

SOUTHEASTERN THEATRE CONFERENCE, INC.  
**Executive Committee Meeting**  
**Olympia Meeting Room, Sheraton Four Seasons**  
**Greensboro, North Carolina**  
**January 17, 2015**

**ExCom Members in Attendance:** Executive Director, Betsey Horth; President, Jack Benjamin; Program Vice President (Services), Tiza Garland; Past President, David Wohl; Administrative Vice President (Administration), Steve Bayless; Secretary, Adanma Barton; Treasurer (VP of Finances), Duke Guthrie; States Representative (VP of States), Mike Hudson (not here); Divisions Representative (VP of Divisions), Bill Murray (not here) – Paul Crook (in his place); Scholarships Committee, Patrick Gagliano

- 9:00 am President Benjamin calls meeting to order
- Secretary Barton: Proceedings being recorded in order to ensure accuracy of minutes. Roll call. Quorum established
- President Benjamin appointed David Wohl as Parliamentarian.
- President Benjamin asked if anyone can go to Mississippi convention next week and adjudicate in Bill's place.
- Shirley Kennedy of Sheraton/Koury Convention Center came to the meeting to introduce herself.
- Executive Director Horth reviewed the budget.
- There was general discussion about employee Health Insurance options/plans and salary increases for staff and about KEAP chaperones.

Break 11:05-11:18am

**Action Items**

Program VP Garland – none  
Past President Wohl – none  
Treasurer Guthrie – none  
Administrative VP Bayless - none  
Divisions Rep Crook – none  
Secretary Barton – none  
State Reps Hudson – (not here)

Executive Director Horth gave her report:

- Our convention and audition attendance numbers are up, Job Contact is growing but Teacher's Institute attendance is floundering; we will need to revisit the idea of the Institute in May.
- The Ten Minute Play Festival will now be run by Graduate student Laura King from Hollins University; Crook suggested recognizing/dedicating the 2015 festival to Vicki Pennington. Garland suggested we also recognize Steven Hyers, all members agreed to this.

- Scholarship applications are still woefully low. Gagliano suggested talking with High School Guidance Counselors. Wohl suggested having a table at the conference for students to instantly sign up.

Break for lunch 12:45pm, return from lunch 1:45pm

President Benjamin requested, in the interest of time, pausing the ED report so Scholarships could be covered before Gagliano's departure.

Gagliano presented Scholarship Manual revisions: Halbach, Portfield, Ballew, Smith, Behm

- Section 3.B of all scholarship manuals will now showcase specific benefits of the awards
- Language in Section 6 of manuals needs to be changed to "a story for the SETC website" instead of SETC News

***Motion from Bayless to accept the Halbach manual, seconded by Wohl – passes***

There was general discussion about the Timeline section for manuals: the application procedures will be outlined on the website.

***Seconded motion from Bayless to approve the Portfield manual – passes***

There was discussion about wording in Ballew manual and the possibility of creating a way to complete all of the scholarship application forms online.

***Seconded motion from Bayless to approve the Ballew manual***

Crook suggested having scholarship interviews via Skype.

*Motion passes*

There was discussion about revising the language in Behm award manual and rewording language in the Origination of the Award section.

***Seconded motion from Bayless to approve Behm manual – passes***

The Smith manual will be reviewed in March.

President Benjamin expressed congratulations to Gagliano for his great work with manual revision and thanked him for his attendance and participation!

Return to Executive Director Horth's report:

- After discussion of Convention Sponsorships, Horth expressed thanks to Garland for facilitating partnership with *BackStage*.
- There was discussion about beta testing a Convention App for Professional Auditions.
- Upcoming convention will provide more structure and support for stage management of the High School Theatre Festival.
- We need a complete revision of the SETC Job Contact Bulletin. President Benjamin and the Executive Committee insist that the online job bulletin must be redesigned as soon as possible.
- LiNK was VERY successful, dates for 2015 tentatively November 13 & 14. Thank you to Crook for getting Focal Press to sponsor College & University.

- Horth is looking for permission to start exploratory Task Force on year round programming for LiNK: Donna Meester suggests assisting students with preparing portfolios and preparing how to interview. President Benjamin agrees with the idea.
- Newton Neeley has left SETC 15% of his estate in his will.
- There was general discussion about future convention sites.

President Benjamin thanked Executive Director Horth for her work and proclaimed she has been a joy to work with for the past three years. President Benjamin will finalize the Executive Director contract with Horth in the coming weeks.

### **Action Items**

Program VP Garland – none

Treasurer Guthrie – none

Past President Wohl – none

State Reps Hudson – (not here)

Administrative VP Bayless - none

Divisions Rep Crook – none

### **Discussion Items**

Program VP Garland –

- Cultural Diversity wants to be divided in to 3 categories: Multi-Ethnic, Special Needs, and Social Change. Cultural Diversity Chairs request that the organization should commit to a Diversity Statement. Garland requests assistance from the full Board with finding examples of what other organizations use for a Diversity statement. Cultural Diversity committee is excited about reaching out to other national organizations and informing them about SETC. Barton reminded everyone that Black Theatre Network should be attending our Chattanooga conference and that it would be good to maintain that connection. President Benjamin said this is an important conversation that should begin in March with our new President including all Divisions so the statement is representative of the entire organization.
- Honorarium for Keynote speakers may need to be raised in the foreseeable future. There was general discussion about how to raise more money for keynote speakers especially if Keynote speakers provide workshops/Master Classes as well.
- The Fringe Festival will be fascinating this year with representation from many different areas. This year there was a new attempt with programming by asking various Chairs to do preliminary scheduling.
- Garland and Benjamin met and discussed various committee appointments, changing committee procedures, and formalizing the procedures committee so one voice speaks for all scholarships.

Past President Wohl –

- Reported on discussion with Personnel Committee about Employee benefits, approval of Nepotism policy which will need to go back to ExCom for final vote, need for Volunteer Policy/manual that addresses harassment (we have one for staff but need one for volunteers).

Once agreed upon the Policy should be reflected in every single manual and possibly add policy to Terms and Conditions as part of the Registration process.

- Reported on progress with the Hall of Fame. President Benjamin appreciated the report and we will continue the discussion in March.

Administrative VP Bayless --

- Sending Semi-Annual Reports to each Vice President, but need them back by the 20<sup>th</sup> of February. Instead of setc.org, he will use his aol.com email address. President Benjamin relayed from Bylaws Committee - Bylaws nor ExCom needs to see any manual that is changing only the basic bylaws. Those manuals should just go straight to President Benjamin and the Date of Acceptance would be last year March 8, 2014. If manuals have other options Chairs need to follow procedures and send the manuals to Bayless.

Secretary Barton-

- As the new President of Kentucky Theatre Barton discussed possibility of time for State Presidents to meet at the upcoming Chattanooga conference and discuss their conventions. Barton also clarified the creation of language in the Secretary manual for the Scribe position. President Benjamin stated that the Scribe is appointed by the President and the Scribe language should reflect that manual still meets already established deadlines. Barton asked clarification about deadlines especially if the Secretary is having a medical emergency and needs help. Benjamin replied that a statement should be sent to the President and help will be provided.

Divisions Rep Crook –

- Asked about establishing Tenure & Promotion Guidelines. There was discussion about other organizations like ATHE & USITT. President Benjamin will work with Crook to establish a Task Force to further develop suggestions for College/University Division. Barton volunteered to work on the Task Force.

President Benjamin-

- Thank you to Jeremy Kisling and the Mentor Task Force; they are in process and working.

### **Items of Interest**

None

### **Unfinished Business**

None

### **New Business**

President Benjamin thanked Duke Guthrie formally for his wonderful work with the Executive Committee. Executive Director Horth agreed and looks forward to working with him in the future. President Benjamin proclaimed his thanks to all.

Adjourned 5:13pm