



Agenda – ATHE Operations Committee Conference Call
December 3, 2014– 5 pm EST/4 pm CST/3 pm MST/2 pm PST

I. Welcome/Call to Order and Roll Call

H. Bial
P. Herrera
S. Shattuck
P. Ybarra
C. Bringardner
L. Walsh
B. Parisi

Mgmt Team:

N. Erickson
A. Shelp
M. Korzun

II. Motions/Actions for Consideration:

1. Minutes from previous meeting (if available)
Budget adjustment for Theater Topics and Journal online access (Scott)
Nomination Committee procedures and update (Henry)
~~Statement re: U of Alaska-Fairbanks Theatre Dept proposed closure? (Henry)~~

Discussion Topics/Reports

1. Conference update (Lionel)
2. Women in Theater request (Henry)
3. Conference Sites for 2017-2018 (quick update from Henry & Chase)

VII. Other business:

VIII. Adjourn - Adjourned at ~~5:00~~ 5:00 p.m. CST

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
- VI. Adjourn

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

I. Welcome and Roll Call (Starting time- 1:06pm)

Present:

Henry Bial
Patricia Herrera
Nancy Erickson
Chase Bringardner
Scott Shattuck
Patti Ybarra

Excused:

Lionel Walsh
Barbara Parisi

II. Announcement of new Association Management Company

A. Draft announcement

B. Suggested changes

- Chase satisfied with this in terms of tone.
- Henry wants to thank Nancy and her years of service. He thinks it should be shorter and to the point.
- Make the announcement less of a press release and make it more chatty and personal.
- Sending announcement on Tuesday not Friday or Monday.
- Henry will have the revisions to Nancy on Monday so that it can go out first thing on Tuesday morning.
- Thank the Search Committee members by name.
- Membership does not need to know all this information now. In a couple of weeks, send another announcement in more detail about the company.
- We want to hit the positive side of what Ewald can do.
- Use parallel to Nancy's resignation announcement.
- Chase suggested to Follow-up with questions that we need.

III. JHUP and ATHE Partnership

A. Response from Journals Manager, Bill Breichner: about the membership contract.

- He was sorry he was losing ATHE as clients, but was not surprised given the news.
- All he needs is notification of termination of member services and conference registration of ATHE. This will be effective January 1, 2015.
- Date to freeze membership.

- Shaun will be working with him as to what kind of things needs to happen behind the scene for authentication of membership.
- B. Motion to terminate member services contract - Scott Shattuck
- Motion to for Association for Theatre in Higher Education to terminate the Member Services contract and conference services with Johns Hopkins University Press effective January 1, 2015. Second by Patricia Ybarra.
 - Discussion about implications for the back end work.
 - Motion approved unanimously.
 - Nancy recommended that ATHE create a contract addendum to both parties of payment process, time of payment, and about the number of issues and date of issues for Theatre Topic and Theatre Journal. The policy should make clear the responsibilities between editors and coeditors.

IV. Transition activities for Operations Committee

- A. Set up review team/quarterly reviews of contract
- The Operations Committee should take on the responsibility of quarterly reviews.
 - There will be a distribution list for monthly hours to the OC.
- B. Phone calls with officers
- Andy wants to get in touch with each member of the board.
 - Nancy recommends the conversation with communication manager happening before the announcement. Then Andy can touch base with members.
 - Henry needs list of whom to contact first.

V. Other business

- A. Next Governing Council go-to-meeting call – October-towards the end of the month and Andy will be on the call. Week of October 27th out Doodle
- B. ETC wants to finalize Patti talking to strategic planning committee Oct. 15. Membership & conference committee will confirm. Will it be helpful with meaningful report or revised with draft. Ideally we need to get working pretty soon on site for 2017. We shouldn't do it until policy is finalized. Work backgrounds from there.
- C. Finalize all committee lists before next GC call
- D. Task Force members on Focus Groups-Conference policy feedback and potential motion – summary of feedback and possibly a revised policy motion.
- E. Job Elephant is an advertisement agency that places ads in our job bank. They would like 15% discount of job bank. Nancy recommends we need a policy in place for a discounted job bank listings for advertising agencies. Discussion on how we decide if this is in ATHE's best interest. They are not going to advertise at all if they don't get the discount. Recommendation to send it to finance committee to discuss policy and then we can discuss in the next meeting. They have been advertisement with us. They are consistent vendor. We need to pull the numbers for the discount effect. If not critical that we make more

money, take a loss on good will. Assuming if they continue to advertisement in the same amount. Need policy in place

VI. Adjourn

- Conference call adjourned at 1:40pm EST.
- Henry thanked committee for the time and service.