

USITT Meeting #1
Sunday, September 24, 2006
7:00PM- 508 TAPS

Present: President J. Jacobsen, Vice-President E. Gast, Secretary R. Harpham, Treasurer S. Riddle, + 24 General Members

I. Call to Order

A. Meeting called to order at 7:16 PM.

II. Roll Call and Quorum

III. Approval of Minutes

A. Correction: Sectional dues were reported as \$10 in last week's minutes. This is an approximation and not necessarily the actual amount.

B. The September 17th minutes were passed by acclamation.

IV. Open Forum

A. None

V. Reports

A. Officers:

1. Programming- Temporary THON Chair Stephanie Riddle

a. A Google calendar will be created with important THON dates.

-10/1: Fund Raising Kick-Off

-10/29: THON 5K

-11/3-11/5: Canning Weekend

-11/8: 100 Days until THON

-12/8-12/10: Canning Weekend

-1/26-1/28: Canning Weekend

-2/9-2/11: Canning Weekend

-2/16-2/18: THON Weekend

b. As an organization we need participate in more events for spirit points and try to go on as many canning weekends as possible.

c. Check your personal calendars and see what canning weekends you will be able to go on with whatever shows you are working on.

B. Executive Board

1. Treasurer

a. We have \$185.16 in our accounts.

b. If you have not already, turn in dues to Rachel. **Dues are \$10 for one semester or \$15 for the entire year.**

2. Secretary

a. **Turn in dues and Member Information forms ASAP to Rachel.**

3. Vice-President

a. We are working on getting a projector to project meeting agendas.

b. **In an effort to save paper, agendas will be e-mailed out to members.**

c. Parliamentary Procedure

1. Emily discussed our approved parliamentary procedure- the purpose of which is to provide a guide to help groups make decisions.

2. **Attached with this week's minutes will be the Simple Guide to Parliamentary Procedure**, created by Emily and Nick.

4. President

a. Student Organization Kick-Off

1. Other organizations use Angel groups. John will look into this.

VI. Old Business

A. T-shirt Sale Update

1. As of tonight we have sold 20 T-shirts, 3 polo shirts and 4 sweatshirts.

2. Posters will be posted in Arts, TAPS and the Pavilion. See Nick after the meeting if you are available to post them before noon tomorrow.

3. Mailbox letters and forms will be distributed tomorrow to School of Theatre faculty and staff.

4. We are currently in negotiations with Curtis and the Musical Theatre department over buying apparel for tailgates and touring.

5. **The sale ends Friday 11/29.** Orders will be turned in by Nick on Monday or Tuesday at the latest. We should receive the order by Tuesday 10/10.

6. There will be sign ups for distributing the apparel at our next meeting.

7. Announce the sale in your classes to people that may not get the Marquee.

B. Presidential Plan of Action

1. Possible trip to Punxsutawney, PA for Groundhog's Day.

VII. New Business

A. Executive Board Appointments

1. Programming Chair: Greg Ryan

2. Ad/Marketing Chair: Katie Kudrick

3. Historian: Justin Stasiw

5. Executive Assistants: Adam Ciampi, Katie McNiff and Josh Schlader

6. Concessions Coordinator: Patricia Cardona

7. Educational Outreach Coordinator: Eric Hendrickson

8. THON, Conference Delegation, Philanthropy and PR Chair appointments will be postponed until our next meeting for further review.

9. Thank you to all who expressed interest in an executive board position.

B. Open Discussion

1. TAPS Cook-out

a. Since we did not have one at the beginning of the year, we will have one before the weather gets colder.

2. Student Advisory Board

a. Student representatives from every major in the School of Theatre meet with Dan Carter and Elisha Clark once a month to discuss issues of students in the School of Theatre.

b. Many students are wondering what the status of the renovation of the Playhouse is. After much discussion Ben informed us that it is not a major priority of the University. It will probably not happen for at least ten years. However it is still something SAB members should inquire about.

3. Google Calendar

a. Emily will work on a Google calendar with important USITT dates and the link will be sent to members.

1. The calendar could include THON dates, concession duties and general reminders

VIII. Announcements

A. **BUY APPAREL!** Orders are due Friday!

B. New Executive Board members should see John after the meeting.

C. Our next meeting will be **Sunday, October 1st, 2006 at 7:00 PM in 508 TAPS.**

IX. Adjournment

A. Meeting adjourned at 8:10 PM.