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Draft Agenda – ATHE Operations Committee Conference Call
September 24, 2014 – 1pm EDT/12 noon CDT/11 am MDT/10 am PDT

- I. Welcome and Roll Call
- II. Announcement of new Association Management Company
 - A. Draft announcement
 - B. Suggested changes
- III. JHUP and ATHE Partnership
 - A. Response from Journals Manager, Bill Breichner
 - B. Motion to terminate member services contract - Scott Shattuck
- IV. Transition activities for Operations Committee
 - A. Set up review team/quarterly reviews of contract
 - B. Phone calls with officers
- V. Other business
 - A. Next Governing Council go-to-meeting call – October
 - B. Finalize all committee lists before next GC call
 - C. Task Force members on Focus Groups
 - D. Conference policy feedback and potential motion
 - E. *One-off 15% discount for job elephant or wait*
- VI. Adjourn *on policy*

*Henry will talk w/ Shawn.
Patty did it as Chair of Search Comm.*

Dear members.

personalized to members

Monday revised Tuesday send

Association for Theatre in Higher Education Announces New Association Management Company

The Governing Council and its Search Committee are pleased to announce a partnership with Ewald Consulting to provide management services starting December 1, 2014. Transition activities will begin October 1.

Ewald Consulting is headquartered in St. Paul, MN, with an office in Chicago, IL. Eric Ewald, C.A.E., M.B.A., as Senior Advisor to ATHE, will provide advice, counsel and support to the Governing Council and volunteer leaders in the development, evolution and execution of ATHE's mission, vision and strategic plan. Overall management responsibility lies with the incoming Executive Director, Andy Shelp, with oversight by the Senior Advisor. Andy is located in the Chicago office.

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personneling

Ewald Consulting has served non-profit organizations for over thirty-two years and is a charter accredited Association Management Company through the Association Management Company Institute. Their experience in managing over forty organizations of varying size, scope and mission offers ATHE an opportunity to broaden its services in education and training and social media and technology. ATHE can benefit from Ewald's staff expertise in our common web platform, YourMembership.Com. ATHE will continue to enhance its usage of those features with their staff assistance and guidance.

Ewald employees hold important credentials in the non-profit arena. Eleven staff hold a C.A.E. designation as a Certified Association Executive through the American Society of Association Executives. The Finance Department consists of eight members, two with C.P.A.s (Certified Public Accountants), and many of the Meetings Department staff members have obtained the designation as Certified Meetings Professionals (C.M.P.).

Transition activities for October, November and December include:

- meetings with current ATHE staff and conference calls with Governing Council Officers;
- transfer of membership database, files, and financial records;
- meeting to create Conference session proposal reports for the Focus Group Conf. Planners;
- meeting to develop the full 2015 Conference program schedule;
- transfer of member services and membership.

As of December 1, 2014, the new office information is:

Association for Theatre in Higher Education
1000 Westgate Drive, Suite 252
St. Paul, MN 55114

As of December 1, 2014, Andy Shelp will become ATHE's Executive Director working from the Ewald Consulting Chicago office. Shaun Franklin-Sewell will continue in his role as Communications Manager reporting to Andy through May 31, 2015. Nancy Erickson, M.B.A., C.A.E., will work with Ewald staff to ensure a smooth and seamless transition through December 31, 2014.

more T-U to Nancy H.B. little thick w/ de tail shorter

send to before G.C. no visitation

We look forward to a getting to know the Ewald leadership team and to envisioning how to enhance the value of your ATHE membership in order to support and advance the study and practice of theatre and performance in higher education. Please forward any questions to me at president@athe.org.

Henry Bial, ATHE President