

MATC 2020
Chicago, IL • March 5-8, 2020
Executive Meeting Minutes
Thursday, March 5, 5:15-6:30

I. Approval of 2019 Minutes

Meeting minutes were located on Google drive (MATC Documents/Minutes)

Brian moves to approve, Shawna seconds, unanimous in favor of approval

II. Business Meeting Prep

- Beth suggests general prep:
 - Hold elections (Chris)
 - Treasurer's report (Brian)
 - THS report (Lisa): thank Sarah and Rob with a present for each of them, Ariel (BRE) will come up and say hi
 - Grad Liaison (Shelby)
 - Transfer of power
 - Conference report, info on conf for next year (Shawna)
 - Recognize new co-chairs (Chris)
 - No fellows this year
 - Discussion about Fellows going forward:
 - Chris asks who is in charge of Fellows (President)
 - Beth – we should do Fellows in non-election years
 - Nominations can go to President anytime after semester is over
 - Discussion about Fellows (shall not exceed 10% of membership, current membership is 280), estimated 20 living Fellows, can take in four next year
 - Should bylaws be changed to specify that Fellows should be involved in MATC, not just contribute to the theatre?
 - Chris will write a call for nominations
 - Should nominations come with a letter? Beth thinks yes
 - Beth recommends 2 Fellows (no specific number on CFN, but EC can use 2 as a good number)
 - Deadline will be September 1

~~III. Job Descriptions/Elections/Nominations~~

~~a. Members at large~~

N/A

IV. *Theatre History Studies*

- Lisa provides highlights from report
- We should consider bringing on board an Associate Editor for Spring 2021. Should the Editorial Board be involved in this process? A committee of Chris, Beth, and Lisa will accept applications.
- Beth suggests trying to find MATC money to fund a grad assistant for THS
- Discussion about next THS editor

V. Website/Technical

a. Listserv

- Need to migrate listserv. Brian: Google platform has a lot of plug-ins and apps (like DocuSign, for ex). Do we want a moderated or unmoderated listserv? Travis and Brian will discuss. Chris wants to make the change asap. Will send link to new listserv to old one a few times.
- Beth requests a way for the President to have email access to everyone registered for conference

b. Migrate website?

Discussion about credit card, PayPal, etc. Beth suggests holding on finances for now. Technology?

c. Google accounts and handoffs

- How will email handoffs work? Can we access inboxes from our current position? What is the process for archiving emails? Brian will look into it before Co-chairs meeting. Simpler with co-chairs, but more complicated with EC members.

d. Google forms

- Brian: Worked fine, but needs separate fields for first and last name. Will hear from co-chairs at co-chairs meeting about problems.

e. Archives

- Brian suggests we need to decide Google or Dropbox
- Shawna requests to move to Google because Dropbox is costly
- Can we organize Google Drive differently?
- THS is on Dropbox (separately)
- Is anyone backing this up? Should we be? Travis will check with Ann Haugo bc physical archive is at Illinois. Suggests what is where and how to get it to one place. May need to go back through leadership pipeline to grant access to assess what is there.
- Travis will send an email early summer re: this issue

VI. Sexual Harassment Protocols

- LaDonna recalls learning that legally, MATC does not have recourse, but we could create a conference statement that lays out expectations. No current update.
- Beth had found one example, LaDonna will follow up with Beth. At Summit meeting this was/will be discussed, can share info from that.

VII. 2021 Conference

- Kansas City is the 2021 conference site. Beth negotiated a great contract. A new hotel for the conference.
- Shawna and LaDonna shared their teaser for the 2021 theme, "Revolution." General agreement on its awesomeness.

VIII. 2022 Conference

- Beth has bids from Clint for Cincinnati, Cleveland, and Pittsburgh.
- Some will be no-gos because of high food and beverage minimums, shares some of the viable options.
- This list is smaller than previous lists because she made specific requests (meeting rooms, closed banquet hall, wifi, etc)
- Agreement to pursue Omni in Pittsburgh

IX. Fellows and Fundraising

- Request to postpone discussion about finances.

X. Summit Updates?

- Other items for further discussion:
- LaDonna suggests continuing and expanding options for family-friendly conference. Suggests appointing a liaison.
- Beth moves to appoint Alicia to do this work in an official capacity and to ask LaDonna to approach her and to come up with an official title. Travis seconds the motion. In favor: all, opposed: no.
- Beth asks for other volunteers for convo re: fundraising and finances
- Discussion re: Brian's term, he is on year 2 of 4-year term. Interested in continuing.
- Is Secretary a 4- or 2-year term? Need to change bylaws to four-year term.
- Chris, Beth, and Brian will find time to discuss finances.
- Discussion of current finances re: hotel.

Beth adjourns meeting at 8:06.