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
   H. Bial
   P. Herrera
   S. Shattuck
   P. Ybarra
   C. Bringardner
   Excused: Lionel Walsh
   Barbara Parisi

II. Announcement of new Association Management Company
   A. Draft announcement
   B. Suggested changes- make it shorter, more direct; good tone, personalized. Added something about Nancy’s years of service. In a couple of weeks, have another announcement in more detail about the company. Patty thinks it’s OK as before. Make more chatty, familiar for the members. Thank the Search Committee members by name. Use parallel to my resignation announcement.

III. JHUP and ATHE Partnership
   A. Response from Journals Manager, Bill Breichner
   B. Motion to terminate member services contract - Scott Shattuck
      I move that the Association for Theatre in Higher Education terminate the Member Services contract and conference services with Johns Hopkins University Press effective January 1, 2015.
      Seconded by: Patty Ybarra
      Discussion: Implications for the back end work.
      Motion approved unanimously.
      Nancy related other contract addendum discussions with Bill Breichner re: TT and TJ re: timing of payments, etc.

IV. Transition activities for Operations Committee
   A. Set up review team/quarterly reviews of contract - just have the Operations Comm. take on this function. Distribution list for monthly hours to the OC.
   B. Phone calls with officers - Talk with CM before the announcement to members. Send Henry list of whom to contact first.

V. Other business
   B. Finalize all committee lists before next GC call – send reminder to officers
   C. Task Force members on Focus Groups – before Oct. call – charge?
D. Conference policy feedback and potential motion – summary of feedback and possibly a revised policy motion.

E. Create a policy for a discounted job bank listings for advertising agencies – send to Finance to discuss policy. If not critical that we make more money, take a loss on good will. Pull the numbers for the discount effect.

VI. Adjourn - Adjourned at 11:43 am
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   B. Finalize all committee lists before next GC call
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   D. Conference policy feedback and potential motion
      E. One-off 15% discount for incoming student in 2015

VI. Adjourn

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    E. One-off 15% discount for job enhancement in event

VI. Adjourn

Henry will talk up Shawn. Patty did it as Chair of Search Comm.
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.

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.
We look forward to 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