

ATCA EXECUTIVE COMMITTEE Meeting Minutes | July 15, 2019 • 3:00 PM EDT

PRESENT: David John Chávez, Charles Giuliano, Jay Handelman (Foundation ATCA), Lou Harry, Bill Hirschman (Chair), Chris Jones, Mark Lowry, Frank Rizzo, Wendy Rosenfield, Robert Sokol (Secretary-Treasurer), Martha Steketee (Vice Chair). **ABSENT:** Kerry Reid, Simon Saltzman, Kelundra Smith.

SECRETARY REPORT (Sokol): The minutes of June 10, 2019 were approved without amendment. (M: Rizzo, 2: Steketee, Unanimous.)

TREASURER REPORT (Sokol): Submitted unaudited financial statements as of June 30, 2019.

FOUNDATION REPORT (Handelman): The board of the Foundation will hold its annual meeting in Winston-Salem on Wednesday, July 31, 2019. The Foundation is actively seeking officers for the upcoming leadership transition.

COMMITTEE REPORTS: Advance reports were distributed as submitted by the committees. Additional reporting:

- **COMMUNICATIONS** (No Chair): No report.
- **DIVERSITY & INCLUSION** (Smith-Steketee): Committee is presenting a panel at ATCA-WS19. Steketee is stepping down as co-chair.
- **MEMBERSHIP** (Kelsall-Lowry): Sokol reported renewal process was working well with approximately 50 of 239 members (207 full, 26 associates, 6 emeriti) still to renew. Final reminders will be sent on July 30 after which membership will make “last chance” calls.
- **PROGRAMS | Events – ATCA-WS19** (Handelman): Finalizing conference schedule. May add a hosted dinner on the closing night.
- **PROGRAMS | Events – ATCA-NY19** (Rizzo-Steketee): The dates of ATCA-NY19 are set for November 1-3, 2019 at MCC Theater.
- **PROGRAMS | Events – Other** (Sokol): Misha Berson has begun exploration of a conference in Seattle for 2021. Harry raised the possibility of a return to the Humana Festival and to Stratford. How many active writers will participate is a key consideration. Sokol requested members review the proposed events menu outline on the forum to lay the foundation for longer-term planning.
- **PROGRAMS | International** (Jenkins): No additional reporting.
- **PROGRAMS | Awards - Steinberg-Osborn** (Harry): No report.
- **PROGRAMS | Awards - Primus** (Reid): No report.
- **PROGRAMS | Awards - Loney** (Rizzo): No report.

CONTINUING BUSINESS:

- **MEMBERSHIP CATEGORIES:** Lowry reviewed the proposed addition of emerging and affiliate member categories, with attendant privileges and responsibilities. Sokol recommended naming the tiers active (currently full), associate (was emerging), alumni (replacing existing associate), and affiliate. Emeritus to remain unchanged. Harry raised a concern about the ratio of active writers to alumni or affiliate members impacting conference planning. Rosenfield questioned eligibility for the affiliate tier, and some discussion was held on potential conflicts of interest and on sponsorships Sokol suggested limiting it to those directly engaged in creating content about theatre such as editors, educators, and dramaturgs. It was moved to advance the proposal with that amendment to the membership for discussion and ratification. (M: Steketee, 2: Rizzo, Unanimous.)
- **BYLAWS AMENDMENTS:** It was confirmed that discussion of the proposed bylaws amendments would be held in Winston-Salem to prepare a draft for consideration and review by the membership. Committee members should review the documents including the draft ballot prior to that meeting and post feedback in the committee forum.
- **DECLINED APPLICATION LETTER:** A revised version of the declined application letter was discussed, including with the possibility of redirecting potentially declined applications to associate member status if that tier is adopted. It will be the purview of the membership committee to decide between obvious declines and those to be developed into full membership candidates, possibly through an active mentorship program and other recommendations for professional development.
- **ADVISORY COUNCIL:** Most candidates contacted agreed to participate and next organizing steps will occur after the conference.

NEW BUSINESS:

- **MAILING ADDRESS:** Sokol raised the need to either pay \$375 to keep the current mailbox service address or to change the official ATCA address to his residential address at no cost. The latter option was approved.
- **OFFICER ELECTIONS:** Sokol opened the floor for nominations for chair of the executive committee. After a brief discussion, Martha Steketee was elected chair. (M: Harry, 2: Rizzo, Unanimous.) Sokol opened the floor for nominations for vice chair of the executive committee. After a brief discussion, Frank Rizzo was elected chair. (M: Steketee, 2: Harry, Unanimous.) Steketee recommended the re-appointment of Robert Sokol at secretary-treasurer. After a brief discussion, Robert Sokol was re-appointed chair. (M: Rosenfield, 2: Rizzo, Unanimous.) Handelman recommended careful review of the timing of elections and their impact on future conferences.

ADJOURN: The meeting was adjourned at 4:27 PM EDT. (M: Rizzo, 2: Harry, Unanimous.)

[Minutes recorded by Robert Sokol, secretary-treasurer. Submitted August 11, 2019]