

WATCH Organizational Meeting
6/13/99
Reston Community Players' rehearsal hall

Ten theaters represented:	The Arlington Players	John Monnett
	Elden Street Players	Todd Huse
	Little Theatre of Alexandria	Roland Gomez
	The Montgomery Playhouse	Joy Wyne
		Judy Mayer
	Port City Playhouse	Jennifer Lyman
	Port Tobacco Players	Brian Moore
		Sheila Draper
	Potomac Community Theater	Elie Pisarra
		Maureen McMurphy
	Prince William Little Theatre	Don Wilson
		Janice Eisenhart
	Reston Community Players	Don Paul Smith
	Tapestry Theatre Company	Eleanore Tapscott

Regrets: Al Edick (LTA), Angie Anderson (Vienna Theatre Company)

John facilitated the meeting in Al Edick's absence.

Don presented the judging committee's recommendations for the structure of the awards program (see attached). The following points were accepted: the adjudication period will be a calendar year; a production's opening date will determine which year it is adjudicated; adjudicators will be named by the member theaters by November 1 for the upcoming year; adjudicators will be assigned by random matrix; each production will be scored by ten adjudicators by secret ballot tallied by an independent auditor; high and low scores will be eliminated and the average of remaining eight shall be the score for that element; the top four scores in each category will be the nominees in each category; the ultimate winner will be the top score in each category; each adjudicator will represent one theater only and will not score productions by that theater.

The following items were adapted from the committee's recommendations: there will not be an "adjudication group", rather the administration will be handled by an adjudication coordinator who will report to the board of directors, this coordinator will serve a term from November 1 through the awards presentation event for the year they are serving (this is about a year and a half commitment); the adjudication coordinator may enlist helpers in order to ease the workload, but he/she will be responsible to the board for the administration of the awards; the criteria coordinator will be responsible for briefing the adjudicators on the scoring criteria and will create the ballots; each theater will appoint **four** adjudicators each year; disciplinary action for negligent adjudicators or member theaters will be discussed in the future; the names of the winners shall be known by the independent auditors **only**.

Jennifer presented the cost committee's report on potential administrative expenses and awards expenses. It was agreed that the awards themselves could be covered by individual sponsors, that the presentation event be covered by either a corporate sponsor or ticket sales, and that membership dues be used to cover costs of administering the awards process. Since the exact figures are unknown at this time, it was recommended that each member theater pay \$100 for the first year just to get the ball rolling. The board will review membership dues for subsequent years.

It was decided that we look into drafting articles of incorporation so that WATCH could apply for non-profit tax status to make the group more appealing to potential corporate sponsors. Elie agreed to look into this for each jurisdiction to see which would be best for the organization (VA, DC, or MD).

Eleanore submitted recommendations from the criteria committee in writing, but it was not discussed. They recommend a survey instrument drafted from comments of experienced practitioners ("experts"). Sources of "experts" include: resident designers, directors, or technical staff of WATCH member theaters; previous recipients of ACT, RG, LTA or other awards; artistic and production staff from local educational institutions with theater programs. Respondents would be asked to identify critical areas – in easy to understand language for non-technical people – that the adjudicators would be expected to assess in a productions. A sample solicitation letter was included as well.

John and Todd presented the draft bylaws for review and sections I through III.B.1. were discussed. Changes in language, etc will be available in an updated draft prior to the next meeting (to follow). A brief summary of changes is listed here:

- I.B. The language of the mission statement was refined. Not altering its already stated intentions.
- II.B. the language of section IV.G. will be moved forward to mirror this; one-acts and reviews if not commercially available, but which constitute a full evening entertainment in a theater's season may be used for WATCH membership, but would not be submitted for adjudication.

eligibility criteria must be met for two complete consecutive seasons

- II.C. Charter membership will be defined in this section
- II.F. Withdrawal from WATCH shall be tended in written resignation

If a theater withdraws in mid-season, all of it's productions previously judged will be terminated from the process.

- III.A.1. Term of the WATCH board of directors shall be 7/1-6/30
- III.A.2. The board shall meet quarterly at minimum. Special meetings shall be announces two weeks in advance.
- III.A.3. Quorum shall be simple majority
- III.A.4. Voting – any measure requires majority of quorum to pass.
- III.A.6.e. Vacancies in the officers shall be filled at the next meeting of the board of directors. Officers may be removed by a 2/3 vote of the board.
- III.B.6. The event coordinator have a committee of representative from each member theater to plan and execute the awards presentation event.

Since several people needed to leave, it was decided to continue the review of the bylaws at the next meeting. The following subcommittees will continue working on the next phase developing the structure of the group with reports at the next meeting:

bylaws/administrative structure	John & Todd
judging criteria	Eleanore, Sue, Carl
budget	Jennifer & Al
incorporation	Elie

The next meeting is scheduled for Sunday, July 11, 1999 at the RCP rehearsal hall.