Adanma Barton*)
 Appointment of Parliamentarian (*Past President: David Wohl*)
 Approval of Minutes

Approval of the Minutes
 **Bayless, Wohl seconded*
 Motion carries

4:30pm, Announcements of Chairs

President Garland announced that nearly all chairs for committees have been appointed and accepted. She is working to promote clear communication between the immediate past chairs and the incoming chairs of committees.

There was General Discussion about the charge of the Long Range Planning Committee.

Past President Wohl presented the Nepotism Policy and Compassionate/Bereavement Leave Policy

**VP of Services Gagliano made a motion to include the Compassionate/Bereavement Leave Policy in employee packets as amended,*

VP of Finance Spiegel seconded the motion

Motion carries

**VP of Finance Spiegel made a motion for an amendment to the Compassionate/Bereavement Leave policy to include "domestic partner, children of domestic partner, parent of domestic partner,"*

VP of Divisions Murray seconded

Motion carries

6:02pm, President Garland moved the group out of Executive Session to discuss the Executive Director evaluation.

**After discussion David Wohl moved to amend the FY 2016 budget to reflect an increase in compensation for the ED as a cost of living adjustment.*

Seconded by Adanna Barton

Motion carries

President Tiza Garland will meet with the ED before the end of the fiscal year for a performance review.

7:08pm, VP of Services Gagliano moved to adjourn; VP of Finance Spiegel seconded. Session closed.

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Saturday May 16, 2015

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Past President: *David Wohl*

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Cultural Diversity Chair: *Kris Geddie*

9:05 am, Greetings & Roll Call

Announcement of Taping (Secretary: *Adanma Barton*)

Appointment of Parliamentarian (Past President: *David Wohl*)

9:10 am, Cultural Diversity – Kris Geddie

President Garland acknowledged the challenges that have faced the Cultural Diversity Committee. She suggested that the committee address two tasks, 1) Create a plan of action regarding programming and program proposal for the convention, and 2) Create a plan to increase inclusivity with other regional and national theatre organizations such as Black Theatre Network, 4th Wall Theatre, National Theatre of the West, and Emerald Theatre Company.

There was discussion with Chair of Cultural Diversity, Kris Geddie. Geddie stated that to be more inclusive with Program Proposals there will be a three part division: Multi-Ethnic, Social Change, and Special Needs. Cultural Diversity will seek Vice-Chairs and we will begin a list of resources to share with Executive Director Horth. Resources will be listed on the SETC website.

There was discussion about revision of website for Program Proposals so proposers can self-select appropriate topics: Multi-Ethnic, Social Change, and Special Needs.

President Garland tasked Geddie to make changes to Cultural Diversity manual VP of Finance Spiegel suggested that SETC should have images on the website that reflect more diversity.

10:24am, Break for 10 minutes before ED Report

10:35am, Executive Director Report: *Betsey Horth*

Executive Director Horth presented the *SETC Student Chapter Idea* from Program Manager Quiana Clark-Roland and Administrative Assistant Rachel Blake, *Review of SETC Social Media* from Communications Specialist Kim Doty, *Professional Services Division Report* from Auditions Coordinator April J'C Marshall, and gave an overview of convention survey responses.

There was a discussion about Rule 1.18 and the process of revising manuals.

1:15pm, Lunch

2:25pm, Reconvene

Continue discussion on Rule 1.18

Rule I-18 Procedures for Updating Manuals

The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I *Operational Procedures* as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I *Operating Procedures* or Part II *Policy from Higher Authority* may be submitted to the designated Vice-President at any time. Revisions to Part III *Regulations* from this constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee
5. After approval, Vice-President of Administration sends approved manual to Executive Director
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer

**Past President Wohl motioned to change Rule 1.18,
VP of Services Gagliano seconded
Motion carries*

There was continued discussion about amendments to the Bereavement/Compassion Leave Policy, Personnel Policy including Nepotism Policy and Volunteer Policies and Procedures.

**Past President Wohl motioned to accept the Nepotism Policy and making changes as amended
VP of Divisions Murray seconded
Motion carries*

**VP of Finances Spiegel motioned that the Bereavement/Compassion Leave policy goes into effect the next fiscal year which begins July 1, 2015
VP of Services Gagliano seconded
Motion carries*

**VP of Finances Spiegel motioned to retroactively apply leave to Executive Director's most recent leave
Hudson seconded
Motion carries*

Volunteer Policy – President Garland suggested that the Volunteer Policies be modified and that upon registration for convention members must acknowledge the policy. After discussion, it was decided that this will be a Code of Conduct.

**Past President Wohl motioned to approve/accept the SETC Volunteer Policies and Procedures and that it is included in Volunteer information packet and required to be signed and returned to Central Office
VP of Administration Bayless seconded
Motion carries*

Executive Director Horth and Past President Wohl will create an abbreviated Code of Conduct and present at the January meeting.

Action Items

President: *Tiza Garland*

Due to the changing deadlines for awards and scholarships this year, an awardee was named the winner of two awards.

Rule 4.17 Duplicate Awards

**Past-President Wohl makes motion for one time exception of rule 4.17 in terms of the 2015-2016 Secondary School Scholar to allow the winner to receive two awards;
Gagliano seconded; Hudson abstains
Motion carries*

Vice President of Services: *Patrick Gagliano* - none

Past President: *David Wohl* - none

Vice President of Administration: *Steve Bayless* - none

Secretary: *Adanma Barton* - none

VP of Finances: *John Spiegel* - none

VP of States: *Mike Hudson* - none

VP of Divisions: *Bill Murray* - none

Items for Discussion

President: *Tiza Garland* - none

Vice President of Services: *Patrick Gagliano* - none

Past President: *David Wohl*: Inquired about the status of conflict of interest policy. ED Horth will send to him directly.

Vice President of Administration: *Steve Bayless* - none

Secretary: *Adanma Barton* – Requested that Katori Hall be considered as a possible keynote.

VP of Finances: *John Spiegel* - Discussed the General ledger.

VP of States: *Mike Hudson* –*states meeting item*: it was suggested that instead of having 10 different state meetings at convention, it would be nice to have one big meeting preferably before a reception break.

VP of Divisions: *Bill Murray* - none

VP of Services Gagliano noted that he has already received one inquiry for Fringe Festival, and some suggestions for keynote speakers as a result of the article in SETC News.

Past President Wohl wants to set up a time to talk with the staff about Health Insurance plans, IRAs, etc.

Unfinished Business

ED Horth proposed new prices for an Exhibit increase and distributed information about costs for exhibits in the past. Executive Committee gives the Executive Director support with this decision.

Horth presents request from Exhibit Chair suggesting the selling of Exhibitor Guest Passes. After discussion the consensus was that SETC will test the idea of providing Guest Passes to Exhibitors at the 2016 convention with the caveat that “guests” may not be members or previous convention attendees. Passes will be for the Exhibit Hall only.

President Garland discussed the report and the document presented by the Mentoring Task Force. The implementation of the complete plan “as is” would be a large endeavor. The next step is to ask the task force to create a plan that can be implemented with a small group of people.

Garland distributed the information presented by the Long Range Planning Committee last year including a plan for actualizing strategies and a plan for the evaluation of strategies and tactical plans identified by the Board as organizational goals in previous strategic planning meetings. The 2015-2016 Long Range Planning Committee will be asked to review the documents and incorporate them into their planning and goals as they move forward.

Horth recommended that in January ExCom & Long Range Planning get together to meet.

New Business

Executive Committee discussed and scheduled visits to State Conferences/Festivals.

Hudson motioned to adjourn, Bayless second

Adjourn_ 5:17pm