

**Minutes**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**Executive Committee Meeting**  
Executive Board Room, Sheraton Charlotte Hotel  
Charlotte, NC  
**Saturday, August 25, 2018**

*Mission: Connecting You to Opportunities in Theatre Nationwide*

*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: *Jeff Gibson*  
Elected Past President: *Alan Litsey*  
Secretary: *Rebecca Beasley*  
Vice President of Services: *Lee Crouse*  
Vice President of Administration: *Maegan Azar*  
Vice President of Finance: *David Wohl*  
Vice President of States: *Kris Rau McIntyre*  
Vice President of Divisions: *Tom Booth*

**Executive Director**

*Betsey Horth*

**Executive Committee Meeting, Saturday, August 25**

- I. President Jeff Gibson called the ExCom meeting to order at 10:46am
- II. Greeting & Roll Call
  - A. **Present-** President: *Jeff Gibson*; Elected Past President: *Alan Litsey*; Secretary: *Rebecca Beasley*; Vice President of Services: *Lee Crouse*; Vice President of Administration: *Maegan Azar*; Vice President of Finance: *David Wohl*; Vice President of States: *Kris Rau McIntyre*; Vice President of Divisions: *Tom Booth*
  - B. **Non-Voting Members:** Members of the Board and Advisory Councils, and Executive Director, Betsey Horth
- III. Moment of Remembrance for Mark Snyder by Executive Director Betsey Horth
- IV. President Gibson appointed Jack Benjamin as Parliamentarian
- V. Secretary Rebecca Beasley announced the recording of the meeting to ensure accuracy of the minutes.
- VI. David Wohl made a motion to approve the May 2018 ExCom Minutes, Tom Booth seconded. Motion approved.
- VII. Action Items
  - A. VP of Administration: *Maegan Azar*
    1. Proposed Revision to Bylaws Article III and Article VIII:
      - a) **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: (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. **Individuals serving as Division Chairs are limited to two consecutive elected terms in said office;**

- b) **ARTICLE VIII - ELECTION OF EXECUTIVE OFFICERS** Section 3. No individual may serve in any single elected office for more than three consecutive years
2. Azar motioned, Wohl approved. No discussion. All in favor. Motion moves forward to the Board for approval.
- B. VP of Finances: David Wohl
  1. Moved to accept the FY 2018 (July 1, 2017-June 30, 2018) Audit (*Seconded motion from Finance Committee*) - no discussion, all in favor. Motion moves forward to the Board for approval.
  2. Moved to approve scholarship and award amounts (recommended by Endowment Committee) for FY 2020. *Selection of scholars will take place in spring 2019; scholarships will be paid out in FY 2020 - no discussion, all in favor.*
  3. Proposed Rule Changes -
    - a) Amend Rule II (COMMITTEES)
      - (1) 5, 12, 13, 15, and 19 to substitute the word “scholarship” for “award”
      - (2) 24 by renaming “Secondary School Scholarship” the “SETC Undergraduate Scholarship”
      - (3) 27 to substitute the word “scholarship” for “award” (as per the previous changes) and to eliminate the requirement that award committee chairs serve on the Scholarship Procedures Committee.
    - b) Amend Rule IV: **FESTIVALS AND, SCHOLARSHIPS, AND AWARDS**
    - c) Rule 5. **The SETC Secondary School Undergraduate Scholarship.** The SETC ~~Secondary School~~ Undergraduate Scholarship is an ~~award~~ presented annually (provided a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ **scholarship** will be presented to the student upon his or her entering a regionally accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this ~~award~~ **scholarship** is assigned to the SETC ~~Secondary School~~ Undergraduate Scholarship Committee. (9/6/08)
    - d) Rule 8. **Porterfield Award Scholarship.** The Robert Porterfield Graduate ~~Award~~ **Scholarship** is an ~~award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program in theatre. Administration of this ~~award~~ **scholarship** is assigned to the Porterfield ~~Award~~ **Scholarship** Committee. (9/6/08)
    - e) Rule 13. **Holliday Award Scholarship.** The Polly Holliday ~~Award~~ **Scholarship** is presented annually (providing a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ **scholarship** will be paid to the winner upon his or her entering a regionally accredited undergraduate college or university with the intention of majoring in theatre. Administration of this ~~award~~ **scholarship** is assigned to the Polly Holliday ~~Award~~ **Scholarship** Committee. (9/6/08)
    - f) Rule 14. **Leighton M. Ballew Directing Award Scholarship.** The Leighton M. Ballew Directing ~~Award~~ **Scholarship** is an ~~award~~ presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a graduate certificate, M.F.A. or Ph.D. program in directing.

- Administration of this ~~award~~ **scholarship** is assigned to the Leighton M. Ballew Directing ~~Award~~ **Scholarship** Committee. (9/6/08)
- g) Rule 15. **William E. Wilson Scholarship**. The William E. Wilson Scholarship is a ~~scholarship~~ presented annually (provided a suitable candidate is found) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this ~~award~~ **scholarship** is assigned to the Wilson Scholarship Committee. (9/6/08)
  - h) Rule 16. **Marian A. Smith Award Scholarship**. The Marian A. Smith ~~Award~~ **Scholarship** is an ~~award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program to study costume. Administration of ~~the award~~ **this scholarship** is assigned to the Marian A. Smith ~~Award~~ **Scholarship** Committee. (9/6/08)
  - i) Rule 17. **Duplication of Awards**. No one individual may receive two or more ~~scholarship~~ awards from SETC in the same year. (9/8/01).
  - j) Rule 20. **Denise Halbach Award Scholarship**. The Denise Halbach ~~Award~~ **Scholarship** is an ~~award~~ presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this ~~award~~ **scholarship** is assigned to the Denise Halbach ~~Award~~ **Scholarship** Committee. (3/7/10)
  - k) **Add: Rule 24. Duplication of Scholarships. No one individual may receive two or more scholarships from SETC in the same year.**

(1) Discussion

- (a) *Gibson* - point of clarification - addition of Rule 13 to be added
- (b) *Wohl* accepted as a friendly amendment to the motion. *Booth* seconded. No further discussion, all in favor. Motion moves forward to the Board for approval.

C. Vice President of Services: *Lee Crouse*

- 1. HTLC, Small Theatre Programs, Stage Management, Religion & Theatre will be moved to the agenda for the January ExCom meeting to give ExCom time to review before approval.

VIII. Items for Discussion

A. President: *Jeff Gibson*

- 1. Report from ED Search Committee
  - a) *Wohl* - discussion of general overview of ED search process, recommendations have been made to ExCom for interviews
- 2. State Convention Attendance Updates
  - a) *Gibson* - confirmed state convention attendance as previously communicated (Alabama - Maegan Azar; Florida - Kris Rau McIntyre; Georgia- David Wohl; Kentucky - Jerf; Mississippi - Rebecca Beasley; North Carolina - None; South Carolina - Tom Booth; Tennessee - Lee Crouse; Virginia - Alan Litsey; West Virginia - Jeremy Kisling.)
- 3. Staff Embedded in Committee/Board Meetings
  - a) *Gibson* discussed taking advantage of Rule 5.4 to increase collaboration with Central Office and various committees.
  - b) *Horth* discussed positions open at Central Office that need to be filled

4. January Meeting Dates / Location
  - a) *Gibson* noted that by Rule we should be meeting Jan 11 - 13. Further information to come via email to confirm.
- B. Nominations Committee Chair: *Tiza Garland*
  1. Passed out the 2019 – 2020 Straw Poll and identified those who were on the ballot.
- C. Elected Past President: *Alan Litsey*
  1. Personnel Committee
    - a) ED Contract Template
      - (1) Discussion on putting salary amount in the document, consensus was agreed that the amount should be in the document.
      - (2) Adjustment on Section 2 should read: “Future annual salary evaluation ~~will~~ **may** reflect performance reviews, cost of living, **comparable data** and market-based indicators.”
    - b) Recommended Salary Range for ED hiring
      - (1) Confirmed that ExCom has seen the email and finds the recommendation acceptable

Break for lunch at 12:03pm, return at 1:28pm

- c) SETC Sabbatical Policy
    - (1) Discussion to create clarification and simplification within the process as the current process builds on top of vacation time
    - (2) *Litsey* we do have professional leave development built into the budget, brought for the Sabbatical Leave Policy that would encompass all staff
    - (3) *Horth* expressed full support of this process as this is more of an academic model which allows for personal and professional development
    - (4) *Litsey* and *Azar* both questioned the need for reports, and instead recommended the idea of a report directly to the one who authorized leave.
    - (5) *Litsey* stated that it is the committee’s hope that a draft for ExCom will be ready to respond to after this weekend
  - d) Consultant Policy for Staff and Volunteers
    - (1) *Wohl* there are several issues and intricacies that need to be considered
      - (a) Having a consistent and up to date conflict of interest policy and comparable pay for members based on what is being offered in the market
      - (b) Financial aspects of reporting
    - (2) Next steps on this will be drafting an initial policy, ideally within the next few weeks to present to Ex Com for approval in January
- D. VP of Administration: *Maegan Azar*
1. Manual Update Status Report
    - a) Reminder: if you have any updates to your manual, it is easier for ExCom to address in our January or May meetings as they do not require Board approval. When you are leaving a position, please make sure you are updating so the new chairs go into a position with the most up to date manual.
    - b) Per Rule 1.18, Manuals should be reviewed and updated annually
  2. Clarifying the intent of Bylaws regarding bona fide member eligibility for holding office and/or advisory council membership
    - a) There is a rule that states you must be a member to serve as ExCom, Board or Advisory Council
      - (1) This is a function of the President and the Nominations Chair to work with Central Office and Nominations to make sure that membership status is up to date

3. *Azar* motioned to update Article X Section 2 with the proposed section
  - a) **Article X Section 2 - Rationale:** To encourage continuity in the Nominations Committee chair while still assuring a term limit.
    - (1) Section 2. The Nominations Committee shall consist of a chair, appointed by the President **for a term of up to three years**, 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. Members of the Nominations Committee may not nominate themselves for any elected office or award within the Corporation.**
  - b) *Booth* seconded, no further discussion. All in favor. Motion moves forward to the Board for approval.
- E. VP of Divisions: *Tom Booth*
  1. Chair of College and University Division lost their vice chair and they had no policy for how to fill the position. After discussion within the division, they have decided to place the next candidate from the previous election as vice chair to serve until their next meeting.
  2. Booth also discussed interest by the C/U Division in creating a professional development opportunity specifically targeting college and university faculty
- F. VP of Finances: *David Wohl*
  1. Summary of financial status of SETC (based on FY 2017 audit)
    - a) Total balance 2.3 million at the end of the fiscal year, \$5k more than the end of the last fiscal year
    - b) Operating fund 1.3million at the end of the fiscal year, which is a little less but there was a \$50k transfer
    - c) We came out about \$14,000 surplus, not as healthy as in past years but healthy enough to add to our corporate reserves - as of July 1st we exceeded our 50/50 rule, we are currently at 1.2 million
  2. Reorganization of scholarships (to be) embedded within Committees/Divisions
    - a) Re-structure both committees so that Endowment becomes the “Development Committee” whose main task is fundraising.
    - b) Shift scholarship disbursement and investment (for all funds) responsibilities to Finance Committee. This will require Rules and Bylaw changes, drafts created by *Wohl* and *Nelson* should be available for ExCom review by January 2019.
    - c) *Horth, Nelson* and *Wohl* to recommend which lines in the current “Endowment” Fund be shifted to operations (professional grants, ready to programs, possibly some of the awards.) Should be available by the January 2019 meeting for ExCom review.
  3. Strongly consider that SETC move to accrual-based accounting (as opposed to the current cash-based system).
  4. RE: Endowment once it becomes Development Committee - Target specific populations within SETC for specific fund-raising purposes – passing the hat during the Design/Tech meetings for donations to the Smith (Costume) and Spiegel (Tech) awards/scholarships, for example. *Nelson* will be working on who from Endowment will be going to these meetings to do this.
    - a) This would require a review of manuals to avoid a conflict of interest

- b) And checking with the committee and divisions to see if they have the capacity to handle this responsibility
  - 5. Review the pros and cons of actually creating a “real” Endowment and examining whether or not our current restricted and temporarily restricted funds are protected. It is recommended that we get rid of the phrase “Quasi-Endowment” and move (internally) to the more readily accepted categories of permanently restricted, temporarily restricted, and un-restricted funds with the understanding that, for marketing and fund-raising purposes, we should consider sexier names for external marketing – we’re recommending calling our temporarily restricted funds (which constitute most of the accounts/lines in Endowment) “THE SETC FUND”
    - a) The so-called permanently restricted funds are those which are specifically donor-directed – Wilson, Porterfield, Ballew, Halbach, etc.
  - 6. Continue to consider moving some of the award committee responsibilities to specific divisions and/or committees – (i.e., the Spiegel award going to Design/Tech, Tom Behm to Theatre for Youth, etc.)
  - 7. Begin consideration of an investment policy for SETC in advance of moving funds to TIAA Investments in January 2020. Consider language and restrictions that are consistent with our advocacy statement and recent human dignity positions.
    - a) Recommend that this should occur before the beginning of a fiscal year
- G. VP of Services: *Lee Crouse*
  - 1. Report from Constituents Task Force on how various constituents are served, or not served well, by the current structures and services within SETC
    - a) Identified several areas that could use some work and will have plans on how to address this for ExCom to review in January 2019.
      - (1) Mentorships – develop and promote
      - (2) First time/solo/unaffiliated with institutions – networking, to be known, pro development
      - (3) Service/development for Pro companies
      - (4) Parents – survey going out – data to be analyzed
      - (5) Theatre for Youth – how do we follow up with them?
      - (6) Student services – high school and university beyond auditions/festival
      - (7) Unawareness of governance structure
      - (8) Recognition/awareness of state organizations and how connected to SETC
      - (9) Diversity of membership, but not across governance & presenters
      - (10) What are year round services outside of convention
      - (11) Opportunities for professional Vendors – connecting vendors to non-theatre things
      - (12) What kind workshops would people like to see? Are we asking?
      - (13) How can we become more welcoming as an org?
      - (14) How can we get word of Board involvement & attendance (For all) out and about?
- H. VP of States: *Kris Rau McIntyre* -
  - 1. Report from State Reps Retreat - will be coming back with a proposal for a matching grant from SETC to create a mentor / mentee program in an effort to bring in new leaders on the state level. There should be something for ExCom to review at the January 2019 meeting.

## IX. New Business

- A. *Azar* proposed for the creation of Rule IV.24 for approval to recommend to the board
  - 1. Any Committee member with a personal or professional relationship with a scholarship, award, or grant applicant shall recuse themselves from the deliberations. If necessary,

the committee chair will cooperate with the SETC President to appoint a replacement committee member.

2. *Booth* seconded. All approved. Motion moves forward to the Board for approval.

VIV. Executive Director Report - 2018 SETC Fall Board Meeting Survey distributed.

Adjourned at 3:04pm by President Gibson

**Minutes**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
**Executive Committee/Board/Advisory Council Meeting**  
Carolina A, Sheraton Charlotte Hotel  
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Vice President of Divisions: *Tom Booth*

**Voting Board Members**

College/University Division: *Rob Homer-Drummond*  
Community Theatre Division: *Tom Booth*  
Professional Division: *Matt Davenport*  
Secondary Division: *Elaine Malone*  
Theatre for Youth: *Riley Braem*  
Alabama: *Neil David Seibel*  
Florida: *Donna White*  
Georgia: *Dean Slusser*  
Kentucky: *Jeremy Kisling*  
Mississippi: *Tim Matheny*  
North Carolina: *John "Jerf" Friedenber*  
South Carolina: *Kris Rau McIntyre*  
Tennessee: *Rex Knowles*  
Virginia: *Mike Hudson*  
West Virginia: *Gregory Mach (Dennis Wemm, alternate)*

**Executive Director**

*Betsy Horth*

## Executive Committee (ExCom) and Board Meeting, August 25, 2018

- I. President Jeff Gibson called the meeting to order at 3:13pm
- II. Roll call by Secretary *Rebecca Beasley*

**Present:** President: *Jeff Gibson*; Elected Past President: *Alan Litsey*; Secretary: *Rebecca Beasley*; Vice President of Services: *Lee Crouse*; Vice President of Administration: *Maegan Azar*; Vice President of Finance: *David Wohl*; Vice President of States: *Kris Rau McIntyre*; Vice President of Divisions: *Tom Booth*; College/University Division: *Rob Homer-Drummond*; Community Theatre Division: *Tom Booth*; Professional Division: *Matt Davenport*; Secondary Division: *Elaine Malone*; Theatre for Youth: *Riley Braem*; Alabama: *Neil David Seibel*; Florida: *Donna White*; Georgia: *Dean Slusser*; Kentucky: *Jeremy Kisling*; Mississippi: *Tim Matheny*; North Carolina: *John "Jerf" Friedenber*; South Carolina: *Kris Rau McIntyre*; Tennessee: *Rex Knowles*; West Virginia: *Dennis Wemm*

**Absent:** Virginia State Representative - Mike Hudson

**Non-Voting in Attendance:** Advisory Councils and Executive Director, Betsey Horth.
- III. Alan Litsey made a motion to approve the Board Minutes from March 2018. Azar seconded. Motion Approved.
- IV. Action Items
  - A. Secretary *Rebecca Beasley* provided the following items from May for Board Informational Purposes
    1. Manuals Approved: Playwriting, Theatre for Youth, and Voice and Speech
    2. ED Contract approved for FY 2018
    3. FY 2019 budget amended to reflect a recommended increase in ED compensation based on her performance review.
    4. Budget amended to add budget line under Central Office salaries called Membership Manager.
    5. ED position description, as drafted by Search Committee, adopted with minor revisions.
    6. Approved proposal to change in professional screenings process for states (ED will provide details later in agenda).
  - B. Action Items from May requiring Board Approval, brought forward as seconded motion from ExCom
    1. **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 ~~Professional Unified Auditions-auditions~~ and Board of Directors and Advisory Councils meetings will be held on ~~the first weekend following Labor Day~~ a weekend at the end of August or beginning of September. 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, unless circumstances require meeting at another time. 05/06/2018
      - a) Discussion - was to allow some flexibility in scheduling on the Fall board meetings to benefit Pro Divisions and board meetings that coincide with auditions for fiscal purposes.
      - b) *All in favor, motion passed.*
    2. Approve the addition of the word "Nationwide" to SETC's mission statement.
      - a) *Horth* discussed the impetus of this discussion and why this came about and how this is a part of owning our 'brand'
      - b) *All in favor, motion passed.*
  - C. Action Items from August 25th ExCom meeting requiring Board Approval, brought forward as seconded motion from ExCom
    1. Proposed Revision to Bylaws Article III and Article VIII:



- a) **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: (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. **Individuals serving as Division Chairs are limited to two consecutive elected terms in said office;**
  - b) **ARTICLE VIII - ELECTION OF EXECUTIVE OFFICERS** Section 3. No individual may serve in any single elected office for more than three consecutive years
    - (1) Discussion - this now needs to go to general membership in March for approval
    - (2) *All in favor, motion passed. Moves to the Membership for approval in March.*
2. **Article X Section 2**
- a) Rationale: To encourage continuity in the Nominations Committee chair while still assuring a term limit.
  - b) Section 2. The Nominations Committee shall consist of a chair, appointed annually by the President **renewable for up to three years**, 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~~. **Members of the Nominations Committee may not nominate themselves for any elected office or award within the Corporation.** The duties of the Nominations Committee shall be:
    - (1) Discussion – *Benjamin* with Bylaws presented a seconded motion to amend. Amendment approved.
    - (2) *All in favor, motion passed. Motion moves to the Membership for approval in March.*
3. Proposed the creation of Rule IV.24 for approval to recommend to the board
- a) Any Committee member with a personal or professional relationship with a scholarship, award, or grant applicant shall recuse themselves from the deliberations. If necessary, the Committee Chair will cooperate with the SETC President to appoint a replacement Committee member.
  - b) Discussion - no discussion.
  - c) *All in favor, motion passed.*
4. Amend Rule II (COMMITTEES)
- a) 5, 12, 13, 15, and 19 to substitute the word “scholarship” for “award”
  - b) 24 by renaming “Secondary School Scholarship” the “SETC Undergraduate Scholarship”
  - c) 27 to substitute the word “scholarship” for “award” (as per the previous changes) and to eliminate the requirement that award committee chairs serve on the Scholarship Procedures Committee.
    - (1) *All in favor, motion passed.*
5. Amend Rule IV: **FESTIVALS AND, SCHOLARSHIPS, AND AWARDS**

- a) Rule 5. **The SETC ~~Secondary School~~ Undergraduate Scholarship.** The SETC ~~Secondary School~~ Undergraduate Scholarship is ~~an award~~ presented annually (provided a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ scholarship will be presented to the student upon his or her entering a regionally accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this ~~award~~ scholarship is assigned to the SETC ~~Secondary School~~ Undergraduate Scholarship Committee. (9/6/08)
- b) Rule 8. **Porterfield Award Scholarship.** The Robert Porterfield Graduate ~~Award~~ Scholarship is ~~an award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program in theatre. Administration of this ~~award~~ scholarship is assigned to the Porterfield ~~Award~~ Scholarship Committee. (9/6/08)
- c) Rule 13. **Holliday Award Scholarship.** The Polly Holliday ~~Award~~ Scholarship is presented annually (providing a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ scholarship will be paid to the winner upon his or her entering a regionally accredited undergraduate college or university with the intention of majoring in theatre. Administration of this ~~award~~ scholarship is assigned to the Polly Holliday ~~Award~~ Scholarship Committee. (9/6/08)
- d) Rule 14. **Leighton M. Ballew Directing Award Scholarship.** The Leighton M. Ballew Directing ~~Award~~ Scholarship is ~~an award~~ presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this ~~award~~ scholarship is assigned to the Leighton M. Ballew Directing ~~Award~~ Scholarship Committee. (9/6/08)
- e) Rule 15. **William E. Wilson Scholarship.** The William E. Wilson Scholarship is ~~a scholarship~~ presented annually (provided a suitable candidate is found) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this ~~award~~ scholarship is assigned to the Wilson Scholarship Committee. (9/6/08)
- f) Rule 16. **Marian A. Smith Award Scholarship.** The Marian A. Smith ~~Award~~ Scholarship is ~~an award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program to study costume. Administration of ~~the award~~ this scholarship is assigned to the Marian A. Smith ~~Award~~ Scholarship Committee. (9/6/08)
- g) Rule 17. **Duplication of Awards.** No one individual may receive two or more ~~scholarship~~ awards from SETC in the same year. (9/8/01).
- h) Rule 20. **Denise Halbach Award Scholarship.** The Denise Halbach ~~Award~~ Scholarship is ~~an award~~ presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this ~~award~~ scholarship is assigned to the Denise Halbach ~~Award~~ Scholarship Committee. (3/7/10)

- i) **Add: Rule 25. Duplication of Scholarships.** No one individual may receive two or more scholarships from SETC in the same year.
      - (1) *All in favor, motion passed.*
  - 6. Approval of the 2018 Fiscal Year Audit
    - a) *All in favor, approval passed.*
- D. Executive Director: *Betsey Horth*
  - 1. SETC by the Numbers
    - a) Review of Convention Statistics, room offerings for next year,
  - 2. Teachers Institute - Tim Webb from Oily Cart to work with those who are on the autism spectrum and further, is also a respondent for Theatre for Youth Festival for 2019 convention
  - 3. Director's Forum - a space for artistic directors to get together and brainstorm, discuss and network, etc.
  - 4. GDPR - Europe has instituted a very strict use of how people's data can be collected and use. Clay has been working on this in Central Office, and it explains where SETC stands on this and is taking care to fall under the appropriate guidelines.
  - 5. Central Office Staffing Update
    - a) Cadie Burks has taken the position of Education Services Manager
    - b) Jean Wentz will be moving into the Membership Manager position as well as Registration from Administrative Assistant
    - c) New Administrative Assistant in Central Office - Amanda Nielsen
    - d) April Marshall will be taking on more of the Community Theatre and Theatre for Youth Festivals as they fall under the Professional Divisions
    - e) New Intern - Rodney Arters starting in September
    - f) Hiring for a full charge bookkeeper is currently ongoing
  - 6. Professional Screening Auditions Task Force recommendations and plan implementation
    - a) *Azar* and *Duncan* were part of the team that met to develop action plans
    - b) *Azar* presented updates on things we are doing for the academic side
      - (1) Demystify auditions, FAQs, and "how-to's" on preparing students for auditions.
      - (2) More info will go out direct at the College and University Mixer in March at convention
    - c) *Duncan* presented updates on things we are doing for the professional side
      - (1) Complete overhaul of the adjudication process including stipends and increases the incentive of our professionals
      - (2) Will have adjudicators that have been in the hiring room, moving away from individuals that are outside of that
      - (3) To provide additional support to our adjudicators - transportation, hotel, and honorarium. Hopefully rolled out in the next 3 years
      - (4) Flat rate for registration for spring convention, every state will pay the same amount (3) year roll out
  - 7. Convention Dates and Locations
    - a) Convention 2020
      - (1) Reviewed 2020 Convention Site Analysis Proposal comparing Charlotte and Louisville
      - (2) Confirmed Louisville as the more affordable option
      - (3) Discussion ensued regarding date change
    - b) Convention 2021
      - (1) Louisville - Feb 22nd - Feb 28th
      - (2) Cincinnati - March 10th - 14th
        - (a) Confirmed Cincinnati as the more affordable option
    - c) ByLaws - it may be time to have a conversation regarding the rule in terms of convention dates

E. Items for Discussion

1. Nominations Committee: Nominations of Officers and SETC Hall of Fame
  - a) SETC Hall of Fame - We will be inducting (3) this year, inducted (5) last year in our inaugural year. Nominations form available on the website, available Sept 1 - October 31.
2. Report from Strategic Planning and Endowment on Thursday Mini-Retreat
  - a) Review of the past strategic plan and where we are now
    - (1) Better grow endowment
    - (2) True membership - core vs transient
    - (3) Governance
    - (4) Mentorship and training
    - (5) Technological presence online
    - (6) The need for an Ethical Statement
  - b) Endowment review
    - (1) Pass the hat
    - (2) Silent Auction - Theme is "The Art of Theatre" to include show posters, designs, playbills, anything that encompasses the art of theatre. Look for communication from John Spiegel for auction needs and help with the table.
3. Behm Committee discrepancy between committee manual and Rule IV.21 regarding eligibility of graduate students
  - a) To be handled internally by the committee by working with Central Office and *Spiegel* who established the award
4. Smith Committee request to expand application materials to improve scholarship selection
  - a) This is a function of the committee itself, working with *Wohl*
5. *David Haugen* would like to see the creation of a committee - Acting Committee: Creation of more formal Film, Television & Electronic Media Committee
  - a) *Gibson* advised the formation of an interest group first, then an Ad Hoc Committee and then it becomes a full committee. A four-year process. It requires a brief proposal that is fairly informal. Recommended creating a workshop to generate interest and get information for email blasts, social media, etc.
6. *Rowen Mahoney* reviewed progress within the Women in Theatre Interest Group
  - a) Mixer at 2019 Convention (sponsored by ETC)
  - b) Space for "family" room at 2019 Convention
  - c) Info table on main concourse at 2019 Convention
    - (1) To promote and research gender equity
7. Chaperone Fees-
  - a) Can these be used for parents who are escorting kids who are interviewing for colleges? *Horth* will be confirming.

Gibson Adjourned 5:45pm

## Action Items

- I. **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 ~~Professional Unified Auditions~~ ~~auditions~~ and Board of Directors and Advisory Councils meetings will be held on ~~the first weekend following Labor Day~~ a weekend at the end of August or beginning of September. 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, unless circumstances require meeting at another time. 05/06/2018
  - A. Discussion - was to allow some flexibility in scheduling on the fall board meetings to benefit Pro Divisions and board meetings that coincide with auditions for fiscal purposes.
  - B. *Gibson* moved, all approved.
- II. Approve the addition of the word “Nationwide” to SETC’s mission statement.
  1. *Horth* discussed the impetus of this discussion and why this came about and how this is a part of owning our ‘brand’
  2. *Gibson* moved, all approved.
- III. Proposed Revision to Bylaws Article III and Article VIII:
  - A. **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: (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. Individuals serving as Division Chairs are limited to two consecutive elected terms in said office;
  - B. **ARTICLE VIII - ELECTION OF EXECUTIVE OFFICERS** Section 3. No individual may serve in any single elected office for more than three consecutive years
    1. Discussion - this now needs to go to general membership in March for approval
    2. *Gibson* moved. All in favor, motion passed.
- IV. **Article X Section 2**
  - A. Rationale: To encourage continuity in the Nominations Committee chair while still assuring a term limit.
  - B. Section 2. The Nominations Committee shall consist of a chair, appointed annually by the President renewable for up to three years, 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~~. Members of the Nominations Committee may not nominate themselves for any elected office or award within the Corporation. The duties of the Nominations Committee shall be:
    1. Discussion – *Benjamin* with Bylaws presented a seconded motion to amend. Amendment approved.
    2. Discussion - *Gibson* called for approval, all in favor.
- V. Proposed the creation of Rule IV.24 for approval to recommend to the board
  - A. Any Committee member with a personal or professional relationship with a scholarship, award, or grant applicant shall recuse themselves from the deliberations. If necessary, the Committee Chair will cooperate with the SETC President to appoint a replacement Committee member.
  - B. Discussion - no discussion, *Gibson* called. All in favor.
- VI. Amend Rule II (COMMITTEES)
  - A. 5, 12, 13, 15, and 19 to substitute the word “scholarship” for “award”
  - B. 24 by renaming “Secondary School Scholarship” the “SETC Undergraduate Scholarship”

- C. 27 to substitute the word “scholarship” for “award” (as per the previous changes) and to eliminate the requirement that award committee chairs serve on the Scholarship Procedures Committee.

1. *Gibson* moved, all in favor. Motion passed.

VII. Amend Rule IV: ~~FESTIVALS AND~~, **SCHOLARSHIPS, AND AWARDS**

- A. Rule 5. ~~The SETC Secondary School Undergraduate Scholarship~~ **The SETC Secondary School Undergraduate Scholarship**. The SETC Secondary School Undergraduate Scholarship is ~~an award~~ presented annually (provided a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ **scholarship** will be presented to the student upon his or her entering a regionally accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this ~~award-scholarship~~ **scholarship** is assigned to the SETC Secondary School Undergraduate Scholarship Committee. (9/6/08)
- B. Rule 8. ~~Porterfield Award Scholarship~~ **Porterfield Award Scholarship**. The Robert Porterfield Graduate ~~Award-Scholarship~~ **Award-Scholarship** is ~~an award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program in theatre. Administration of this ~~award~~ **scholarship** is assigned to the Porterfield ~~Award-Scholarship~~ **Award-Scholarship** Committee. (9/6/08)
- C. Rule 13. ~~Holliday Award Scholarship~~ **Holliday Award Scholarship**. The Polly Holliday ~~Award-Scholarship~~ **Award-Scholarship** is presented annually (providing a suitable candidate is found) to a high school senior who lives in the SETC region. The ~~award~~ **scholarship** will be paid to the winner upon his or her entering a regionally accredited undergraduate college or university with the intention of majoring in theatre. Administration of this ~~award~~ **scholarship** is assigned to the Polly Holliday ~~Award-Scholarship~~ **Award-Scholarship** Committee. (9/6/08)
- D. Rule 14. ~~Leighton M. Ballew Directing Award Scholarship~~ **Leighton M. Ballew Directing Award Scholarship**. The Leighton M. Ballew Directing ~~Award-Scholarship~~ **Award-Scholarship** is ~~an award~~ presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this ~~award~~ **scholarship** is assigned to the Leighton M. Ballew Directing ~~Award-Scholarship~~ **Award-Scholarship** Committee. (9/6/08)
- E. Rule 15. ~~William E. Wilson Scholarship~~ **William E. Wilson Scholarship**. The William E. Wilson Scholarship is ~~a scholarship~~ presented annually (provided a suitable candidate is found) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this ~~award~~ **scholarship** is assigned to the Wilson Scholarship Committee. (9/6/08)
- F. Rule 16. ~~Marian A. Smith Award Scholarship~~ **Marian A. Smith Award Scholarship**. The Marian A. Smith ~~Award-Scholarship~~ **Award-Scholarship** is ~~an award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program to study costume. Administration of ~~the award~~ **this scholarship** is assigned to the Marian A. Smith ~~Award-Scholarship~~ **Award-Scholarship** Committee. (9/6/08)
- G. Rule 17. ~~Duplication of Awards~~ **Duplication of Awards**. No one individual may receive two or more ~~scholarship~~ awards from SETC in the same year. (9/8/01).
- H. Rule 20. ~~Denise Halbach Award Scholarship~~ **Denise Halbach Award Scholarship**. The Denise Halbach ~~Award-Scholarship~~ **Award-Scholarship** is ~~an award~~ presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this ~~award~~ **scholarship** is assigned to the Denise Halbach ~~Award-Scholarship~~ **Award-Scholarship** Committee. (3/7/10)
- I. **Add: Rule 25. Duplication of Scholarships. No one individual may receive two or more scholarships from SETC in the same year.**

1. *Gibson* moved, all in favor.

VIII. Approval of the 2018 Fiscal Year Audit