



Governing Council Meeting

Wednesday, October 16, 2019

Via ZOOM: <https://zoom.us/j/664436938>

Meeting ID: 664 436 938

11:30 a.m. – 1:00 p.m. EDT

Meeting Minutes

Call to Order

The meeting was called to order at 11:33 a.m. EDT

Members Present: Josh Abrams, Chase Bringardner, Carlos Alexis Cruz, Carla Della Gatta, Suzanne Delle, Ann Haugo, D.J. Hopkins, Kelly Howe, Karen Jean Martinson, Noe Montez, Dassia Posner, Emily Rollie, Lionel Walsh, Monica White Ndounou, Harvey Young

Members Excused: Jon Rossini

Staff Present: Shaun Franklin-Sewell, Aimee Zygmanski

Approval of Minutes

Dassia made a motion to approve the 21 August 2019 minutes, seconded by D.J. Approved by voice vote. Yes = 15. No=0. Abstain=0.

Updates of action items from minutes:

- Carlos has contacted the MET GSR and has a meeting scheduled for 17 October to discuss joining the Conference Committee.
- Kelly has put together a timeline for VP Conferences.
- Lionel will send committee call to FGRs today.

Committee Appointments

Not all committees are complete. Lionel is following up with FGRs to confirm their participation. Further committee updates and FGRs will be added via consent agenda for next meeting.

Awards Updates

Dassia noted that she and past VP Awards Ann Folino White began the process of overhauling the Awards section of the Ops Manual this summer. Dassia has now fully taken over the revisions. The goal is to make the Ops Manual consistent with current practices, and to make the awards process transparent, streamlined, and consistent.

Discussion occurred about the issue of membership. The revised text makes clear that ATHE's current policy does not require membership for either nominees or nominators, with the one exception of the Digital Scholarship award. If we want to require membership (especially for awards

that carry a monetary output by ATHE), the GC should have a longer-term discussion about this.

Discussion occurred around the language of multiculturalism and diversity in the current text. GC recommends broadening this language and connecting it to ATHE's mission statement. This will also be a longer-term discussion.

Discussion occurred around the definition of small within the Community-Based Theatre and Civic Engagement award, which currently stipulates a budget of \$150,000 or less. The GC considered raising this limit, or removing the specific dollar amount and instead using a benchmark or frame of reference established by another organization (perhaps from TCG or NEA).

Action Item: Dassia will discuss these possibilities with Joan Lipkin and will look to see if there are benchmarks available. We will revisit in the next GC meeting.

Motion: Noe made a motion to approve the revisions, second by Lionel. Approved by voice vote. Yes=15. No=0. Abstain=0.

Ops Manual Update

Aimee, Josh, and Chase have looked at the process for updating the Ops Manual, to make it more user-friendly to people new to leadership, more streamlined, more accessible, and more cognizant of the fact that this is a document that most will access digitally. Josh and Aimee will first update the Table of Contents and then assign sections to GC members to revise. The hope is to have drafts done by the MYM. We will likely use Google Drive documents to make the revisions. As we gear up for this, it might be valuable to contact position predecessors.

Action Item: JA and AZ to circulate new Ops ToC with named assignments

Conference Committee

Carlos Alexis informed the GC that the CC is in a good spot. It would be helpful to get updates about the submissions coming in to target outreach and advertisement. The CC is continuing to finalize the all-conference programming. The main questions revolve around budgeting to determine programming decisions and also how social media will be handled. The CC is considering curating site-specific performances or leading excursions to shows running in the area, possibly partnering with local companies/museums.

The GC / CC should share the conference call as widely as possible.

Aimee is planning to create a social media social media communications calendar going. She is considering how to have more institutional control of communications while also allowing individual members/committees/FGs to participate.

Action Item: All GC members must submit their committee meetings as a conference submission.

Financial Update

Aimee and Jon will be speaking with the investment team to consider options to improve ATHE's cash flow due to the tight budget. They will also look at past budgets to gain familiarity with the budgeting procedures. Aimee will put together a YTD and a projected budget and work with Jon

and the Finance Committee. They plan to have 2021 budget for the MYM, either for discussion or approval.

If you need a budget report for your area, please contact Aimee. If you are anticipating expenses, please also keep Aimee and Jon informed. Aimee will circulate budget request form.

Regarding contractors (conference planning, bookkeeping, communications), Nancy will remain as a consultant with ATHE until the end of October, the other contractors stay through December. Aimee has requested proposals from our continuing contractors. Red Door already has provided a proposal for 2020. She will be soliciting bookkeeping proposals that are local to Santa Cruz. The ASTR/ATHE transition team has agreed that they would rather use individual contractors for these services.

Mid-Year Meeting

The Mid-Year Meeting will be in Detroit at the conference hotel, 1/17/20-1/19/20. Due to the tight budget, ATHE is looking to minimize costs. The OC will meet Friday night, GC Saturday, a joint GC/CC meeting Sunday, and CC Monday. We cannot bring the FGRs this year, though we will continue to evaluate how to encourage FGR participation. We will do a Zoom meeting with FGRs on Saturday. Please book your travel ASAP to minimize costs. Aimee will share the reimbursement form. Please send your travel info to Aimee once your travel is booked. This can be done digitally or via regular post.

Border Policy Statement

Given the challenges of visa policies and papers in the current political climate, the statement was drafted and approved by the OC. ATHE will consider a longer-term policy.

ASA Statement

Noe introduced the Statement about Student Evaluations drafted by the American Sociological Association, noting that many other organizations have also signed on. For ATHE to endorse the statement by signing on would require a GC vote.

Motion: Noe made a motion that ATHE would endorse the statement by signing on, seconded by Ann second. Approved by voice vote approved. Yes=15. No=0. Abstain=0.

Action Item: Noe will be in touch with the ASA to endorse, will follow up with Josh and Aimee as required.

Leadership Institute at SETC

Noe explained that Jake and Kristin have been invited to SETC to host a version of the Leadership Institute. It is currently listed on the convention website as "ATHE Leadership Institute at SETC." This raises the question of what ATHE's involvement should be because it is branded. ATHE does own the federally recognized trademark of the LI. ATHE currently is not receiving remuneration from SETC. Discussion occurred surrounding remuneration and the pros and cons of this sort of outreach.

Noe, Chase, and Tiffany are working to complete a review of the LI, which will offer a more formal assessment of the LI and will provide clarity on processes and relationship to ATHE.

Action Item: Noe will reach out to SETC for more information and to discuss ATHE possibly receiving a portion of the fees.

Motion: Kelly made a motion that the GC request that the LI not make external commitments other than that at SETC until the review is completed, seconded by D.J. Approved by voice vote. Yes=15. No=0. Abstain=0.

Communications Calendar

Aimee is working on this with Shaun. They welcome GC input, especially around dates outside of conference (e.g. journal publications coming out). They considered ASTR in formulating the calendar due to the significant member overlap. Please notify Aimee of any deadlines.

Reminder: Please feel free to use the ATHE GC email list to communicate anything.

Adjourn

With all business concluded, the meeting was adjourned at 1:03 p.m. EDT.

Matters Arising

<u>WHO</u>	<u>WHAT</u>	<u>PAGE NUMBER</u>
Dassia	Action item to discuss budget/benchmark for Community-Based Theatre and Civic Engagement Award	2
GC	Motion to approve edits to Awards Text approved	2
GC	Action item to submit committee meetings	2
GC	Motion to endorse ASA Statement approved	3
Noe	Action item to notify ASA of ATHE endorsement	3
Noe	Action item to contact SETC	3
GC	Motion for LI to refrain from making external commitments pending LI review approved	4

Respectfully Submitted,

Karen Jean Martinson, ATHE Secretary