

Southeastern Theatre Conference
PRESIDENT
(Approved March 7, 2018)

As a member of the SETC Board of Directors and Executive Committee, the President oversees the affairs of the organization and has fiduciary responsibility that serves to steer it towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies. All board members are expected to make decisions in the best interest of the corporation.

As the primary elected official of the Southeastern Theatre Conference, the President shall preside at all meetings of the membership; call and preside at meetings of the Board of Directors and Executive Committee; appoint special committees as he or she deems necessary and standing committees as established by the Board of Directors in the Rules of the Association, is a member ex officio of all committees except the Nominations Committee, develop and maintain contact with other organizations and foundations that might give support to or require assistance from SETC, travel, when necessary, representing SETC.

As the primary elected official of the Southeastern Theatre Conference, the President should become familiar with all of the Articles of Incorporation, Bylaws, and Rules of the Association. A ready copy of the current SETC Directory should be the President's "best friend."

PART I. OPERATING PROCEDURES

Regarding Operating Procedures:

(In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)

Meetings

- A. Board of Directors. The Board meets semi-annually typically during the first weekend following Labor Day in September and twice during the annual convention in March.
- B. Executive Committee. The Executive Committee meets prior to the Board meeting in September and on the Tuesday prior to the first Board meeting in March. There may be other meetings during the convention. Typically, the Executive Committee also meets in the first weekend in January and a time to be determined in May.
- C. The Corporation. The General Business Meeting for the Southeastern Theatre Conference is held on Saturday afternoon at each Spring Convention.
- D. State Conferences. Each member of the Executive Committee is expected to represent SETC at one or more state meetings, other than one's home state if possible. Assignments are usually made at the summer Executive Committee meetings. A brief report should be prepared for distribution to the Executive Committee and Central Office.

Collaboration with Central Office

- A. Collaborate with the Executive Director and Central Office. Because the Executive Director provides leadership for the organization and, with the organization's professional staff, is responsible for the success of SETC's mission, vision, and all operations, effective partnership and communication is important between the committee chair, the Central Office staff, and the ED. This collaboration enhances the development of ideas and supports the planning and execution programs and services; ensures marketing/promotion support; and strengthens processes, funding, and budgetary challenges while assisting with schedules, deadlines, and timelines.

Succession:

- A. At the conclusion of the President's term of service, the President will review the committee manual and submit any changes to Operating Procedures to the Vice President of Administration.
- B. The President will contact the newly appointed chair to provide information and aid in the transition period as the new chair takes office.

SETC News Schedule (as advised by the Editor):

- A. The President will receive specific calls for articles from the Editor.

The basic tasks of the office of SETC President are organized by the calendar:

During the convention at which you assume office:

1. The President compiles a list as possible names of his or her committee appointments during the annual Convention.
2. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings.
3. In consultation with the members of the Executive Committee and Executive Director, the President establishes specific dates for the winter and summer Executive Committee meeting.

Following the convention:

1. The President writes thank-you notes to the appropriate program participants, honorees, volunteers and hotel personnel.

During the year of office:

1. The President supplies regular articles to the Editor or SETC News and Southern Theatre, and to the Executive Director for publication in Convention News.
2. The President should expect to be an active correspondent with the SETC constituency and be prepared to reply promptly to letters and e-mails. In addition, the President should be aware of the need for such written messages as congratulations, condolence, and advocacy – where appropriate.
3. Engages with the voting Board, Executive Director, members of the Strategic Planning and other appropriate officers on issues of policy, strategic planning and other appropriate board issues.

4. Along with the Executive Director, Represents SETC leadership at the annual IOT (Institute of Outdoor Theatre) Conference

The summer Executive Committee meeting:

1. The President prepares the agendas (samples attached)
2. The president assigns members of the Executive Committee to represent SETC at each State Convention. In the event that the members of the Executive Committee and the Executive Director cannot cover all of the states, State Representatives are viable substitutes.
3. After the summer Executive Committee meeting, ensure that each State President has been contacted and is made aware of who their SETC Executive Committee delegate will be and how to get in touch with them.
4. The President conducts an annual Executive Director evaluation as per the Board's guidelines.

The fall Board of Director's meeting:

1. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings.
2. The convention program is a major piece of business for this agenda.
3. Allow time for the Executive Director to deliver the Executive Director Report, sometimes referred to as "SETC by the Numbers."
4. The President collaborates with Executive Director on appropriate annual Board training. This typically occurs within the context of the fall meeting.

The winter Executive Committee meeting:

1. The President prepares the agenda (samples attached).
2. The Executive Director's proposed budget for the coming year is a major piece of business.
3. The officers of the Executive Committee report on their trips to each state convention.

Before the convention:

1. The President prepares the agendas (samples attached) for all Executive Committee and Board of Directors meetings. (In addition, the President should prepare an agenda for the Annual Business Meeting that is distributed only to members of the Executive Committee.)
2. Working with the Central Office the President should invite the Past Presidents, the members of the new (just elected) and immediate past Executive Committee, and their spouses to sit at reserved tables during the banquet. An RSVP date two weeks before the convention to the Central Office should be indicated.
3. Working with the Central Office the President should invite Past Presidents, Key Note speakers, significant presenters, the Executive Director, identified Central Office individuals and the Executive Committee to a cocktail reception prior to the Presidents Dinner, Thursday evening of the convention. The Presidents dinner will be a “Dutch” dinner.
4. The President should invite the members of the new and immediate past Board of Directors as well as the Past Presidents and other special guests to a cocktail reception in his or her suite, or other appropriate space, immediately following the Awards Banquet.
5. The President is responsible for purchasing and presenting a gavel engraved as follows "SETC President (year of office)" to the incoming President.
6. The President is responsible for choosing a Shakespearean quote appropriate to the incoming President and inscribing it in the official SETC copy of *Robert's Rules of Order*. This quote is read at the annual business meeting as the copy of *Robert's Rules of Order* is passed to the incoming SETC President.
7. The President may invite the Auditions Staff to a reception in his/her suite, or other appropriate space, on the Wednesday evening of the Convention. Recently, this has changed to a Private Professional Company Rep reception hosted by the President and Executive Director.
8. The President typically invites the Operations staff and ExCom and other leadership and other Volunteer staff to a reception in his/her suite, on the Tuesday evening of the Convention. The Executive Director helps coordinate this event.

During the convention:

1. The President is normally provided with a complimentary suite at the annual convention as a part of the hotel room package negotiated by the Executive Director. This suite is used for multiple social events throughout the week. A schedule of the events is provided by the Executive Director and the Programming Manager.
2. The President shall serve as host for the Presidents Dinner Thursday evening of the convention. While the President hosts this event, in recent years the Chair of the Past President’s Committee has worked with the Executive Director and Central Office in coordinating this event. The Presidents Dinner will be a “Dutch” dinner.
3. The President arranges for a member of the Executive Committee to attend each Division meeting, as many standing committee meetings, selected festival events, and state meetings as appropriate. As each division/committee now has a

clear line of communication to ExCom and the Board it is not necessary that formal reports be provided at the Board meeting immediately following the convention. However, this does not excuse chairs, representatives and liaison officers from attending appropriate meetings of Advisory Councils, ExCom and Board. In addition, the Executive Committee members should be reminded to make the commercial exhibitors and auditioning companies feel welcome.

4. The President should meet briefly with the Executive Director as early in the convention as possible to review all awards to be presented and go over banquet protocol and clarify the awards that will be presented at the annual business meeting (all scholarships and most awards will be announced at the annual business meeting on Saturday of the convention) and the banquet. The “production meeting” for the banquet is typically scheduled for Friday afternoon of the convention and includes the evening’s MC. It may be necessary to request the information directly from the awards committee chairs. The President shall also sign all award certificates as soon as they are prepared on the Saturday of the Convention. The High School Award Certificates need to be returned to the Secondary School Festival chair in a timely manner so that he/she has them in hand before their separate awards ceremony.

5. The President is responsible for preparing the following speech and introductions for the annual convention:

- a. An appropriate speech for the end of his or her office to be spoken at the annual business meeting.
- b. A tribute to the winner of the Suzanne Davis Award (identity kept secret until the Awards Banquet). *Note In recent years, the Chair of the Nomination Committee has scripted and delivered this with assistance from the evening’s MC.
- c. Any other public introductions as requested by the Vice President of Services.

6. The following scholarships and awards will be announced at the annual Business Meeting on Saturday of the convention:

- a. Leighton Ballew
- b. Denise Halbach
- c. Polly Holliday
- d. KEAP Award
- e. Robert Porterfield
- f. Secondary Scholarship
- g. Marion Smith
- h. John Spiegel Award
- i. Wilson Award

7. The order of events at the Awards Banquet is typically as follows: *Note that Central Office will send a script with the following information and updated names. A Master of Ceremonies (chosen in consultation with Central Office) helps keep the evening on track. Typically the President greets the guests at the beginning of the evening and assists with handing out of awards.

- a. Introduction of all past presidents, significant others and special guests at the banquet – including sponsors, judges of the various festivals and competitions, and leaders in the various units of the convention. Seek help

from the Executive Director and Vice President of Services in gathering this information.

b. Identify each competing high school and community theatre, by state, at the start of the banquet.

c. Acknowledge the names of the awards and award winners who were introduced at the afternoon Business Meeting to include the Leighton Ballew, Denise Halbach, Polly Holliday, KEAP Award, Robert Porterfield, Secondary Scholarship, Marion Smith, John Spiegel, and Wilson awards.

d. Introduce High School Play Writing Award chair to introduce their winner (this is pattern for all of the following.)

e. Introduction of the New Play Project Chair for the Charles M. Getchell New Play Award.

f. Introduction of the Theatre for Youth Division Chair for the Sarah Spencer Award.

g. Introduction of the Tom Behm Award Committee Chair for the Tom Behm Award

h. Introduction of the Festival Chair for the Secondary School Theatre Festival Awards (and sponsor if appropriate).

i. Introduction of the Community Theatre Division Chair for the Community Theatre Festival Awards (and sponsor if appropriate).

i. Introduction of the winner of the Suzanne Davis Award.

k. Introduction of the SETC Distinguished Career Awardee.

8. The President hosts a cocktail reception for the new and immediate past members of the Board of Directors as well as Past Presidents and other appropriate special guests in his or her suite, or other suitable space, at the Convention immediately after the Awards Banquet.

9. The President is responsible for obtaining all hospitality that is served in his or her suite. SETC will reimburse the president for all items (within reason) purchased for this purpose with appropriate receipts presented to the Executive Director. The President should identify individual volunteers to assist in hosting these events.

Important policy documents

1. Articles of Incorporation, Bylaws, and Rules of the Association.
2. Executive Limitations policy
3. IRS Policies: Conflict of Interest, Document Destruction, Whistle blower policy
4. Staff job descriptions
5. All manuals of operation (the President may find the following manuals especially useful within the context of governance: Finance, Nominations, Personnel, and ExCom Officer manuals)

PART II. POLICY FROM HIGHER AUTHORITY

SETC BYLAWS:

ARTICLE III BOARD OF DIRECTORS

Section 1. The Board of Directors, elected by a majority vote at the annual meeting or convention of members or at special meetings of members whenever necessary, shall be composed of:

- (1) eight executive officers of the Corporation, each to serve a term of one year,
 - (a) a President;
 - (b) a Vice-President of Services;
 - (c) a Vice-President of Administration;
 - (d) a Vice-President of Finance;
 - (e) a Secretary;
 - (f) a Past President of the Corporation, selected from among those individuals who have previously completed a minimum of one full term as President;
 - (g) a Vice-President of Divisions, selected from among the elected Division Chairs;
 - (h) a Vice-President of States, selected from among the elected State Representatives;
- (2) a Division Chair from each of the five divisions for a term of two years; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs elected in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs elected in odd numbered years;
- (3) one State Representative each from Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, serving both this Corporation and the theatre organization in the respective state which solicits membership from all people actively interested in theatre (including specifically all those represented by the several Divisions of this Corporation) for a term of one year. In the event that no such organization exists in one or more of these states, the Nominations Committee may seek an individual who will execute the duties of this office in such a state or may decline to place a name in nomination. All such state organizations must be organizational members and all State Representatives must be individual members of this Corporation at the time of their election and throughout their tenure in office.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the eight executive officers of the Corporation.

Section 2. The Executive Committee shall be the administrative, policy making and planning body of the Corporation. It shall be the ultimate authority when neither the Board of Directors nor the Corporation is meeting. The Executive Committee shall report all of its actions, including those specifically authorized in these bylaws, to the Board of Directors, which may overrule any such action or act unilaterally.

Section 3. All Executive Committee meetings shall be announced at least two weeks in advance to the full Corporation membership and shall be open to any Corporation member wishing to attend or to speak except when the Executive Committee votes to go into executive session to discuss personnel matters. Executive sessions shall be for discussion purposes only, and any vote shall be taken after leaving executive session. An exception to the advance announcement may be made in an emergency, but the nature of the emergency must be recorded in the minutes and only business relating to the emergency may be transacted.

Article V

Duties of Officers

Section 1. The President shall:

- (1) preside at all meetings of the membership;
- (2) call and preside at meetings of the Board of Directors and Executive Committee;
- (3) appoint special committees as he or she deems necessary and standing committees as established by the Board of Directors in the Rules of the Association. This provision in no way affects presidential appointments specified in Article X of these Bylaws;
- (4) be a member ex officio of all committees except the Nominations Committee;
- (5) develop and maintain close contact with other organizations and foundations that might give support to or require assistance from this Corporation, through appointment of Liaison Officers or other means;
- (6) travel, when necessary, representing the Corporation;
- (7) perform such other duties as normally pertain to the president of an organization..

ARTICLE VIII

ELECTION OF OFFICERS

Section 1. The Nominations Committee shall present a slate of officers for election at the final general membership meeting of each annual convention. Additional nominations may be accepted from the floor at this time. Officers shall be elected by a majority vote.

Section 2. The Executive Committee shall have the authority to fill any vacancy created by the death, resignation or disability of any elected officers of the association, the replacement to serve until the next regular election.

Section 3. No individual may serve in any single elected office for more than three consecutive terms. Individuals serving as Division Chairs are limited to two consecutive elected terms in said office.

Article IX

Meetings

Section 1. There shall be an annual convention of members at a time and place fixed by the Executive Committee. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

Section 2. The Board of Directors and the Executive Committee shall meet regularly each year at annual conventions and in September. Other meetings of either group may be called by the President whenever he or she deems necessary. A majority of the membership of either group shall constitute a quorum.

Article X

Standing Committees

Section 1. The Bylaws Committee shall consist of a chair appointed by the President and members selected by the chair on the approval of the President. It shall review all proposals for changes in the Articles of Incorporation or Bylaws and make recommendations to the Executive Committee.

Section 2. The Nominations Committee shall consist of a chair, appointed by the President, and four members elected by a majority vote at the annual convention. The committee will also include a non-voting consultant appointed by the President from among the members of the immediate past Nominations Committee. Members of the Nominations Committee shall serve a term of one year. All members of the organization are eligible for membership on the committee. Members who have served on the Nominations Committee within the preceding year, whether by election, appointment or designation shall not be eligible for service on the committee, with the exception of the non-voting consultant. The duties of the Nominations Committee shall be:

- (1) nomination of a candidate for each executive office for election at the annual convention;
- (2) nomination of candidates for the Division Chairs for election at the annual convention, giving due consideration to the recommendations of the respective Divisions; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs nominated in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs nominated in odd numbered years;
- (3) nomination of candidates for the State Representatives for election at the annual convention, one from each of the ten member states of the Corporation, notwithstanding extraordinary circumstances the candidate appearing on the slate of nominees will be that designated by the respective member state;
- (4) nomination of four members to succeed the elected members of the Nominations Committee, each to serve a term of one year;
- (5) nomination of candidates for the Suzanne Davis Award.

Section 3. The Finance Committee shall consist of the Vice-President of Finance serving ex officio as chair, the Executive Director serving as a non-voting member, and a minimum of three members appointed to staggered renewable terms of three years by the President. The duties of the Finance Committee shall be:

- (1) to review, amend and approve a budget, proposed to the committee by the Executive Director, before submission to the Executive Committee;
- (2) to explore additional sources of revenue and make periodic reports, as directed by the Executive Committee on projected income, expenses, and related matters, to the Executive Committee for its consideration and action.

Section 4. The Endowment Fund Committee shall consist of five members serving staggered renewable terms, a chair appointed annually by the President, one member to be appointed by the President each year for a three-year term, and the Vice-President of Finance serving ex officio, and the Executive Director serving as a non-voting member. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Endowment Fund Committee shall be:

- (1) to report regularly to the Executive Committee investment return in each separate endowment category;
- (2) to recommend to the Executive Committee a policy of investment income distribution to the several awards, scholarships and other projects that receive funds;
- (3) to recommend to the Executive Committee development strategies for the SETC Endowment Fund;
- (4) to promote the growth of the Endowment Fund by identifying and cultivating potential donors, suggesting and developing other sources of revenue, and actively initiating and promoting activities that benefit the endowment.

Section 5. The Publications Committee shall consist of five members serving staggered renewable terms, one member to be appointed by the President each year for a three-year term, the Executive Director serving as a non-voting member, and a chair appointed annually by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Publications Committee shall be:

- (1) to develop and recommend to the Executive Committee all policies with regard to financial matters and general operation of all Corporation publications;
- (2) to select the editor of each such publication;
- (3) to report regularly to the Executive Committee on all matters pertaining to the operation of such publications and to make recommendations for same.

Section 6. The Strategic Planning Committee shall consist of six members serving staggered terms, three to be appointed by the President from the members of the Board of Directors, and three to be appointed from the general membership. All appointments will be for a term of three years, renewable. The chair shall be appointed from the committee by the President. The Executive Director shall serve as a non-voting member. The duty of the Strategic Planning Committee shall be to make recommendations to the Executive Committee with regard to long range goals and specific objectives of the Corporation.

Section 7. The Personnel Advisory Committee shall consist of the elected Past President as chair and two additional members appointed by the President with the advice and counsel of the Executive Committee to staggered two-year terms. The Personnel Advisory Committee reports directly to the Executive Committee and its duties shall be:

- (1) to advise on the contents of the personnel policy manual;
- (2) to review formal employee grievances and appeals;
- (3) to make personnel recommendations

Article XI

Advisory Council

Section 1. The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

Section 2. Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

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) collaborate with the Executive Director and Central Office staff.

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration.

Section 5. The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;
- (2) the Administration Council, convened by the Vice-President of Administration acting as chair, comprised of the chairs of the Bylaws Committee, Strategic Planning Committee, and Nominations Committee, and chairs of other committees charged with administrative or organizational functions, along with other chairs recommended by the Executive Committee;
- (3) the Finance Council, convened by the Vice-President of Finance acting as chair, comprised of chairs of the Finance Committee, Endowment Fund Committee, and chairs of committees conferring scholarships and awards, along with other chairs recommended by the Executive Committee;
- (4) the Divisions Council, convened by the Vice-President of Divisions acting as chair, comprised of Division Chairs and chairs of auditions, festivals, or activities associated with each division;

(5) the States Council, convened by the Vice-President of States acting as chair, comprised of the State Representatives.

Article XII

Executive Director and Central Office

Section 2. The Executive Director serves as the chief executive of the Corporation. In partnership with the Board of Directors and the Executive Committee, the Executive Director is responsible for the success of the mission and vision of the Corporation. Responsibilities include, but are not limited to:

- (1) developing and implementing high-level strategies;
- (2) making corporate decisions;
- (3) managing the overall operations;
- (4) acting as the main point of communication between the Board of Directors and organizational operations;
- (5) serving as a member, without vote, on the Finance Committee, Endowment Fund Committee, Publications Committee, and Strategic Planning Committee;
- (6) serving as a liaison to other organizations

SETC RULES OF THE ASSOCIATION

I. Administration

Rule 1. Rules. The SETC Rules of the Association have the sense of the term "Standing Rules" as defined in the latest edition of *Robert's Rules of Order*. These Rules may be created, amended, or deleted only by the Board of Directors, and then only by a motion that clearly states its own intention to create, amend, or delete a Rule. All such motions must be submitted to the Bylaws Committee for comment before Board action. One-time exceptions to existing Rules may be approved by the Executive Committee, provided that the exception is reported to the Board of Directors at its next meeting. (9/6/08)

Rule 5. Committee and Interest Group Appointments. The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which that President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule 6. Meeting Dates. The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the second Sunday in May. (9/6/14)

Rule 8. Distribution of Manuals. Outgoing officers and members of the Board and Advisory Council will deliver current copies of the appropriate Manuals of Operations to their successors or make arrangements with the Vice-President of Administration to do so. (3/8/14)

Rule 13. Executive Committee Report. The President shall include a report on the proceedings of the Executive Committee meetings to the general membership in the SETC Newsletter.

Rule 16. Exhibitors Representative. The President shall each year appoint a representative for the commercial exhibitors. This person shall represent the concerns of the commercial exhibitors to the Services Council and (when necessary) to the Executive Committee, and shall work closely with the Executive Director to insure that commercial exhibitors are effectively and comfortably provided for at each year's convention. (3/8/14)

Rule 17. Preparation of Manuals. All manuals must be prepared in the following format:
Part I. Operating Procedures. (In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedure outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)

Part II. Policy from Higher Authority. (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. Regulations from This Constituency. (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.)

All manuals must be set in 12 point Times New Roman and structured in MLA outline format.

At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditures. At the end of the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (9/9/17)

Rule I.18 Procedures for Updating Manuals. The Vice President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the designated Vice President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice President. The designated Vice President collaborates with the Executive Director on proposed changes to Part I – Operational Procedures, as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated VP for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I Operating Procedures or Part II Policy from Higher Authority may be submitted to the designated Vice-President at any time. Revisions to

Part III Regulations from This Constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Officers, Festival, Division and Committee Chairs send updated manuals to designated Vice President
2. Designated Vice President collaborates with Executive Director on proposed changes to Part I – Operational Procedures, as appropriate
3. Vice President sends to Bylaws, who sends response back to the designated Vice President
4. Vice President presents manuals to Executive Committee
5. After Executive Committee approval, Vice President of Administration sends approved manual to Executive Director
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Chair/Officer. (9/12/15)

Rule 19. Executive Director: Evaluation and Contract Procedures. The Executive Committee is charged with annual evaluation of the work of the Executive Director and, in association with the Finance Committee, determining appropriate contract provisions for future years and including those contract provisions in the minutes. The salary so determined shall be separately voted upon by the Executive Committee and reported to the Board of Directors. In the event of a vacancy, the Executive Committee and up to three additional members appointed by the President will serve as a search committee to find a suitable candidate for Executive Director. (3/15/98)

II. Committees

Rule 2. Auditions Committee. The Auditions Committee shall consist of five members, one member to be appointed by the President each year for a five-year term, with individual appointees so selected as always to keep as near even balance as possible between representatives of auditioning companies and representatives of other SETC interests. The chair shall be appointed from the committee by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The Director of any SETC auditions shall not concurrently serve as a member of the Auditions Committee. The duties of the Auditions Committee shall include, but not be limited to:

1. Developing and approving all policies with regard to the spring and fall professional auditions, presenting their recommendations to the Executive Committee for approval;
2. Selecting, in consultation with the Professional Division and the Central Office, the Director for each set of auditions;
3. Receiving, investigating, and acting upon complaints relating to the auditions and to professional practices arising therefrom, and, when the actions contemplated are of sufficient magnitude, presenting their recommendations to the Executive Committee;
4. Assisting the SETC Central Office staff regarding complaints, questions, or procedures in connection with the auditions;
5. Developing publicity plans for the auditions aimed at reaching the widest possible array of qualified auditionees and auditioning companies;

6. Planning convention programs and other presentations that will enhance the auditioning process;

7. Serving as principal liaison between SETC and the State Auditions Coordinators. (9/6/08)

The following standing committees have chairs appointed annually by the President:

Rule 3. Archives Committee. The Archives Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Archives Committee shall include, but not be limited to, working with the central office in preparing archival materials for deposit in Jackson Library at UNCGreensboro. (3/3/93)

Rule 4. Design and Technology Committee. The Design and Technology Committee is a standing committee which shall consist of those members who express interest in the design and technology program of SETC. The chair shall be appointed annually by the President. The duties of the Design and Technology Committee shall include, but not be limited to, conducting annual competitions in the design areas, developing programs for the annual convention, and carrying out such other projects as may benefit theatrical design and technology in the SETC region. (3/6/94)

Rule 5. Denise Halbach Award Committee. The Denise Halbach Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The College and University Division must be represented on the committee. The duty of the Denise Halbach Award Committee shall be the selection of the recipient of the Denise Halbach Award. (3/7/10)

Rule 6. Tom Behm Award Committee. The Tom Behm Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The Theatre for Youth Division must be represented on the committee. The duty of the Tom Behm Award Committee shall be the selection of the Tom Behm Award. (3/6/13)

Rule 7. Past Presidents Committee. The Past Presidents Committee is a standing committee which shall consist of all past presidents who are currently members of SETC. The chair shall be appointed from the committee by the President. The elected Past President of the Corporation shall serve ex officio as liaison between the committee and the Executive Committee. The duties of the Past Presidents Committee shall include, but not be limited to, advising the President and the Executive Committee on such matters as may be brought to the committee's attention. (3/8/14)

Rule 8. Playwriting Committee. The Playwriting Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Playwriting Committee shall include, but not be limited to, conducting the annual New Play Project, administering the Innovative Playwriting Instruction Award, developing programs for the annual convention, and carrying out such other projects as may benefit playwriting in the SETC region. This committee shall annually propose, as a part of its budget request, the amounts of all awards for which it is responsible. (9/6/14)

Rule 10. Stage Movement Committee. The Stage Movement Committee is a standing committee which shall consist of those members who express interest in the stage movement program of SETC. The chair shall be appointed annually by the President. The duties of the Stage Movement Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit stage movement in the SETC region. (3/3/93)

Rule 11. Acting Committee. The Acting Committee is a standing committee which shall consist of those members who express interest in the acting program of SETC. The chair shall be appointed annually by the President. The duties of the Acting Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of acting for SETC and the region. (9/12/15)

Rule 12. Porterfield Award Committee. The Porterfield Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the College and University Division must be represented on the committee. The duty of the Porterfield Award Committee shall be the selection of the recipient of the Porterfield Award. (3/1/95)

Rule 13. Polly Holliday Award Committee. The Polly Holliday Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the Secondary School Division must be represented on the committee. The duty of the Polly Holliday Award Committee shall be the selection of the finalists for the Polly Holliday Award. The winner will be selected by Polly Holliday from among those finalists. (9/6/08)

Rule 14. Directing Committee. The Directing Committee is a standing committee which shall consist of those members who express interest in the directing program of SETC. The chair shall be appointed annually by the President. The duties of the Directing Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of directing for the SETC and region. (9/12/15)

Rule 15. Leighton M. Ballew Directing Award Committee. The Leighton M. Ballew Directing Award Committee is a standing committee which shall consist of three members actively teaching at the college level, one member to be appointed by the President each year for a three-year term. The chair shall be appointed from the committee by the President. The duty of the Leighton M. Ballew Directing Award Committee shall be the selection of the recipient of the Leighton M. Ballew Directing Award. (9/6/97)

Rule 16. Cultural Diversity Committee. The Cultural Diversity Committee is a standing committee which consists of those members who express interest in promoting cultural diversity in SETC. The chair shall be appointed annually by the President. The duties of the Cultural Diversity Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out those projects that support and encourage cultural diversity within SETC and the southeast region. (3/15/98)

Rule 17. John Spiegel Theatrical Artist Award Committee. The John Spiegel Theatrical Artist Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the John Spiegel Theatrical Artist Award Committee shall be the selection of the recipient of the John Spiegel Theatrical Artist Award. (03/01/17)

Rule 18. Wilson Scholarship Committee. The Wilson Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the Wilson Scholarship Committee shall be the selection of the recipient of the William E. Wilson Scholarship. (9/9/00)

Rule 19. Marian A. Smith Award Committee. The Marian A. Smith Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although College and University Division must be represented on the committee. The duty of the Marian A. Smith Award Committee shall be the selection of the recipient of the Marian A. Smith Award. (9/8/01)

Rule 20. Religion and Theatre Committee. The Religion and Theatre Committee is a standing committee which shall consist of those members who express interest in the religion and theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Religion and Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such projects as may benefit the understanding of religion and theatre in SETC. It is understood that the Religion and Theatre Committee shall encourage diversity and avoid sectarian preferences in regard to program and activity selection. (3/4/15)

Rule 21. Voice and Speech Committee. The Voice and Speech Committee is a standing committee which shall consist of those members who express interest in voice and speech programs at SETC. The chair shall be appointed annually by the President. The duties of the Voice and Speech Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit voice and speech training in the SETC region. (3/5/03)

Rule 22. History/Theory/Criticism/Literature Committee. The History/Theory/Criticism/Literature Committee is a standing committee which shall consist of those members who express interest in history, theory, criticism or literature programs at SETC. The chair shall be appointed annually by the President. The duties of the History/Theory/Criticism/Literature Committee shall include, but not be limited to, developing programs for the annual conventions and carrying out such other projects as may benefit history-theory-criticism-literature training in the SETC region. (3/9/03)

Rule 24. Secondary School Scholarship Committee. The Secondary School Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Secondary School Scholarship Committee shall be the selection of the recipient of the Secondary School Scholarship. (9/11/04)

Rule 25. Keynote Emerging Artist of Promise Award Committee. The Keynote Emerging Artist of Promise Award Committee is a standing committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award Committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award. (9/12/09)

Rule 26. Stage Management Committee. The Stage Management Committee is a standing committee which shall consist of those members who express interest in the stage management program of SETC. The chair shall be appointed annually by the President. The duties of the Stage Management Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees, and carrying out such other projects as may benefit theatrical stage management and related fields in the SETC region. (9/8/12)

Rule 27. Scholarships Procedures Committee. The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, John Spiegel Theatrical Artist Award Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/01/17)

Rule 28. Musical Theatre Committee. The Musical Theatre Committee is a standing committee which shall consist of those members who express interest in the musical theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Musical Theatre Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of musical theatre for the SETC region. (9/7/13)

Rule 29. Small Theatre Program Committee. The Small Theatre Program Committee is a standing committee which shall consist of those members of SETC employed by a College/University having three (3) or fewer full-time faculty in the area of Theatre, or those having an interest in these types of College/University programs. The Chair shall be appointed annually by the President. The duties of the Small Theatre Program Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees and carrying out such other projects as may benefit small theatre programs and related fields in the SETC region. (3/4/15)

III. Finances

Rule 1. Budget Preparation. Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance Committee, which will recommend to the

Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)

Rule 3. Officer and Board Reimbursement. Reimbursement allowed for officers and Board of Directors members includes trips made to state meetings to represent SETC, and for no more than two trips to the convention site by the Vice-President of Services (Program Chair) for the purpose of convention planning, prior to the convention. For travel to the Winter and Summer Executive Committee Meetings, members of the Executive Committee will be reimbursed for lodging and travel. Travel expenses for those who drive to the meeting will be calculated at a mileage rate to be determined annually at the fall business meeting by the Executive Director and the Finance Committee. For the fall Board of Directors meeting and the annual convention, members of the Executive Committee will be reimbursed for travel expenses not to exceed the cost of two nights' stay at the negotiated rate, including taxes, at the headquarters hotel. The SETC budget will not cover other officer and Board related trips not specifically authorized by this Rule. (3/8/14)

Rule 5. Corporate Reserve Accounts. The purposes of the corporate reserve accounts are to insure the financial security of SETC in the event of disaster and to provide adequate cash flow. A minimum of 50% of the current operating budget (excluding special one-time-only expenses and endowment fund disbursements) shall be maintained as corporate reserve accounts and may be invaded only at the recommendation of the Finance Committee to the Executive Committee for their approval. Interest is available in a line item classification. The Finance Committee and the Executive Committee shall be responsible for developing investment strategies for the corporate reserves. Reports of these investments shall be prepared by the Executive Director and distributed semi-annually to the Board of Directors and the Finance Committee. (3/8/14)

Rule 12. Payment to Members. Except as provided for elsewhere in these Rules, no SETC member may benefit financially, either in direct payment or by remission of payments otherwise due, as a result of his or her work for SETC. Any exception to this policy must be approved by the Executive Director, who must identify specific budgetary authorization. The Executive Director will refer doubtful or borderline cases to the Executive Committee. (9/6/08)

Rule 14. Emergency Fiscal Management. The Executive Committee may designate a person to serve temporarily as Acting Executive Director in order to pay accounts as provided in Article XIII, section 1, of the Bylaws in the event that the regularly employed Executive Director is unable to perform his or her duties. (3/10/96)

Rule 16. Donations to Charitable Organizations. SETC funds shall not be donated to other organizations. With prior approval of the Executive Committee, SETC may support its members in the solicitation of funds for worthy charitable organizations at its annual convention. Members wishing such approval must make a written request to the President by January 1. (9/12/93)

IV. Festivals and Awards

Rule 6. Distinguished Career Award. The Distinguished Career Award is established to honor one individual or artistic team each year who has had a distinguished career in the theatre. The recipient is normally invited to speak at the convention. Administration of this award is assigned to the Executive Committee. (3/5/08)

V. Miscellaneous

Rule 3. **Voting Membership on the Board.** No individual may hold more than one voting position on the Board of Directors. (3/8/14)

Rule 4. **Board and Committee Membership.** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

Rule 7. **SETC News Responsibilities.** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to *SETC News* on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

PART III. REGULATIONS FROM THIS CONSTITUENCY:

The President has ongoing responsibilities during his/her year in office both as Executive Committee member and as a representative for SETC:

- 1) *Attendance:* The President presides at, and sets the agenda for all SETC Board Meetings and at the winter, spring, summer and fall meetings of the Executive Committee;
- 2) *Representation:* Arranges for representatives of SETC (including him/herself) to attend one or more state conventions. Returning visitors are to present an oral report of their state visit at the winter board meeting. A summary of the ten state visits will appear in the minutes of the meeting.
- 3) *Attendance:* At the Convention the President shall attend all business meetings, luncheons, the Past Presidents Dinner and the Awards Banquet.
- 4) *Up-dating:* The President shall up-date this manual at the end of their term of office and file a copy with the Vice-President of Administration.

Prepared on July 11, 2003 by Jonathan Michaelson, 2003-2004 SETC President

Amended on March 7, 2005 by Anthony R. Haigh, SETC President 2004-2005

Date of Acceptance by the Executive Committee: 6/11/05 - President: Denise Halbach

Revised by Jack Benjamin, Administrative Vice President, June 2010

Date of Acceptance by the Executive Committee: September 11, 2010 – President Alan Litsey

Revised by Jack Benjamin, SETC President 2014-2015

Revised by Tiza Garland, SETC President: February 27, 2016

Date of acceptance by Executive Committee: March 2, 2016 – President Tiza Garland

Revised by Tiza Garland, SETC President: February 19, 2018

Date of Acceptance by Executive Committee: March 7, 2018

Sample Agendas:

SOUTHEASTERN THEATRE CONFERENCE

Annual Business Meeting
Mobile, AL. March 10, 2018

AGENDA

Call to Order

Roll Call: Secretary (Maegan Azar)

Verify Establishment of a quorum (if not obvious) – 1% of the membership

Approval of the Minutes (Call for motion to dispense with the reading of the minutes of the Annual Business Meeting)

Officers Reports (if called for)

President—Tiza Garland

Vice-President of Administration – Jeff Gibson

Vice-President of Programming – Pat Gagliano

Vice-President of Finance – David Wohl

Elected Past-President – Alan Litsey

Vice-President of Divisions – Amie Kisling

Vice President of States – Lee Crouse

Secretary – Maegan Azar

Thanks to convention sponsors

Action Items for September 2017

Voting of new SETC officers – Nominations Chair –Jack Benjamin

Announcement of Scholarship and Award Winners:

a. Leighton Ballew

b. Denise Halbach

c. Polly Holliday

e. Robert Porterfield

f. Secondary Scholarship

g. Marion Smith

Announce KEAP Award winners (presented at States Luncheon)

Announce Spiegel Award (presented at Design Competition)

Presentation of Hall of Fame Recipients (Jack Benjamin)

President's remarks –Tiza Garland

Shakespear Quote in Robert's Rules and Passing of the gavel –Tiza to Jeff

Jeff: remarks

Adjournment

Agenda
SOUTHEASTERN THEATRE CONFERENCE, INC.
March Executive Committee Meeting
Riverview Mobile Bay Ballroom
Mobile, AL
Wednesday March 7, 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*

Executive Director

Betsey Horth

10:30 a.m., Executive Committee Meeting

- Greetings & Roll Call
- Announcement of Taping (Secretary: *Maegan Azar*)
- Appointment of Parliamentarian (Past President: *Alan Litsey*)
- Approval of January 2018 minutes

Action Items

- President: *Tiza Garland*
- VP of Services: *Pat Gagliano*
- Elected Past President: *Alan Litsey*
- VP of Administration: *Jeff Gibson*
 - Update on Manuals
 - Manuals up for approval
- Secretary: *Maegan Azar*
- VP of Finances: *David Wohl*
 - Present FY 2019 Budget
 - ExCom vote on Budget, comes as a seconded motion from FinCom
 -
- VP of States: *Lee Crouse*
- VP of Divisions: *Amie Kisling*
- Executive Director: *Betsey Horth*

SETC by the Numbers: ED Report

- Executive Director: *Betsey Horth*

Items for Discussion

- President: *Tiza Garland*
 - Mentoring Task Force Report: *Jeremy Kisling*
 - Sunday Meetings—Mentorship for those taking new positions at SETC, The New “Immediate Pasts” and the newly elected/appointed/ratified leaders, are expected to attend.
- VP of Services: *Pat Gagliano*
- Elected Past President: *Alan Litsey*
 - Nominations for Personnel Committee
- VP of Administration: *Jeff Gibson*
- Secretary: *Maegan Azar*
- VP of Finances: *David Wohl*
- VP of States: *Lee Coruse*
- Acting VP of Divisions: Amie Kisling
- Exec

Unfinished Business

New Business

Announcements

Adjourn

Agenda
SOUTHEASTERN THEATRE CONFERENCE, INC.
March Executive Committee/Board/Advisory Council Meeting
Mobile, AL
Wednesday March 7, 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*
Mississippi: *Lee Crouse*
North Carolina: *John "Jerf" Friedenber*
South Carolina: *Kris Rau McIntyre*
Tennessee: *Rex Knowles*
Virginia: *Mike Hudson*
West Virginia: *Gregory Mach*

Executive Director

Betsy Horth

2:30 p.m. Call to Order

- Roll call and identification of voting members and establishment of quorum
- Josh Brown – Consultant to Search Committee Including Board in the Search Process for ED (approx. 30 min)
- Acceptance of Minutes (Sept 2018)
- President (Tiza Garland)
 - Unfinished Business From the morning
- VP Finance Endowment
- Secretary
 - Announcement of Hall of Fame – to be Presented on Saturday at Business Meeting
- Action Items from ExCom Meeting (Sept/Jan): Secretary (Maegan Azar)

- Items for Discussion, Board Members
- Unfinished Business, Board members
- New Business, Board members
 - **SATURDAY, MARCH 10, 2018**
 - 3:30PM- 4:00 SETC Annual Business Mtg – Riverview Bon Secour
 - **SUNDAY, MARCH 11, 2018**
 - 9:00 AM - NOON Sunday Board and Advisory, incoming and past chairs,
Mobile Bay Ballroom
- Announcements
 - Reminder of Business Meeting – 2 items that need full membership vote.
 - Executive Director, *Betsey Horth*
- Adjourn

Beginning Inventory for President's Suite: 5 March 2018

Food:

1 multi variety pack of round crackers, Toasteds (210 crackers)
2 large cans of mixed nuts (3lbs)
1 large bags of Tostitos Scoops
1 large bag of blue chips
1 3-pack jars of cheese dip/spinach dip/salsa
1 large tub (25oz.) Hummus
1 large tub (25oz.) Spinach Artichoke Dip
1 package (52 count) assorted Eclaires
1 package presliced multi pack of cheeses (2 lbs)
2 package of Italian meats wrapped mozzarella (22 oz)
1 medium sized pre-packaged veggie try
1 small pre-packaged veggie tray
1 6lb. tray of fruit and cheese
6 limes
1 5lb. bag of cutie/mandarins

Soft Drinks/Mixers

16 Coke: 12 oz. bottles
8 Diet Coke: 12 oz. bottles
16 Sprite: 12 oz. bottles
12 Tonic: # of 10 oz. bottles
12 Ginger Ale: of 10 oz. bottles
6 Club Soda: 10 oz. bottles
1 bottle cranberry juice
1 bottle orange juice

Approx. 10 bottles of liquor (1.75 L bottle)

2 ½ Gilbey's Gin: (1.75 L bottle)
2 Dewars Scotch Whiskey (1.75 L bottles)
1 Taaka Vodka (1.75 L bottles)
1 Smirnoff Vodka (1.75 L bottle)
2 ½ Bacardi (1.75 L bottles)
1 ½ Jim Beam Bourbon (1.75 L bottles)

84 bottles of beer

24 Corona (12 oz. bottles)
48 Goose Island Beer variety pack (12 oz. bottles) (2 24-packs)
12 Sam Adams (12 oz. bottles)

12 bottles of wine

White Wine (6):

Red Wine (4):

Pink (2):

Disposables (delivered from Central Office):

45 Clear Plastic Spoons
104 Clear Plastic Forks
20 Black & Clear Plastic Forks
17 Black & Clear Plastic Knives
16 Small Clear Plastic Cocktail Forks
15 Mini Plastic Forks (Assorted Colors)
1 pkg Wooden Toothpicks (150)

233 Clear Plastic Cups (9 oz)
195 Clear Plastic Cups (16 oz)
49 Gold Plastic Cups (16 oz)
94 Paper Coffee Cups (12 oz)
95 Paper Coffee Cups (8 oz)
50 Beverage Napkins (20 Red, 30 Yellow, 72 Blue & Green pattern, 48 Red & Yellow pattern)
90 White Paper Dinner Napkins
385 Small Plastic Snack Plates

Sustainables (delivered from Central Office):

9 Mini Tongs
1 Small Tongs
2 Plastic Slotted Serving Spoons
2 Large Red Plastic Serving Bowls
7 Medium Size Glass Serving Bowls
2 Small Ceramic Bowls
2 Red Votive Candle Holders
1 Can Opener
3 Chip & Dip Trays
2 Silver Serving Trays
3 Small Bowls (2 Blue – 1 Red)
3 Glass Bowls
1 Medium Plastic Bowl
3 Large Round Plastic Serving Trays
1 Small Round Plastic Serving Tray
1 Large Corkscrew Set
1 Small Corkscrew Set
3 Regular Corkscrews
2 Small Plastic Corkscrews
3 Small Plastic Tongs
1 Plastic Serving Ladle

Cleaning Supplies – from Central Office

Sponge
Dishwashing liquid (small bottle)
Clorox wipes
Gladwrap
1 gallon ziplock bags
1 quart ziplock bags
2 rolls of paper towel

Bar Inventory

Event Name: _____ Date: _____

Beginning Inventory 6 Mar., 2018	Item	After Event Inventory
16	Coke: # of bottles left	
8	Diet Coke: # of bottles left	
16	Sprite: # of bottles left	
12	Tonic: # of 10 oz. bottles left	
12	Ginger Ale: # of 10 oz. bottles left	
6	Club Soda: # of 10 oz. bottles left	
1	Cranberry Juice (64oz)	
1	Orange Juice (59oz)	
2 ½	Gilbey's Gin: (1.75 L bottle)	
2	Dewars Scotch Whiskey (1.75 L bottles)	
½	J&B Scotch Whiskey (1.75 L bottles)	
1	Taaka Vodka (1.75 L bottles)	
1	Fris (1.75 L bottles)	
2 ½	Bacardi (1.75 L bottles)	
1 ½	Jim Beam Bourbon (1.75 L bottles)	
24	Corona (12 oz. bottles)	
48	Goose Island Beers-various (12 oz. bottles)	
12	Sam Adams (12 oz. bottles)	
Total: 23 bottles	Wine:	
6	<u>White Wine:</u>	
4	<u>Red Wine:</u>	
2	<u>Pink Wine:</u>	