

**ATCA EXECUTIVE COMMITTEE**  
**Meeting Minutes | April 13, 2020 • 6:30 PM EDT**

**PRESENT:** Amanda Finn, Martha Wade Steketee, Lou Harry, Bill Hirschman, Nancy Bishop, Scott Bennett, Jay Handelman, Kelundra Smith, Frank Rizzo, Doug Strassler, David Chavez, Chris Jones, Chris Rawson

**ABSENT:** Jeffrey Eric Jenkins, Charles Giuliano

**SECRETARY REPORT (Finn):** The minutes of March were delayed for reformatting.

**TREASURER REPORT (Bennett):** No change to the budget proposal from the last meeting. Need to be adjusted for canceled domestic and international meetings.

**FOUNDATION REPORT (Handelman):** Need to have a Foundation meeting, likely two different meetings. Looking at late May.

**COMMITTEE REPORTS:**

**COMMUNICATIONS (Finn):**

- **WEBSITE (Bishop):** Chris Rawson is joining the subcommittee currently with members Nancy Bishop, Kelundra Smith and Karen Topham. RFP sent to 3 vendors known by at least one committee member. One vendor declined. It is a rebuild, not a refresh.

Unknown how rebuilt the members-only site will be. We have chosen our preferred vendor. This vendor is someone I've worked with and recommended. He built the site for Third Coast Review. We are waiting for references from two more clients of his. Still deciding on the platform. We believe Wordpress is best.

Timing: two months from the start date, depending on our delivery of content. 1/3 upfront, 1/3 when content approved, and 1/3 payment when complete. We still need a webmaster.

- **DIVERSITY & INCLUSION (Smith-Chávez):** No report.
- **MEMBERSHIP (Kelsall-Lowry):** No report.
- **PROGRAMS | Events - ATCA-PPF20 (Harry):** No report.
- **PROGRAMS | Awards - Steinberg, Osborn (Harry):** We want to get the awards to the playwrights as soon as possible, not wait to present until our NY conference.  
Do an online announcement, build some attention, and record a presentation and have the acceptance speeches recorded. They'd be edited together, we have someone who can do that, and package that to be presented. 10-minute presentation. \$200-\$250 in addition to the plaques to get that done.
- **PROGRAMS | Awards - Primus (Reid):** No report.
- **PROGRAMS | Awards - Loney (Rizzo):** No report.
- **PROGRAMS | Awards - Tony (Jones):** Waiting on confirmation to get the survey/questionnaire out. We don't know if there will be a Tony Award for Regional Theater this year. Not sure about the status of the 2020 Tonys. We could do a Regional Theater tony anyway, but that's their call.
- **PROGRAMS | International (Jenkins):** No report.

**CONTINUING BUSINESS:**

- **TOPIC:** Details.

**NEW BUSINESS:**

- **TOPIC:** Details.

**ADJOURN:** The meeting was adjourned at 7:49 PM EDT. (M: Finn, 2: none, members exited call before vote)

**NEXT MEETING:** Monday, May 18, 2020 • 6:30 PM EDT

[ Minutes recorded by Amanda Finn, secretary. Submitted May 16, 2020 ]