

USITT Meeting #3
Sunday, October 1, 2006
7:00PM- 508 TAPS

Present: President J. Jacobsen, Vice-President E. Gast, Secretary R. Harpham, Treasurer S. Riddle, Immediate Past President N. Gonsman, Programming Dir. G. Ryan, Ad/Marketing Dir. K. Kudrick, Historian J. Stasiw, Concessions Chair P. Cardona, Outreach Education Chair E. Hendrickson, Executive Assistants: A. Ciampi, K. McNiff, J. Schlader

I. Meeting called to order at 7:15 PM.

II. Roll Call and Quorum

III. Approval of Minutes

A. The September 24th meeting minutes were passed by acclamation.

IV. Open Forum

A. None

V. Reports

A. Officers:

1. Historian

a. Our former webmaster Kevin Cartier will send Justin the website access information so Justin can update the site.

b. Executive Board members: please e-mail Justin your bio for the website by Wednesday, October 4th.

2. Advertising & Marketing

a. Concessions Posters

1. Katie would like to have pictures of past shows and USITT events on the posters. Please e-mail pictures to Katie: khk5001@psu.edu

2. Nick will help Katie design the posters.

3. Programming

a. Fall Feast Proposal

1. The Fall Feast will be held on Friday, October 13th at 5:00 PM in front of TAPS.

2. The proposal was passed by acclamation.

3. We will have sign-ups for members to bring drinks and food at our next meeting.

b. Concessions

1. Sign-ups after the meeting.

2. One person per show, except for Urinetown. Sign up for as many as you can.

3. Patricia has a meeting with Dan Carter about selling concessions at Pavilion Projects.

4. Emily has created a Google calendar which will include concession dates.
5. Concession training will be at our next meeting.

B. Executive Board

1. Treasurer
 - a. We have **\$455.16** in our accounts
 - b. Pay dues to Rachel.
2. Secretary
 - a. **Please give Rachel your dues and membership sheet ASAP.**
 - b. **If you did not include your USITT national membership number on your member information sheet, e-mail it to Rachel ASAP.**
3. Vice-President
 - a. Emily has made a Google calendar including show dates, meetings, conference dates and THON dates.
 - b. Emily will send out a link of the calendar to members.
4. President
 - a. None

VI. Old Business

A. T-shirt Sale

- 1. The sale is officially over**
- 2. We sold 185 items: 76 T-shirts, 61 polo shirts and 48 sweatshirts.**
3. The total amount brought in from the sale was **\$4,345.00**. We stand to make an estimated quarter to third of that total in profit.
- 4. Sign-ups for distributing the orders will be after the meeting.**
5. Nick will have a full analysis of the sale at our next general meeting.

B. Student Advisory Board

1. Renovations
 - a. According to Dan Carter, renovations are at least three years away. See John for more details.
 - b. Part of the renovations includes moving the art history department to the now empty Borland Lab.

C. Executive Board Appointments

1. Public Relations Chair: Kelly Ice
2. Conference Delegation Chair: Josh Mansker
- 3. THON Chair: Amy Radebaugh**
 - a. The Public Relations and Conference Delegation nominations did not receive a majority vote. These appointments will be completed at a later meeting.

VII. New Business

A. Ohio Valley Conference

1. Greg and Katie K. are in charge of our chapter's involvement in the conference. Rhonda Craig and Jenny Kenyon are in charge of the entire conference.
2. Greg and Katie will meet with Rhonda and Jenny this week to discuss USITT@PSU's part in the Ohio Valley Conference.

3. Student Volunteers

- a. Room watchers
- b. Breakfast at the conference
- c. Registration
- d. Tours of the Downtown Theatre
- e. **Being a student volunteer waives your conference registration fee.**

B. Trip to Harner Farm

1. Katie McNiff discussed a trip to Harner Farm like we did last year.
2. Last year the group had a lot of fun at the farm and picked pumpkins that we brought back to TAPS and carved with Jenny Kenyon.
3. Greg is looking into a possible trip.

VIII. Announcements

A. Join the USITT@PSU Facebook group.

1. It is a great way to keep in touch and network with our growing list of alumni.

B. Sign up for concessions and T-shirt distribution.

C. Send pictures to Katie Kudric: khk5001@psu.edu.

D. Our next general meeting is on Sunday, October 8th at 7:00 PM in 508 TAPS.

IX. Adjournment: 8:07 PM