

## **USITT GENERAL MEETING      22 JANUARY 2006      7:00PM**

Attendance: President: N.Gonsman, Vice President: K. Ice, Secretary: C.Elefante, Advertising & Marketing Chair: N. Grand, Programming Chair: B.Gasper, Conference Delegation Chair: John Jacobsen, Historian: E.Gast, Executive Assistant: E. Lapham, J.Fabo + 17members

- **Meeting Called to Order: 7:32pm**
  - Please note: There was a BFA Forum at 6:00pm which caused our meeting to be delayed.
- **Approval of Minutes**
  - The following corrections were noted and made to the January 1, 2006 meeting minutes:
    - Conference Delegation
      - The hotel we will be staying is called The Gault House
      - We will be leaving for the conference on Tues. March 28<sup>th</sup> and will return to State College on Sun. April 2<sup>nd</sup>.
  - The minutes from the December 4<sup>th</sup> and January 15<sup>th</sup> meetings were both voted on and approved.
- **Open Forum**
  - There were no announcements during Open Forum.
- **Advertising & Marketing**
  - The deadline for USITT@PSU t-shirt designs is February 20<sup>th</sup>.
  - Please give designs to Nate Grand (nag5004@psu.edu)
  - The USITT@PSU website will be going up soon.
  - Please send pictures for USITT events to Emily Gast (egd5001@psu.edu)
  - If you have a sample of your work that you would like to appear on our display board at the conference, please submit work to Ben Gasper (bjg210@psu.edu) or to Nate Grand. Please note, that due to space limitations, all submitted work will not appear on the board. Ben, Nate, and Jenny Kenyon will select the work that will appear. Please be unique with the work you submit. Please have all work submitted by March 4<sup>th</sup>.
  - Curtis Craig last year designed a digital slide show for the Penn State's display last year. The possibility of having digital work displayed on the slide show was discussed.
  - Please submit work to Ben and Nate. This is a worthwhile opportunity to have your work seen by others.
- **Public Relations**
  - A plan for the Alumni Chapter was submitted to Nick by Cheryl Norcross.
  - The Alumni Chapter would consist of a web portal between alumni and students. It would be a place to post questions and to get direct answers.
  - The possibility of creating a log-in feature to the web portal to ensure privacy and safety was discussed.

- **Historian**
  - Please submit pictures to Emily (edg5001@psu.edu)
- **Programming**
  - Please sign up for concession sales with Katie McNiff. There are so many opportunities for us to sell concessions this semester and make money for our organization.
  - Stage Managers, please e-mail Katie (krm226@psu.edu) the preview and performance schedules for your shows.
  - After a substantial amount of people have signed up, Katie will e-mail the sign-up sheet to everyone.
- **Conference Delegation**
  - Eric Rouse had mentioned to John that USITT@PSU should enter the Tech Olympics at the conference. The Tech Olympics is a series of games in which people compete doing tech activities such as laying a floor plan, hanging a light, etc. Please let John know if you are interested.
  - The final payment for the conference will be due in February.
- **THON**
  - At 6pm next Sunday (Jan.29) we will be creating a banner that will be hung in Rec. Hall. We will also be creating mail for the kids to receive during THON. This will be a social event, so please bring food, drinks, etc.
  - The THON Blood Drive is currently going on and is a great way to earn spirit points for our THON team. Go to [www.psurecross.org](http://www.psurecross.org) to schedule an appointment online.
  - Megan would like us to make t-shirts for THON. The shirts would cost approx. \$10 each. The front of the shirt would say THON and below that FTK (stand for "For the Kids"). The back of the shirt would say USITT across the shoulders and 06 underneath it.
  - Please e-mail Megan (mah436@psu.edu) with ideas for the t-shirt color
  - Cans are still be collected, please continue to save uncrushed cans.
  - We were not one of the winners of the largest attendance at the basketball game. The Lionettes and The Blue Band won.
  - Sixty corporate packets have been sent out.
  - So far, the USITT THON team has raised \$1,901.09 (this total was calculated after the meeting.)
- **Secretary**
  - We are still missing USITT membership numbers from several people. If you have recently obtained a membership number, please e-mail it to Christina (cde129@psu.edu)
- **President**
  - The proposed budget will be removed from the USITT Constitution. Since we do not have a fixed income at the beginning of each semester, our budget is unpredictable.
  - The formula that will be used to calculate how much money each person has made from concession sales is as follows: average rate per shift

multiplied by the number of shifts worked by each person. Example: \$5 (average shift rate) X you worked 5 shifts= \$25.

- The money earned from concession shifts can be put towards a general fund or be donated to THON.
- Please remember that as a member of USITT@PSU it is everyone's responsibility to work concessions.
- **Committee Meetings**
  - Each committee met to discuss future plans for this semester
- **Announcements**
  - NEXT MEETING WILL BE HELD ON SUNDAY JANUARY 29th AT **6:00PM** IN ROOM 507 TAPS.
- **Meeting Adjournment:** 8:19pm