

ExCom Meeting

7 March 2012

12:43 PM

SOUTHEASTERN THEATRE CONFERENCE, INC.

Minutes

Tennessee River Room, Marriott Chattanooga

ExCom Members in Attendance: President, Alan Litsey; Programming Vice-President, Steve Bayless; Administrative Vice-President, Dawn Larsen; Secretary, Mark Charney; Treasurer, Tom Booth; State Representative Rep, Leslie Dellinger; Past President, Chip Egan; Interim Secondary Division Chair, Bill Murray; Division Rep, Lynn Nelson

Board Members in Attendance: Theatre for Youth: John Spiegel; College and University Theatre: Lesley Preston; Professional Theatre: Dewey Scott-Wiley; Secondary School Theatre: Bill Murray; Alabama: Neil David "ND" Seibel; Florida: Donna White; Georgia and Chair of the Wilson Committee: Dean Slusser; Kentucky: Kathi E.B. Ellis; Mississippi: Joe Frost; North Carolina: David Schram; South Carolina: Leslie Dellinger; Tennessee: Darren Michael; Virginia: Mike Hudson; West Virginia: Jeffrey Ingman

Also in Attendance: Executive Director, Betsey Baun; Bylaws: David Thompson; Finance: Jack Benjamin; Leighton Ballew Award and Long Range Planning: Tiza Garland; Chair of Long Range Planning: Dennis Wemm; Playwriting, Chair of the Robert Porterfield Committee: Patrick Gagliano; Halbach Scholarship: Denise Halbach; Stage Management Ad Hoc Committee: Patricia Crotty; Mike Hudson: Auditions Committee; Chair of C/U Directory, Lesley Preston; Vice Chair of Stage Management, Lee Crouse; Vice Chair of College and University, Karen Brewster; Long Range Planning: Tony Haigh; Endowment: Duke Guthrie; Publications Committee: Jamie Bickerstaff; Chair of Undergraduate and Graduate Auditions, John Friedenber; Auditions: Mike Murphy; Chair of Professional Division, Dewey Scott-Wiley; Chair of Past Presidents: Don Wolfe; Nominations/Publications/Denise Halbach: Sam Sparks; Task Force: Chris Rich; Vice Chair of Stage Management, Sean Robinson; Film and Television: Ken Parks; Auditions: Mike Murphy

1. Alan welcomed members to the community.

2 Jack introduced Scott Falk, Vice President of Arrowhead Conferences and Events who helps the planning team to negotiate SETC hotels, centers, meeting rooms, etc. Scott discussed details about negotiating for conventions and what it means to work for a not for profit organization. Scott also explained a bit about how they chose the convention site, and the economic impact that the convention has on the host city.

3. Alan introduced minutes for January 7 and 8 for approval. Denise Halbach noted four problems with the minutes, three grammatical mistakes, and one misrepresentation of a motion by Jack Benjamin. Her suggestions have been incorporated and are posted in a separate PDF. Minutes were corrected and approved as amended.

4. Alan reminded the Board about the mission of SETC.

5. **Betsey's Report:** Betsey distributed an excel spreadsheet with early numbers of SETC attendees. She noted the numbers increased on site for the Teachers' Institute (middle school to high school teachers) which included a seminar on playwriting by children for older actors. Also suggested the opportunity for more pre-convention seminars. Cited improved numbers in design participation. Discussed three new sponsorships in costume crafts, properties and sound. Thanked Dream Team, while encouraging volunteer work.

ACTION ITEMS

Dawn Larson, AVP:

President's manual update. Motion to accept manual. Moved and seconded. Approved.

Secondary Division's Manual differences: David praised Bill Murray's revisions. Motion to accept manual. Moved and seconded. Approved.

Endowment submitted a manual detailing lifetime membership and the Halbach award. Manual acceptance approved.

ITEMS FOR DISCUSSION

Alan Litsey, President

Alan explained that a model for the Executive Director Evaluation Tool that originated from a number of good conversations will be further discussed in the spring. Alan thanked Lynn Nelson, who created and critiqued the first model, allowing for quantitative responses. Asked for input from Betsey and group. John Spiegel encouraged us to provide Betsey with a contract before we discuss evaluations.

Alan discussed the thoughtful and useful response from Long Range Planning Committee about the Board Self Evaluation tool. Encouraged a report to be delivered to the Board and Advisory Committee on a regular basis. Dennis Wemm encouraged everyone to be expressive about what they need, especially from state and division. A discussion followed on how the board might take advantage of electronic media to conduct SETC business

Alan recommended continuing the board evaluation process.

Steve Bayless, Vice President of Programming

Reported on the Convention. Encouraged everyone to attend the aerial workshops.

Chip Egan, Past President

The Personnel Committee, FinCom Chair Jack Benjamin, and the Ad Hoc Committee are researching benchmarks for staff salaries.

Dawn Larsen, Administrative Vice President

BY-LAWS: In the light of recent SETC advocacy discussion in regards to human dignity and anti-discrimination, the Bylaws Committee recommended continued discussion of organization values and beliefs. David wanted to "honor the ideas that we said we would" by avoiding holding conventions in cities that support racist attitudes of any kind. John Spiegel warned us

about the definition of “protected classes.” Alan reassured the board that we spent significant time responding to the state discrimination actions in written form.

Kathi Ellis asked about the Susan D. Komen foundation. Notes reflect all we have done.

FINANCE COMMITTEE—Annual budget discussed. Not voted on until Sunday. Redacted everyone on the staff salary. Jack Benjamin, Finance Committee Chair, explained that the ExCom can recommend changes at any time to a very balanced budget. Betsey was praised for being conservative with funding, and thanked for the great job that she does to maintain a very fine, balanced, prosperous budget. Those with specific questions about money were encouraged to attend the Finance Committee meeting.

Ten-Minute Break at 2:57

ExCom and Board Meeting

7 March 2012

3:17 PM

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1. John Spiegel: Explained the need for the Board to contribute to the non-profit organization. John requested board members to consider contributions to SETC. In this spirit, he passed around a box and asked for a dollar from each board member to contribute to the conference.

2. Back to Dawn Larsen, Administrative Vice President

Items for discussion (continued):

Halbach Scholarship Committee: Discussed the small number of applicants. Sam Sparks suggested moving the deadline and simplifying rules and regulations. Duke Guthrie explained that he sent out an update.

SECONDARY SCHOOL SCHOLARSHIPS:

Applicants significantly down.

SERVICE:

Dawn thanked everyone for service.

3. Alan opened Items of Discussion for the Floor. None.

4. Alan Litsey expressed sympathy on the passing of long time SETC member Paul Favini.

5. David Wohl expressed regrets that he could not be with us due to health issues.

UNFINISHED BUSINESS:

Steve Bayless: Thanked Leslie Dellinger and Mark Charney for their service to the organization as States Representative and Secretary, respectively.

ACTION ITEM:

By Laws Rule Revision regarding non-discrimination: Rule revision V.2: Change (see Dawn Larsen). Denise asks if it mentioned the right to hold office.

SETC Rule V.2. Nondiscrimination. The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Moved and Seconded. Approved.

Personnel Manual:

SETC will not tolerate discrimination or harassment of any kind, either by or against any employee.

To provide equal employment and advancement opportunities to all individuals, SETC employment decisions will be based on merit, qualifications, and abilities. SETC does not discriminate in employment opportunities or practices on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation, or any other characteristic protected by law.

In general, harassment is defined as unwelcome verbal or physical conduct based upon age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation, or any other characteristic protected by law that unreasonably interferes with the person's work performance or creates an intimidating or hostile work environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Moved and Seconded. Approved.

NEW BUSINESS: None

Announcements:

- Blue Water Grill dinner tonight—everyone is invited
- Presenters in Banquet: 4:15 walk through
- Reminder: Nominations for next year's offices
- Steve Bayless: Casting workshop cancelled because of sickness

ADJOURNED: 3:35 PM