

USITT GENERAL MEETING 15 JANUARY 2006 7:00PM

Attendance: President: N.Gonsman, Vice President: K. Ice, Treasurer: C. Croughn, Secretary: C.Elefante, Advertising & Marketing: N. Grand, Programming Chair: B. Gasper, Conference Delegation Chair: John Jacobsen, Executive Assistant: E. Lapham, J.Fabo + 16 members

- **Meeting Called to Order: 7:05pm**
- **THON**
 - Prior to the money collected at tonight's meeting, the total money that has been raised for THON is \$1,518.09.
 - We have enough money to enter into the lottery to have THON dancers.
 - The deadline to donate money towards dancers is January 16th.
 - The final deadline for THON donations is February 9th.
 - A canning trip is scheduled for January 20th and 21st.
 - A sign up sheet was passed around for those who were interested in going on the canning trip.
 - Please let Megan know if you can drive for the trip.
 - Megan Hilbert and Stephanie Riddle are the names that will be entered in the lottery for dancers. If their names are drawn they will represent our THON team as dancers.
 - A packet containing corporation information will be submitted to the THON office next week. Thank you to John Jacobsen for all his work compiling this packet.
- **Approval of Minutes**
 - The minutes for our meeting on December 4th will be voted on next week.
- **Programming**
 - Please sign up for concession sales with Katie.
 - Anyone interested in being the head of Programming next year, please see Ben.
 - If you are not attending the conference, please sign up for concession sales during that week.
 - Katie would like all concession sale times to be filled by our next meeting. Please sign up.
- **Conference Delegation**
 - \$100 is due at next week's meeting for the conference.
 - In a month, another \$100 will be due. Before the second amount of money is due, the money each person earned from concession sales will be deducted from this to determine the exact amount of money each person will owe.
 - The registration fees for the conference were sent to the USITT offices.
 - People attending the conference should have received a receipt stating their fee was received.
 - The hotel and bus have both been booked.
 - The deposit for the bus has been paid.
 - We hotel we will be staying at is called The Gault House.

- Reminder: We will be leaving for Louisville on Tuesday March 28th and will return to State College on Sunday April 2nd.
- Please remember that the conference is not considered an excused absence by the university.
- We are still in need of a design for shirts for the conference. The shirts should have USITT@PSU written on them. Information about the conference should not be included.
 - **UPAC**
 - John Jacobsen, Ben Gasper, Nick Gonsman, Corey Croughn, Nate Grand, and William Kenyon presented their funding proposal before UPAC in December.
 - At the presentation, the group asked for \$8,590.30 to cover transportation and part of the registration fees for the conference.
 - USITT received the full funding that was asked for from UPAC.
- **Secretary**
 - If you have not submitted an information sheet, please see Christina.
- **President**
 - After all members discussed what they did over the break, Nick discussed his new Plan of Action:
 - **2006 Conference**
 - Nearly 40 students, faculty, and staff will be representing Penn State at this year's conference.
 - We will discuss appropriate conference behavior and tips to get the most out of the conference at a later meeting.
 - **THON**
 - We need to keep earning money for THON.
 - At the end of the semester will be review the effectiveness of our THON team to decide if this is a worthwhile venture.
 - **Alumni**
 - Cheryl Norcross and Kelly Ice will be forming an Alumni Chapter for USITT@PSU.
 - This should be finished by February 28th in order to be useful prior to the conference.
 - The effectiveness of this will be reviewed at the end of the semester.
 - **Web Sources**
 - We plan to have resources available to members and those interested in our organization available online.
 - Emily Gast and Kevin Cartier will oversee the website.
 - We plan to have archival information, information about the organization and the executive board members on the website.
 - All official documentation will also be on the website

- **Constitutional Changes**
 - The role of Conference Delegation Chair will now be an appointed position.
 - New election procedures will also be included in the Plan of Action. If you are interested in helping to draft these procedures, please see Nick.
 - **Conference Promotion**
 - The conference is not only a great opportunity to promote USITT@PSU, but also the School of Theatre.
 - We would like to have swag and information available for recruiting such as business cards and pamphlets.
 - **Master Classes**
 - We would like to revive master classes this semester.
 - Please e-mail Nick or Ben if you have any ideas for interesting master classes or social events/fundraising ideas.
 - **End of the Year Picnic**
 - We would like to make this a yearly event.
 - More details on this event to follow.
 - The Oliver T. Smith awards that were presented last year at the end of the year works in progress may be presented at the picnic.
- Budget information will also be added to the new Plan of Action.
- The Plan of Action will be made available to all members.
- **Announcements**
 - NEXT MEETING WILL BE HELD ON SUNDAY JANUARY 22ND AT 7:00PM IN ROOM 507 TAPS.
 - Penn State Ellipse needs volunteers to act as roadies. Please see Lauren Bates if you are interested.
- **Meeting Adjournment:** 7:46pm