

**Minutes**  
SOUTHEASTERN THEATRE CONFERENCE, INC.  
Winter Executive Committee Meeting  
Omni Hotel - Charlotte, NC

**Friday, December 18, 2009**

Room 221/Maple Room

ExCom Members in attendance: President, Beth Harvey; President-Elect, Alan Litsey; Administrative Vice-President, Steve Bayless; Secretary, Tiza Garland; Treasurer, Chris Rich; States Representative, Leslie Dellinger; Divisional Representative, Bill Murray; Past President, Glen Gourley

Also in Attendance: Executive Director, Betsey Baun; FinCom Chair, Jack Benjamin; North Carolina State Rep., David Shram; Georgia State Rep., Duke Guthrie; Florida State Rep., Donna White; Alabama State Rep., Michael Howley; Chair of History/Theory/Criticism/Literature, Dawn Larsen; Mississippi State Rep., Tom Booth; Chair of Community Theatre, Lynn Nelson; Kentucky State Rep., Kathi Ellis; Chair of College and University Theatre, Pat Gagliano; Past-President, David Wohl; Chair of Professional Theatre, Dewey Scott-Wiley; Chair of Theatre for Youth, Jeremy Kisling

- I. Executive Committee Meeting called to order at 2:33pm
- II. Greetings
- III. Announcement of Taping (Secretary: *Tiza Garland*)
- IV. Appointment of Parliamentarian (Immediate Past President: *Glen Gourley*)
- V. Approval of Executive Committee Minutes September 12, 2009
  - Chris Rich made the motion to approve the Sept. ExCom minutes
  - 2<sup>nd</sup>: Leslie Dellinger
  - Motion carried
- VI. Finance Committee Chair, *Jack Benjamin*
  - A. At the request of the Executive Director, Jack Benjamin presented 2 different budgets:
    1. A budget draft reflecting a \$10 increase in membership fees
    2. A budget draft reflecting a \$10 increase in convention registration fees
  - B. A request was made that 2 other budget drafts be presented for consideration:
    1. A budget draft reflecting both the \$10 increase in membership fees and the \$10 increase in convention registration.
    2. A budget draft reflecting no increase in fees.
- VII. Executive Director Report: *Betsey Baun*
  - A. Budget—Executive Director, Betsey Baun, presented the budget. There was discussion on several points.
    1. On the budget draft, change the term “Seasonal Administrative Assistant to “Part time Administrative Assistant.”
    2. Discussion: Is it prudent to ask for an increase in membership fees and convention fees and also approve a 3% cost of living increase to the staff when many of the constituents are experience pay cuts and furloughs?
    3. This budget draft reflects support for Central Office Staff to travel to State Conferences. Discussion followed regarding the absence of ExCom at State Festivals in 2009. \$15,000 is in this proposed budget to send ExCom to State Festivals again. Keep in mind that staff at State Conferences will help

continuity in the process and ExCom at the State Conferences educates the leadership as to what is going on at the State level. Staff and ExCom at State Conventions each serve different functions.

4. Discussion: \$8,800 is spent on Theatre Symposium printing and postage. In order to save money on postage, can we put a question on a form asking members if they want Theatre Symposium mailed to them?
5. SETC News is on-line. This change reflects considerable savings.
6. The Young Scholars award (two \$250 awards), has its own line on the budget this year. If the President/ExCom asks FinCom and Endowment to take over this award, this line can come off of this particular budget.
7. Committee Funds Budget requests.
  - a. Discussion followed regarding the budget request for Convention 2011 from Voice and Speech.
  - b. Michael Howley asked if Central Office received the request from Diversity Committee.
  - c. Discussion: Can committee funds be used for food? The answer is 'no.' We should look at increasing hospitality funds and allocate it to committees as appropriate. Committee funds are to support programming, not to buy food.

Off topic: Include a "Job Sort" table at or near Registration tables at the convention.

8. Bill Murray and Secondary School Division is charged with finding a location for the festival in Atlanta.
9. We lost the Tech. mixer sponsors (Vari-lite and Selecon), the hospitality budget will increase by \$2000 to cover snacks at this event in 2011.
10. Discussion: Hospitality funding for Committees.
  - a. Consider spotlighting particular committees each year by providing a breakfast for the committee.
  - b. Can money be set aside for hospitality requests by committees?
  - c. We may require a proposal from committees for round-table discussions where food and beverages are provided.
  - d. ExCom supports \$500 for a specific committee (Cultural Diversity) to have breakfast.

#### VIII. Executive Director Report

- A. Thanked ExCom for her ability to take some of her sabbatical. Would like to be able to use some of the other accumulated sabbatical time in the coming year.
- B. Recommends that the job of Program Chair is dramatically altered for the future.
- C. SETC lost 3 sponsors this year for receptions.
- D. A policy change regarding the accepting of volunteers at the convention has been implemented.
- E. There are 4 types of volunteers:
  1. Job Squad
  2. General
  3. Pro-Auditions Interns
  4. Dream Team
- F. Report on Registration Numbers:
  1. Commercial Exhibits: 22 companies
  2. Ed Expo: 52 Schools
  3. Undergraduate Auditions: 40 schools, 27 actors, 7 design
  4. Graduate Auditions: 13 schools, 48 actors, 6 design students

- G. 2010 Registration Numbers:
    - 1. Adult Early Registration: 311
    - 2. Life Member Registration: 4
    - 3. Senior Early Registration: 14
    - 4. Student Early Registration: 814
    - 5. Chaperones: 0
    - 6. TOTAL Registered: 1,143
  - H. Tituss Burgess Concert: attendance is limited 300, 130 are registered
  - I. On Camera Master Class: attendance is limited to 60, 38 are registered.
  - J. Professional Theatre Services:
    - 1. 2066 Emerging Artists registered at state screenings.
    - 2. 751 Emerging Artists passed and have registered for Spring and Professional Auditions.
    - 3. 110 Job Contact Employees are registered to date.
  - K. SORT (SETC's Online Resumes for Theatre) is running and growing. 67 companies have been added to the service. There are 94 active users of the site.
  - L. Endowment
    - 1. There have been few contributions this year: \$120 in July, \$1000 in October, \$1200 in December, \$2200 from Denise Halbach. It is recommended that the Endowment Funds collected this year at Tituss Burgess Concert be allocated to Denise's Fund since it is for a performance scholarship.
- IX. Adjourn: Steve Bayless made the motion to adjourn at 5:49pm.  
 --2<sup>nd</sup>: Chris Rich  
 --Motion Carried

## **Saturday, December 19, 2009**

### Room 221/Maple Room

ExCom Members in attendance: President, Beth Harvey; President-Elect, Alan Litsey; Administrative Vice-President, Steve Bayless; Secretary, Tiza Garland; Treasurer, Chris Rich; States Representative, Leslie Dellinger; Divisional Representative, Bill Murray; Past President, Glen Gourley

Also in Attendance: Executive Director, Betsey Baun; Florida State Rep., Donna White; Chair of History/Theory/Criticism/Literature, Dawn Larsen; Mississippi State Rep., Tom Booth

- I. Executive Committee Meeting reconvened at 2:30pm.
- II. Announcement of Taping (Secretary: *Tiza Garland*)
- III. Appointment of Parliamentarian (Immediate Past President: *Glen Gourley*)
- IV. Action Items
  - A. President: *Beth Harvey – None to Report*
  - B. President Elect: *Alan Litsey – None to Report*
  - C. Immediate Past President: *Glen Gourley– None to Report*
  - D. Administrative Vice President: *Steve Bayless– None to Report*
  - E. Secretary: *Tiza Garland– None to Report*
  - F. Treasurer: *Chris Rich– None to Report*
  - G. States Representative: *Leslie Dellinger– None to Report*

H. Divisions Representative: *Bill Murray– None to Report*

V. Items for Discussion

A. President: *Beth Harvey*

1. Beth Harvey asked that everyone review proposed ByLaws changes and the articles and sections that will be affected. Refer to ExCom and Board Minutes from September 2009.
  - Any changes in ByLaws become effective immediately.
  - A bulleted and simplified summary of the changes is requested to be sent out to the eligible voting members on this item.
  - A note in SETCNews needs to be made to the membership stating that a blast e-mail will be sent regarding the proposed changes to ByLaws that will need to be voted on at the Business Meeting in March..
  - A blast e-mail will go out to eligible voting members detailing the proposed changes to ByLaws and the justification for the changes.
  
2. Nominations
  - We need to improve the method by which people are nominated.
  - We need to improve communication of suggested nominees to the Nominations Committee. We need to encourage active participation from members when it comes to nominating qualified people to leadership positions.
  - We need to create a mechanism for those who are on the Nominations Committee to be able to read or learn about those who are nominated to an office.
  - We also need to look at who is on the Nominating Committee. It is important that the committee members are familiar with the responsibilities of each office and can identify potential leaders of SETC.
  - The importance of Board/Staff/Nominations Committee collaboration was discussed. For example, the current policy does not specify that the Nominations Committee seeks staff input. Clearly, Staff, Board members and other constituencies have a role to play. --- The overall nomination and leadership development process will be examined within the context of the strategic planning process.
  - Prospective nominees need to be alerted in advance of the particular duties of an office as well as the costs/travel involved in being a board/ExCom member.
  - We need to set up a format or ask the nominees to answer a set of questions to respond to so that their credentials and experience are clear to the Nominations Committee and the voting members.
  - Currently the Nominations Committee has come up with the names for the straw ballot, this shouldn't be their task. Nominations need to come from the membership.
  - Discussion followed regarding the duties of the Nominations Committee: Is it the task of Nom Com to choose the slate of officers from the straw ballot regardless of the outcome of the vote? Or is the task of the Nominations Committee to record and report?
  - The Sunday meeting in March would be a great time to submit names to the Nominations Committee.
  - Those at the meeting (December 19, 2009) were asked to send any copies of forms currently used in other organizations for consideration for nominees to fill out before elections.
  - Nominees may come from the Advisory Council. Consider these people as we move toward the next round of nominations.

### 3. Training New Leadership.

- Beth Harvey suggested that we use the May meeting as a type of “on the job training” for new ExCom members.
- Discussion followed regarding ExCom officers assuming duties at the same time as the fiscal year, not on the Sunday of the Convention.
- The only thing that has to happen on the Sunday meeting of the convention is the approval of the budget by the board that needs to go into effect on July 1<sup>st</sup>.

4. The business meeting will happen after the Keynote Speaker on Friday of the Convention, not before the Keynote speech as was previously scheduled.

#### B. President Elect: *Alan Litsey*

1. Alan Litsey suggested that Central Office staff take on a major part of scheduling programming for the convention.

- Discussion followed that planning convention includes much more than scheduling and filling in a spreadsheet. This help from staff will help the Programming Chair to be able to focus on other aspects of convention planning.

C. Immediate Past President: *Glen Gourley* – None to Report

D. Administrative Vice President: *Steve Bayless* – None to Report

E. Secretary: *Tiza Garland* – None to Report

F. Treasurer: *Chris Rich* – None to Report

G. States Representative: *Leslie Dellinger*

- There may not be an All-State Reception. Bestsey has found a deal for \$2000. Leslie Dellinger proposed that each state contribute \$150 and ask SETC to contribute \$500.

- History of the All-States Reception: Each state would meet, some states would give themselves a little reception afterward. At one point it was suggested that all of the states get together for a large reception. Soon after, Disney came into the picture and offered to sponsor the event.

- The problem that it had become a free dinner for people who sometimes didn't go to the state meetings.

- The states meeting for convention 2010 is scheduled before the luncheon.

- The final outcome is that there will be no All-States Reception at the 2010 SETC Convention.

- There are several sub-blocks for hospitality at the convention center. If a state wants to have a reception, Betsey can help connect them to the right people and negotiate a good price.

H. Divisions Representative: *Bill Murray*– None to Report

### VI. Items of Interest

A. President: *Beth Harvey*

- Richard Robichaux has been cast in “Better Off Ted”, look for him in upcoming episodes.

B. President Elect: *Alan Litsey*

- There is some really wonderful and diverse programs that will be presented at the SETC Convention 2010.

C. Immediate Past President: *Glen Gourley*– None to Report

D. Administrative Vice President: *Steve Bayless*– None to Report

E. Secretary: *Tiza Garland*– None to Report

F. Treasurer: *Chris Rich*– None to Report

G. States Representative: *Leslie Dellinger*– None to Report

H. Divisions Representative: *Bill Murray*– None to Report

VII. Unfinished Business

--The Executive Session is charged every year solely for the purpose of performance review of the Executive Director. This meeting will directly follow the Executive Committee Meeting.

VIII. Announcements

--Thanks to all who participated in the Strategic Planning.

--Thanks to Glen Gourley, under whose presidency the door for the planning process for the current Strategic Planning opened.

IX. Adjourn: Leslie Dellinger made the motion to adjourn at 3:55pm.

--2<sup>nd</sup>: Chris Rich

## **Saturday, December 18, 2009**

Room 221/Maple Room

ExCom Members in attendance: President, Beth Harvey; President-Elect, Alan Litsey; Administrative Vice-President, Steve Bayless; Secretary, Tiza Garland; Treasurer, Chris Rich; States Representative, Leslie Dellinger; Divisional Representative, Bill Murray; Past President, Glen Gourley

I. Executive Session called to order at 4:15pm.

--Discussion of the evaluation process of the Executive Director.

II. Adjourn: 5:05pm