

## SOUTHEASTERN THEATRE CONFERENCE, INC.

### Executive Committee Meeting

SETC Central Office, 1175 Revolution Mill Drive, Studio 14

Greensboro, NC

Friday, May 17, 2013

**ExCom Members in attendance:** President Jack Benjamin, Programming VP Tiza Garland, Secretary Lynn Nelson, Treasurer Duke Guthrie, States Representative Michael Hudson, Division Representative Bill Murray; Absent: Past President Chip Egan and Administrative VP Steve Bayless.

**Also in attendance:** Executive Director Betsey Baun, Judi Rossabi, Deanna Thompson

- Meeting called to order at 4:00 p.m.
- Roll call
- Announcement of taping
- Approval of agenda

#### ITEMS FOR DISCUSSION

**Jack Benjamin** announced that Steve Bayless would not be in attendance because he had fallen and even though he wasn't badly hurt, was not able to travel. He also noted that Chip Egan would not be able to attend until the next morning.

**Betsey Baun** reported on her upcoming wedding production next Saturday.

**Judi Rossabi, Deanna Thompson and Betsey Baun** presented a proposal for a new look for *SETC News*. Publications Committee met last fall and tasked Judi and Deanna to come up with new look for the newsletter. With the assistance of a local design agency, they proposed a new format with an airier look using more white space and more photos. This would entail increasing the number of pages in the publication significantly. However, since it is distributed via email, it will not increase production costs. ExCom recommended implementing the proposed changes.

**April Marshall** gave a report on auditions and Job Contact. She noted that on professional auditions:

- SETC will start offering a way for people to pre-qualify with a resume and video uploaded to YouTube
- If accepted for fall professional auditions, auditionees will automatically be accepted for spring auditions
- Fall qualifying auditions have continued to be successful
- Videotaping the spring auditions was a success

On screening auditions, she noted:

- Modifications are needed to align current policy with practice, amending the policy to read “All persons wishing to go through the SETC screenings must screen in the state to which they are assigned based on 1) their permanent home address, OR 2) the location of their current college or university.” This will be addressed on the divisional level at the fall board meeting.
- She will be working with each state to develop one application form for each state.
- She solicited adjudicators for state auditions, especially in West Virginia.

April said that she had been looking for a better name than Job Contact for SETC’s services. The group briefly brainstormed ideas, but did not come up with a new name. She added that she was launching a new program for advertising jobs and that ad numbers had significantly increased this year from the previous year.

The meeting was adjourned at 6:00.

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Saturday, May 18, 2013

**ExCom Members in attendance:** President Jack Benjamin, Programming VP Tiza Garland, Secretary Lynn Nelson, Treasurer Duke Guthrie, States Representative Michael Hudson, Division Representative Bill Murray, Past President Chip Egan; Absent: Administrative VP Steve Bayless.

**Also in attendance:** Executive Director Betsey Baun, Education Services Coordinator Jerf Friedenberg, Claire Wisniewski, Scribe Judi Rossabi, and Scribe Quiana Clark-Roland

- Meeting called to order at 9:00 a.m.
- Roll call
- Announcement of taping
- Approval of agenda

#### **ACTION ITEMS**

**Claire Wisniewski** from Central Office and Education Services Coordinator **Jerf Friedenberg** presented a proposal to move graduate and undergraduate school auditions so that they start on Thursday of convention week rather than Friday. Even though some drawbacks, such as added travel expense, were noted, the benefits far outweighed them. **Motion** to support changing start date for school auditions from Thursday to Wednesday of convention week (Guthrie/Nelson). **Approved**

Betsey and Claire also reported that at the ED Roundtable at the convention in March, USITT proposed a partnership for technical auditions. Mutually acceptable dates for the technical auditions would have to be decided. **Motion** for President Jack Benjamin to form a task force consisting of Betsey Baun, Jerf Friedenberg, Claire Wisniewski and one TBA to further explore a partnership with USITT for technical auditions (Garland/Murray). **Approved**

#### **EXECUTIVE DIRECTOR REPORT**

**Betsey Baun** presented her report:

- Convention statistics: She noted that Theatre for Youth numbers were down significantly due to Division Chair not inviting students. This will be corrected at the next convention.
- The Saenger Theatre was originally considered as the site for the Community Theatre (CT) Festival in Mobile next year. The cost of the Saenger was very high and the University of South Alabama was also considered. Since making the arrangements, management for the Saenger has changed and has expressed continued interest in hosting the CT Festival. ExCom gave their

support for Betsey to negotiate and choose the best deal. A general discussion was held about Community Theatre division with Lynn reporting that there had been discussions at two state conventions about moving the Community Theatre festival to a date different than the SETC Convention in March. The Divisions Representative will bring up the issue for discussion at the fall board meeting with the other divisional representatives.

- Reviewed finances: Noted that one unplanned expense will be incurred this fiscal year to replace a computer running on XP which is no longer going to be supported by Microsoft. Another will be replaced in next year's fiscal budget.
- Staff Update: Announced that all but two staff had received annual performance reviews and updated job descriptions. The remaining two will receive their performance reviews soon. Also announced that Riley Driver had resigned to return to grad school. Emily Diehl resigned to accept a position with Lexington Children's Theatre. Since summer is typically slow, Betsey will wait for a few months before attempting to fill either position.
- Most of full time staff will travel to Mobile August 12-15 for a convention planning session.
- Announced that the presenter for the 2014 Teacher's Institute and Wednesday keynote speaker will be Daniel Banks.

#### **ITEMS FOR DISCUSSION**

**Betsey Baun** discussed Income & Expenses report with explanations of why some of the actual numbers were not close to budgeted numbers in some cost centers. There is a need to amend the 2013-2014 budget to reflect higher costs for disability insurance for employees of SETC. **Motion** to amend the budget to reflect changes in disability insurance premiums (Benjamin/Nelson). **Approved**

Adjourned for lunch at 1:00 – Reconvened at 1:45

**Jack Benjamin** – Stated that he and David Thompson were on schedule to present a finalized document aligning the bylaws with the revisioning statement at the fall board meeting. One thing that ExCom does need to clarify is the definition of “ member at-large.” The original discussion had been that this position might be a student, but problems with that definition were discussed – the law stating a minimum age for members of a non-profit board and the short length of time many students are members of SETC. After much discussion, the general consensus was that the position needed to be truly “at large” and that the nominating committee would be advised each nomination period of what skills were needed to complement the rest of the slate. ExCom will continue to be deliberate in looking for other ways by which students' voices will be heard – with committee representation and involvement, etc.

Jack also reported that he had appointed all committee chairs except for the Archives Committee. The previous chair recently moved out of region and Central Office has taken care of getting documents placed in the archives. In the discussion, Jack recommended that ExCom move the focus of that committee toward history rather than archives. Jack will speak to Dennis Wemm about chairing the

Archives Committee with an eye toward eventually becoming a History Committee. The continued need and/or interest for a Film & Television committee was discussed. Since this is an ad hoc committee, Jack will not appoint a chair at this time, but will appoint Tiza Garland to head a task force to look at the direction this committee needs to take.

Naming representatives to all the state festivals was discussed. Jack asked each ExCom member to request first, second and third choices of state festivals they'd like to attend. Using state reps to visit other states when an ExCom member was not available was also discussed. This could be mutually beneficial, helping states share ideas. At this time, state reps will only be used if an ExCom member cannot be scheduled.

**Tiza Garland** – stated that she was learning the role of Programming VP. She solicited ideas and submissions for program proposals. She also stated that the Central Office staff had been really helpful to her.

#### **OTHER BUSINESS**

Jack distributed a document outlining the previous strategic plan and what action items (most) had been completed. He encouraged ExCom to study it and be prepared to discuss continuing and revising the strategic plan at the fall board meeting in September.

ExCom officially congratulated Betsey on her upcoming wedding and wished her the best.

Meeting adjourned to executive session at 3:45.