

USITT Meeting #1
Sunday, September 17, 2006
7:00PM- 508 TAPS

Present: President John Jacobson, Vice-President Emily Gast, Secretary Rachel Harpham,
Treasurer Stephanie Riddle + 34 general members

I. Meeting called to order at 7:03PM.

II. Roll call and Quorum

- A. Introduction of officers and general members.
- B. Emily introduced the proposed parliamentary procedure of Robert's Rules of Order to the body.
 - 1. Nick Gonsman motioned to make Robert's Rules of Order our parliamentary procedure. The motion was seconded and passed with a vote of 33 yay and 1 abstain.

III. Approval of Minutes

- A. No previous minutes to approve.
- B. Approval of minutes will start at our next meeting on September 24th.

IV. Open Forum

- A. Emily described Open Forum to general members new to the organization.
 - 1. Open Forum is the appropriate time to discuss issues within the organization that are not specified on the meeting agenda.
 - 2. General announcements should not be made during Open Forum but rather during Announcements.
- B. Open Forum will start at our next meeting on September 24th.

V. Officer Reports

- A. Treasurer
 - 1. An exact balance of our accounts could not be obtained before the meeting but we have approximately \$185 in our ASA account.
 - 2. Dues for the 2006-2007 academic year will be \$10 for a single semester or \$15 for both semesters. Turn in dues to Rachel with your membership form.
- B. Secretary
 - 1. Reiterating what Stephanie said: Turn dues into Rachel with your membership form ASAP.
 - 2. You are not an official member until you pay your dues, meaning you cannot vote in meetings. Please try to pay your dues at our next meeting on September 24th.
 - 3. Checks should NOT be made to 'USITT' but rather 'US Institute for Theatre Technology'.
- C. Vice-President
 - 1. Nothing to report.
- D. President

1. John introduced his presidential plan of action.
 - a. Philanthropy
 1. Thon and
 2. Other charities related to Theatre
 - b. Advocacy:
 1. Many of our members are representatives on the School of Theatre's Student Advisory Board and the Faculty Senate. Issues you would like to be brought up to administration should be discussed at meetings during Open Forum.
 - c. Social Activities
 - d. Service
 1. High School outreach
 2. Ohio Valley conference
 - e. Fund Raising
 1. T-shirts
 2. Concessions
2. 2007 National Conference in Phoenix
 - a. Make a note on your Member Information Sheet if you are interested in going to conference this year.
3. Make a note on your Member Information Sheet if you have a car with you at school.
4. Executive Board positions open to be filled at next week's meeting
 - a. Programming Director
 - b. Advertising/Marketing Director
 - c. Public Relations Director
 - d. Concessions Chair
 - e. Conference Delegation Chair
 - f. Thon Chair
 - g. Historian
5. Committees
 - a. Everyone is assigned to one committee.
 - b. Details about specific committees in the constitution which is available on our website: <http://www.clubs.psu.edu/up/usitt>

VI. Old Business

- A. No old business to discuss

VII. New Business

A T-Shirt Sale

1. Nick Gonsman discussed the T-Shirt sale that is currently underway. We are selling navy t-shirts (\$15), polo shirts (\$25) and hooded sweatshirts (\$35) with the SOT lion logo and 'Penn State School of Theatre' on the right chest of the shirts.
2. Order forms are available in 510 TAPS and 103 Arts. An attachment will also go out in the Marquee tomorrow.
3. We will have sign-ups for pick-up dates.

4. The clothing will all be pre-paid and we will submit the order after the sale is over. The minimum that we need to sell to make a profit is 12 of each category.
5. Talk up the sale to friends and family.

B. Open Discussion of Chapter

1. Greg Ryan discussed members who went to conference but did not work for the good of the organization the entire year and also those who did not go to conference and stopped coming to meetings. Even if you are not going on conference there are other important things at meetings that you should be a part of.
2. Kelly Ice asked for a description of the open Executive Board positions.
 - a. Programming: Very involved position since many things our organization does falls under programming.
 - b. Ad/Marketing: Keep contact and social networking with other student chapters, National, other SOT students and alumni.
 - c. Concessions: Scheduling and keeping stock of inventory.
 - d. Conference Delegation: Secure UPAC funding, Organize paperwork to submit to National.
 - e. Thon Chair: Combine with SOT team
 - f. Executive Assistants: Help Executive Board get things done.
 - g. Historian: Maintain records and update website.

C. A Brief History of USITT@PSU by Nick Gonsman

1. A few years ago a student chapter was formed but was never officially a student organization and had very little involvement or activity.
2. In Spring 2005 the chapter was renewed but still remained quite inactive and more of a “bitch fest”.
3. Last year President Nick Gonsman and the 2005-2006 executive board re-vamped USITT@PSU. We became an official Penn State student organization and received lots of support from School of Theatre faculty especially Dan Carter.
4. We are currently the largest and most active student chapter in the nation. Last year we brought 30 members to conference.

D. Clarification of Dues

1. Paying \$15 to USITT@PSU does not make you an official student member of USITT. National Membership is \$60 a year and you receive lots of benefits and resources.
2. National Membership is separate from sectional membership to Ohio Valley. John urges everyone to pay the \$10 sectional dues so you can take part in the Ohio Valley conference which is being held at Penn State this year.

VIII. Announcements

- A. “**BUY SHIRTS!!!**” –Nick Gonsman

IX. Adjournment

- A. Meeting adjourned at 7:38PM