

SOUTHEASTERN THEATRE CONFERENCE, INC.

Executive Committee Meeting
 Grand A, Atlanta Hilton Airport
 Atlanta, GA
 Saturday, September 6, 2014

ExCom Members in Attendance: President, Jack Benjamin; VP of Services, Tiza Garland; VP of Administration, Steve Bayless; Secretary, Adanma Barton; VP of Finance, Duke Guthrie; VP of States, Mike Hudson; VP of Divisions, Bill Murray; and Past President, David Wohl

Other Members in Attendance: Betsey Horth, Executive Director; Sarah McCarroll, Chair of History/Theory/Literature/Criticism, Chair of Young Scholars Award Committee, Associate Editor of Theatre Symposium; Steve Burch, Chair of the Playwriting Committee, Archives Committee member, History/Theory/Literature/Criticism Committee member; Maegan Azar, SC State President, Vice-Chair of College and University Division; Harry Culpepper, SC State Representative, KEAP Committee member; Todd Ristau, Chair of High School Playwriting Project, Chair of the New Play Project (Getchell); Neil David Seibel, AL State Representative; Jeremy Kisling, KY State Representative, Chair of the Sara Spencer Award; Amie Kisling, Chair of the Theatre for Youth Division, Long Range Planning Committee member, Nominations Committee member; Glen Gourley, Chair of the Denise Halbach Award, Scholarship Procedures Committee member; David Thompson, Chair of the Bylaws Committee, Denise Halbach Award Committee member, Theatre Symposium Steering Committee member; John Spiegel, Chair of the Endowment Fund, Ex-Officio of Finance Committee, Ex-Officio of Endowment; Denise Halbach, Archives Committee member, Ex-Officio of the Denise Halbach Award Committee, KEAP Committee member, Publications Committee member; Robert Homer Drummond, Chair of the Acting and Directing Committee; Joe Frost, MS State Representative; Greg Mach, WV State Representative; John Friedenberg, NC State Representative, Chair of the Graduate School and Undergraduate School Auditions, Secondary School Scholarship Committee; Dean Slusser, GA State Representative, Chair of William Wilson Award, Scholarships Procedures Committee; Donna White, FL State Representative, Secondary School Scholarship Committee; Shawn Paul Evans, Chair of Stage Management Committee; Dennis Wemm, Chair of Archives Committee, Bylaws Committee; Matt Davenport, Vice-Chair of Professional Theatre, Finance Committee Member; Beth Harvey, Chair of Long Range Planning Committee, Endowment Committee, Finance Committee, Personnel Committee; Mark Paladini, Chair of Religion and Theatre Committee; Pat Gagliano, Chair -Scholarship Procedures Committee, Endowment Fund Committee; Jesse Bates, Chair of Secondary School Scholarship Committee; Jeff Gibson, Finance Committee member

- Meeting called to order at 11:14am by President Jack Benjamin
- Announcement of Rachel Blake as scribe
- Announcement of recording by Adanma Barton
- Roll call
- Approval of May meeting minutes (Wohl moved, Hudson seconded)
- Friendly amendment offered by David Thompson striking the term CEO from the minutes in reference to the Executive Director. After discussion, motion accepted, seconded, and passed unanimously.

Action Items:

Past President David Wohl: No action items

Administrative VP Steve Bayless: Bylaws Chair, David Thompson, Executive Committee wants to meet when they want to meet, change Rule 1.6 [need wording of the motion here]

- After discussion, motion passed.

Secretary Adanna Barton: No action items

States Rep Mike Hudson: No action items

Division Rep Bill Murray: No action items

Treasurer Duke Guthrie:

- Committee recommends acceptance of audit following discussion motion passes
- FINCOM moves to amend the budget to reflect new hire in the office, motion passes
- Motion that an Executive Committee Member be appointed to produce and then distribute universally appropriate language of “Policy for Higher Authority” to Advisory Council Vice Presidents for distribution to their committees for insertion into committee manuals along with additional “Policy for Higher Authority” language appropriate to each committee manual.

Discussion followed

Motion was approved

Items for discussion:

President Jack Benjamin

Members of Executive Committee will attend different state meetings, sent emails to State Representatives, Presidents and Executive Directors for each state organization about them coming to each state

- Murray going to AL: Dec 4-6 , Troy University, Trumbauer Festival
- Hudson going to FL: Gainesville Nov 5-8
- Murray going to GA: October 9-11
- Guthrie going to KY: Nov 21-23, EKV
- Murray going to MS: Jan 15-18, University of Mississippi
- NC: Wohl went this summer in July
- SC: Benjamin hosting, Wohl coming as well
- Garland going to TN: Oct 23-26, Maryville
- Benjamin going to VA: October 23-26 Betsey as well
- Barton going to WV: Nov 8, Bridgeport High School

Executive Director Betsey Horth

Office staff will attend the following state meetings

- Betsey Horth going to GA to do community theatre adjudication
- April Marshall going to KY responds to one festival
- Ethan Pell going to SC
- Quiana Clark-Roland going to TN
- Betsey Horth going to VA

President Jack Benjamin

Based on the discussion regarding the Mentoring program discussed yesterday evening, the following individuals have been appointed to the Mentoring Task Force

- Jeremy Kisling, Chair
- Glen Gourley
- Dennis Wemm
- Lee Crouse
- Harry Culpepper
- Maegan Azar
- Annette Grevious
- Sarah McCarroll
- Ex officious: Betsey Horth and Jack Benjamin

Mentoring Task Force Charge:

President Jack Benjamin

The task force is charged to develop information and a process to Create a Culture of Mentorship as part of our service mission starting with our leadership. Building our Leadership by connecting leaders to leaders and ultimately building SETC's value by connecting leaders to participants/participants to participants. The task force should report its findings and proposed plan to the Executive Committee at its initial meeting in March.

The Executive Committee charged the President with sending letters to the board to request contributions for the endowment. Letters might have gotten lost but we are trying to encourage people to donate because if we do then other people will.

President Benjamin reminded ExCom members of the discussion regarding the SETC Hall of Fame idea in January. He introduced the concept to the board. Since lots of people in organization never get recognized for their commitment and contributions, one of the best ways we can help people feel recognized is by creating a SETC Hall of Fame to give recognition.

President Benjamin appointed the Hall of Fame Ad Hoc committee: David Wohl - Chair, Bill Murray, Mike Hudson, Maegan Azar, Betsey Horth

SETC Hall of Fame Ad Hoc Committee Charge:

- Develop criteria and a procedure and appropriate system to honor those individuals who have made outstanding and significant contributions to SETC over an extended period of time. The committee is to make its initial report to the Executive Committee at its January meeting.

General discussion concerning the charge and purpose of the committee followed. Chair Wohl stated that the committee will solicit information from all interested parties.

President Benjamin: stated that the he met ExCom last evening in Executive session to inform them we have an agreement in principle between the organization and the Executive Director on a contract.

Discussion followed concerning the contract and the board's responsibility.

President Benjamin stated that the Board of Directors will see the contract before it is signed. He also stated that we are thrilled to be able to get to this point.

Betsey Horth delivered the Executive Director's report.

President Benjamin announced the lunch hour and that we will reconvene at 1:45.

Adjourned at 12:34pm
Reconvened at 1:49pm

Discussion Items

VP of Services Garland: Discussed request from History/Theory/Literature/Criticism, how various committee manuals have differing language about electing chairs, Membership versus Registration, SETC News, and gave updates about programming and keynotes for our upcoming conference.

President Benjamin: Encouraged committee chairs to review manuals, reminded that the rules state that President appoints Chairs of all committees. President will take recommendations from constituents and central office.

Past President Wohl: Asked in May by the President to develop a policy for conflict of interest. A draft of the policy has been shared with the Personnel Advisory Committee to review; revised draft will be approved by ExCom in January. Wohl discussed the need for personnel policy for the organization that would address volunteers, who act as "agents of SETC" to address issues such as harassment, workplace violence, discrimination, etc. If developed, approved, and adopted, language will be included in everyone's all manuals.

VP of Admin Bayless: No discussion items, interest items from Bylaws

David Thompson: Bylaws changes approved in March were part of a decade long process. We made a lot of revisions to the document that governs us there may be inconsistencies, if you spot something email me and Dennis to determine if it is a typo or needs to be addressed through action.

Beth Harvey: Would like to thank everyone for listening to Long Range Planning committee report, access to the internal directory, would like feedback on the process if you have questions comments and concerns email me at beth.harvey@fscj.edu.

VP of States Hudson: See Semi-annual report for the state information.

VP of Divisions Murray: Will be sending out Semi-annual reports again, many of you have colleagues that might be good as adjudicators for high school theatre festival. Please give information to Bill.

VP of Finance Guthrie: Reminder to all of us that fundraising is important to all that we do and is necessary.

John Spiegel discussed Endowment plans for Chattanooga.

Todd Ristau discussed progress with High School Playwriting Project.

VP of Finance Guthrie reminded us that KEAP will be seeking additional support. Gagliano discussed marketing plan for scholarships.

Chris Rich:

Nominations committee slate for 2015-2016

- President: Tiza Garland
- VP of Services: Pat Gagliano
- VP of Administration: Steve Bayless
- VP of Finance: John Spiegel
- Secretary: Adanna Barton
- Past President: David Wohl
- VP of States Mike Hudson
- VP of Divisions: Bill Murray

Nominations on the floor of the convention

Unfinished business:

Discussion:

William Leavengood Innovative Playwriting Award proposal.

President Benjamin: Adjust rule 2.8, delete 4.18 add new rule 4.22 then review at the board meeting.

AMENDMENTS to RULES OF THE ASSOCIATION

9/6/14

Section II, Rule 8.

Playwriting Committee. The Playwriting Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Playwriting Committee shall include, but not be limited to, conducting the annual New Play Project, administer the Innovative Playwriting Instruction Award, developing programs for the annual convention, and carrying out such other projects as may benefit playwriting in the SETC region. This committee shall annually propose, as a part of its budget request, the amounts of all awards for which it is responsible. (9/6/14)

DELETE Rule IV.18

Section IV, Rule 22.

The Innovative Playwriting Instruction Award. The Innovative Playwriting Instruction Award is established to discover and develop worthy new plays and to encourage young playwrights. The contest shall annually recognize creative inclusion of playwriting instruction in high school curriculum by an innovative high school teacher. The place of employment or place of permanent residence of the award winner must be located within the SETC region. The committee will select one winner (if one of sufficient merit is found) of a monetary award. Administration of the Innovative Playwriting Instruction Award assigned to the Playwriting Committee. (9/6/14)

All those in favor of changes, deletions it *passes unanimously*

New business: none

Call for adjournment of Executive Committee meeting

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Reconvene at 3:35pm, President Jack Benjamin called to order

Secretary Barton

Roll Call: Jack Benjamin, Steve Bayless, Tiza Garland, Duke Guthrie, Adanma Barton, Mike Hudson, Bill Murray, David Thompson, Maegan Azar, Susan Smith, Amie Kisling, Neil David Seibel, Donna White, Dean Slusser, Jeremy Kisling, Joe Frost, John Friedenborg, Harry Culpepper, Herb Parker, Mike Hudson, Greg Mach

These proceedings are being recorded in order to ensure the accuracy of the minutes

Rachel Blake announced as scribe.

March 5 and March 9 minutes- acceptance for minutes, Joe accepted, Steve Seconded

President Benjamin: Welcome once again, happy to see new people and continue to serve this terrific organization as you move forward in the organization, thank you to everyone for well wishes because of wife's mother last March. Executive committee met recently, several action items brought to executive committee:

Secretary Barton

- Motion to change rule 1.6 to change May meeting date and it passed
 (Dean Slusser moves that we approve the proposal change, seconded by John Friedenborg)
unanimously passes

- Acceptance of the audit distributed to state reps and the audit was accepted
- Budget motion to amend the budget based on salary increase for an employee, nothing
- Motion to ask the President to appoint individual to review all rules and regulations of organization that would apply to all manuals, individual appointed and subsidiary individual
- Mentoring Task force created
- SETC hall of fame ad hoc committee created
- Action item to amend, change and delete a rule for the innovative playwriting instruction award rule 2.8, 4.18, 4.22

Thompson: Requests to amend 2.8 motion approved by David Thompson seconded by Dean Slusser, amended Motion accepted to delete 4.18 motion by Slusser, Seconded by Harry, deleted
 Addition of rule 4.22 change award will be consistent to the rule

Ristau, Friedenborg, Horth, Slusser, and Thompson discussed the new award.

Pat Gagliano wants to approve motion as originally presented
Motion to accept seconded by Harry, voted on unanimously by board

President Benjamin asked for any other discussion items.

VP Garland discussed having Central Office update the website.

Beth Harvey reminded that Richard Robichaux who taught people to act in front of the camera in past workshops, had a role in the movie *Boyhood*.

John Spiegel reminded everyone to donate money to SETC

Executive Director Horth clarified misunderstanding about *Southern Theatre* college and university advertisements and reminded everyone about Cocktail hour after the meeting before Monologue Slam.

President Benjamin thanked everyone for their service especially those who worked with him in the last three years.

Motion to adjourn by Susan Smith; seconded by David Wohl

Adjourned 4:21pm

