

## ATCA EXECUTIVE COMMITTEE Meeting Minutes | October 31, 2019 at 9:30 a.m. EST

**PRESENT:** David John Chávez, Charles Giuliano, Jay Handelman (Foundation ATCA), Lou Harry, William Hirschman (Past Chair), Mark Lowry, Frank Rizzo (Vice Chair), Wendy Rosenfield, Scott Bennett (Treasurer), Robert Sokol (Outgoing Treasurer), Martha Steketee (Chair) and Chris Rawson (Historian.)

**ABSENT:** Chris Jones, Kelundra Smith, Amanda Finn

Martha S. calls meeting to order at 9:55 a.m.

MS gives overall look of past and present: mostly on organizational changes: new treasurer, secretary, communications, website, membership.

### **TREASURER REPORT (Sokol):**

Discussion, update of transference of treasurer duties (banking, insurance, mailing address): Martha, Scotty and Robert

Scotty asks about costs of building website and other services: Mailchimp, Wild Apricot systems.

Martha talks about stipends, going over fee paid to reporters, reimbursement.

Jay: there should be person re: what expectations for conferences — job training, diversity, education, whatever —

Chris R: Manual exists from 10-plus years ago .

Action: Martha and Riz will update it following NYC conference.

Chris: Conference chair is suggested. He also suggests an awards chair.

**FOUNDATION REPORT (Handelman):** No Report.

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

### **COMMUNICATIONS (No Chair):**

Wendy: Monthly talk with Wendy, Nancy Amanda and Frank to go over issues, process, responsibilities.

MS: Nancy to look at updating website.

Frank: Someone has to be webmaster. Perhaps reached out to membership. Letter by MS to go out.

Robert: ATCA needs a pay someone at least minimally for this task.

Charles: Asked what time is involved and what could the stipend be for new position.

Robert: Receive and deploy content. Not create content. Robert says \$200 to \$250 per month to oversee web.

Jay: What we need and expect for the job and set parameters. Update should always be on the website.

Have someone write about the individual panels, conversations, Sardis, pix.

**ACTION:** Wendy to come up with job description for new web master and then Martha will send out request to members for the job.

- **DIVERSITY & INCLUSION** (Smith-Chávez): No report.
- **MEMBERSHIP** (Kelsall-Lowry):

MS talks about how the process is working

Mark says he and Cameron will get the poll out for the revised membership categories.

Robert S. says bylaw vote is needed for the categories.

Bill H. says go over every word. He suggests paragraph to explain rationale on why we're doing it. He also says any changes beyond this should be bylaws, not through exec com.

Robert says we should define "active member." Also he says the bylaws should be the essence of the organization and says exec com

MS: Text of details of categories will be going out for the byline vote

Survey Monkey is available for vote.

Mark submits proposed bylaw membership category changes to be submitted for memberships vote.

MOTION: FR makes motion to approve these bylaws changes subject to a ratification by the membership. Lou seconds . Unanimous by 6: Wendy, MS, Charles, Lou, Mark FR

Next step to set up Survey Monkey poll for the membership: Wendy, Mark, Amanda, Cameron

#### **PROGRAMS | Events – ATCA-KY20 (Harry): HUMANA AND OTHER CONFERENCES DISCUSSION**

Lou gives update. Program will be mixed of ATCA and ATCA/Humana events and ATCA branded events. Thursday night through Sunday. Thursday with conference arrival. Friday for board meetings, ATCA meetings, speaker panels from morn to early aft. Multiple plays to see on Friday. 5 plays in the festival. 4 main stage, plus apprenticeship show. Humana sponsors reception on Friday night. Sunday education workshop 9 a.m. till whenever. Airport transfer transportation provided. Everything on Humana site in November including plays. Dates are April 9 to 12.

Questions arise over Passover and Easter conflicts.

Lou: Possibility is raised of previous weekend. Lou will check with Humana and get back on us but expectation that if it is over Passover/Easter weekend attendance will be down,

Discussion on other options. Conversation turns to overall conferences.

Martha mentions that Atlanta and Seattle and Provincetown as possibilities over the next free years with P-Town for fall 2020 to coincide with 100th anniversary celebration.

Robert raises New York as possible perm; also having major destination cities such as NYC, L.A., S.F.,

Chicago as rotating anchor sites, with other smaller gatherings offered around the country, some connected to festival or other theater events. Instill the confidence to members of going to the smaller gatherings as a group.

Jay: We need rethink how we're doing it.

- **PROGRAMS | Awards – Steinberg-Osborn** (Harry): No report.
- **PROGRAMS | Awards – Primus** (Reid): No report.
- **PROGRAMS | Awards – Loney** (Rizzo): No report.
- **PROGRAMS | International** (Jenkins): No report.

**CONTINUING BUSINESS:**

- **TOPIC:** Details.

**NEW BUSINESS:**

- **TOPIC:**

**Exec Com changes**

Discussion on wanting to engage younger, diverse members for the at least 3 (possibly 4) open seats for exec com elections in June. Mark indicates there are 30 new members this year. General discussion about specifically reaching out to these new members to seek their engagement in tasks, committees.

Action: General agreement of reaching out to new and/or younger members to consider exec com or other committee positions.

**ADJOURN:** The meeting was adjourned at 4:45 PM EST

**NEXT MEETING:** Monday, December 9 at 6:30 PM EST

[ Minutes recorded by Frank Rizzo, Vice Chair. Submitted November 2019 ]

DRAFT