

Minutes
SOUTHEASTERN THEATRE CONFERENCE, INC.
March SETC Annual Business Meeting
Bon Secour Ballroom – Riverview Renaissance Hotel
Mobile, AL
Saturday March 10, 2018

Mission: Connecting You to Opportunities in Theatre

Vision: SETC is the strongest and broadest network of theatre practitioners in the United States. We provide extensive resources and year-round opportunities for our constituents. Our services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals, and academicians. SETC energizes the practical, intellectual, and creative profile of theatre in America.

Executive Committee Voting Members

President: *Tiza Garland*
Elected Past President: *Alan Litsey*
Secretary: *Maegan Azar*
Vice President of Services: *Pat Gagliano*
Vice President of Administration: *Jeff Gibson*
Vice President of Finance: *David Wohl*
Vice President of States (Mississippi): *Lee Crouse*
Vice President of Divisions (Theatre for Youth): *Amie Kisling*

Voting Board Members

Secondary Division: *Suzanne Allmon*
College/University Division: *Mary Fran Crook*
Community Theatre Division: *Tom Booth*
Professional Division: *Matt Davenport*
Alabama: *Neil David Seibel*
Florida: *Donna White*
Georgia: *Dean Slusser*
Kentucky: *Jeremy Kisling*
North Carolina: *John “Jerf” Friedenber*
South Carolina: *Kris Rau McIntyre*
Tennessee: *Rex Knowles*
Virginia: *Mike Hudson*
West Virginia: *Gregory Mach*

Executive Director

Betsy Horth

- I. President *Tiza Garland* called the annual business meeting to order at 3:38 pm.

- II. Secretary *Maegan Azar* took roll call of the voting Board:
Present: President, *Tiza Garland*; Elected Past President, *Alan Litsey*; Secretary, *Maegan Azar*; VP of Services, *Pat Gagliano*; VP of Administration, *Jeff Gibson*; VP of Finance, *David Wohl*; VP of States, *Lee Crouse*; VP of Divisions, *Amie Kisling*; College/University Division, *Mary Fran Crook*; Alabama, *Neil David Seibel*; Florida, *Donna White*; Georgia, *Dean Slusser*; Kentucky, *Jeremy Kisling*; North Carolina, *John “Jerf” Friedenber*; South Carolina, *Kris Rau McIntyre*; Virginia, *Mike Hudson*; and West Virginia, *Gregory Mach*
Absent: Secondary Division, *Suzanne Allmon*; Professional Division, *Matt Davenport*; and Tennessee, *Rex Knowles*
Also in Attendance: Executive Director, *Betsey Horth*; members of Central Office staff, Hall of Fame inductees, SETC constituents, and observers
- III. President *Garland* appointed Elected Past President *Alan Litsey* as Parliamentarian.
- IV. ***Pat Gagliano* made a motion to approve the March 2017 Business Meeting minutes. *Gregory Mach* seconded. Minutes unanimously approved.**
- V. Vice President of Finance *David Wohl* reported that the financial status of SETC is sound.
- VI. President *Garland* thanked the sponsors of SETC’s 69th annual convention: Visit Mobile, The City of Mobile, Mobile County, Arthur R. Outlaw Mobile Convention Center, Arrowhead Conferences and Events, and our 2018 convention sponsors (which are listed on page 1 of the convention program).
- VII. Action Items:
- a. A new Bylaw Article III, Section 5 was approved by the Board of Directors in Fall 2017 to bring to the membership for approval:
 - i. **Article III. Section 5: All Board members are expected to be in attendance at the semi-annual Board meetings. In the event that a Board member is unable to attend, the board member is expected to secure an appropriate replacement (alternate) to represent the voice of the respective constituency at the Board meeting. Approval of the alternate by the President and Vice President of the board member’s Advisory Council must be obtained through written consent prior to the meeting. The President will notify the Executive Director of the approved alternate. The alternate will represent the respective constituency at the Board meeting and have the privilege of the Board member’s vote.**
 - ii. ***Teresa Lee* made a motion to approve Article III. Section 5. *Mary Norman* second. Motion approved.**
 - b. An update to Bylaw Article XI, Section 3 was approved by the Board of Directors in Fall 2017 to bring to the membership for approval:
 - i. **Article XI, Section 3. Committee chairs shall:**

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) attend scheduled Advisory Council meetings;**
- (6) collaborate with the Executive Director and Central Office staff.

ii. *Greg Mach* motion to approve the revision to Article XI. Section 3. *Jack Benjamin* second. Motion approved.

VIII. Nominations Chair *Jack Benjamin* brought forward the following slate of officers for 2018-19 as a seconded motion from the Nominations Committee.

a. Executive Committee -

President: Jeff Gibson
 VP of Services: Lee Crouse
 VP of Administration: Maegan Azar
 VP of Finance: David Wohl
 Secretary: Rebecca Beasley
 Elected Past President: Alan Litsey
 VP of States: Mike Hudson
 VP of Divisions: Tom Booth

b. Chairs of Divisions -

College/University: Robert Homer Drummond
 Professional: Matt Davenport
 Theatre for Youth: Riley Bream
 Community Theatre: Tom Booth
 Secondary: Elaine Malone

c. State Representatives -

Alabama: Neil David Seibel
 Florida: Donna White
 Georgia: Dean Slusser
 Kentucky: Jeremy Kisling
 Mississippi: Tim Matheny
 North Carolina: John "Jerf" Friedenberg
 South Carolina: Kris Rau McIntyre
 Tennessee: Rex Knowles
 Virginia: Mike Hudson
 West Virginia: Gregory Mach

d. Nominations Committee:

Pat Gagliano, Shannon Robert, Mary Fran Crook, Jen Lane

e. Slate approved.

IX. President *Garland* reminded the body of the scholarships available to SETC constituents. There is a new unified timeline, with thanks to the work of Dean Slusser, Claire Wisniewski, and the Scholarship Procedures Committee.

a. Secondary School Scholarship was awarded to Devon Mandell.

- b. Denise Halbach Performance Scholarship was awarded to Lauren Gunn.
 - c. The Keynote Emerging Artist of Promise (KEAP) Award recognized Christopher Clemmons, Jacolby Saucier, and Michael Armstrong.
 - d. The John Spiegel Theatrical Artist Award was presented to Jo Sanburg at the Design/Tech Awards last night.
- X. President *Garland* welcomed Past President *Jack Benjamin* to the stage to induct the inaugural class of the SETC Hall of Fame:
- a. Don Creason
 - b. N. Bennett East
 - c. April J'Callahan Marshall
 - d. Jonathan R. Michaelsen
 - e. Julie A. Richardson
- XI. President *Garland* reflected on her time as President of SETC:
- a. Taking on the Institute of Outdoor Theatre as a branch of SETC
 - b. Establishing the SETC Hall of Fame and inducting the first 5 members
 - c. Adopting a Nepotism Policy
 - d. Creating a Compassionate Bereavement Policy for staff
 - e. Adopting a Gift Policy
 - f. Establishing the John Spiegel Theatrical Artist Award
 - g. Establishing two grant programs – one for SETC member theatres and one for new members
 - h. Updating nearly all the SETC manuals
 - i. Shifting the culture of meetings to get more people in the room together to brainstorm and affect change
 - j. Creating the State EDs, State Presidents, and State Rep meeting
 - k. Established a Directing Committee
 - l. Established an Arts Administration Ad Hoc Committee
 - m. Established Women in Theatre and Applied Theatre Interest Groups
 - n. Established the Ready to Direct Award
 - o. Creating official mentoring opportunities
 - p. Changing the “Long Range” Planning Committee to the “Strategic” Planning Committee
 - q. Modifying various scholarship requirements to increase applicant numbers
 - r. Acknowledging and practicing the importance of collaboration between Leadership and Central Office
 - s. Making provisions for alternates at meetings
 - t. Making provisions for SETC members to receive payment for consulting services on behalf of the organization
 - u. Begin to clarify the difference between the services we provide in relation to how we are governed
 - v. More attention given to succession
- XII. President *Garland* passed the traditional book of Robert’s Rules and gavel to incoming President *Jeff Gibson*.

XIII. President *Jeff Gibson* adjourned the meeting at 4:11 pm.

Submitted respectfully,
Maegan McNerney Azar

Summary of Action Items

- *Pat Gagliano* made a motion to approve the March 2017 Business Meeting minutes. *Gregory Mach* seconded. Minutes unanimously approved.
- *Teresa Lee* made a motion to approve Article III. Section 5. *Mary Norman* second. Motion approved.
 - i. Article III. Section 5: All Board members are expected to be in attendance at the semi-annual Board meetings. In the event that a Board member is unable to attend, the board member is expected to secure an appropriate replacement (alternate) to represent the voice of the respective constituency at the Board meeting. Approval of the alternate by the President and Vice President of the board member's Advisory Council must be obtained through written consent prior to the meeting. The President will notify the Executive Director of the approved alternate. The alternate will represent the respective constituency at the Board meeting and have the privilege of the Board member's vote.
- *Greg Mach* motion to approve the revision to Article XI. Section 3. *Jack Benjamin* second. Motion approved.
 - i. Article XI, Section 3. Committee chairs shall:
 - (1) furnish leadership to their respective committees;
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 - (4) keep their operational manuals up to date;
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 - (6) collaborate with the Executive Director and Central Office staff.
- Nominations Chair *Jack Benjamin* brought forward the following slate of officers for 2018-19 as a seconded motion from the Nominations Committee.
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- d. Nominations Committee:
 - Pat Gagliano, Shannon Robert, Mary Fran Crook, Jen Lane
- e. Slate approved.