

# USITT@PSU

## General Meeting Minutes: December 10<sup>th</sup>, 2006

7:00 PM, 508 TAPS

Prepared by Rachel Harpham, Secretary

**Present:** President J. Jacobsen, Vice President E. Gast, Secretary R. Harpham, Treasurer S. Riddle, IPP N. Gonsman, Historian J. Stasiw, PR Chair S. Rowland, Ad/Marketing Chair K. Kudrick, Programming Chair G. Ryan, Concessions Coord. P. Cardona, THON Chair A. Radebaugh, Outreach Education Chair E. Hendrickson, Executive Assistants A. Ciampi, K. McNiff & J. Schlader, + 21 General Members

I. Meeting called to order at 7:07 PM.

II. Last week's minutes passed by acclimation.

### III. Old Business

#### A. Conference

1. Those who have not booked their flights see Justin Stasiw.
2. The next payment of \$185 is due after break.

#### B. Fall Festival

1. The Fall Festival is taking place on Wednesday and Thursday from 6-7 PM.
2. Clem's BBQ is selling pork BBQ and a vegetarian sandwich.
3. We pay \$1.25 per sandwich to Clem's.
4. The meals cost \$5 and include one sandwich, chips and a soda.
5. We have service for 100 booked.
  - Includes all catering supplies, napkins, utensils, plates, etc.
6. We are only paying for what we sell.
7. We need three people to help during the sale- See Patricia.
8. During the earlier shifts we will sell our usual concessions.
9. See Steph if you can go shopping for concessions.
10. Advertising
  - Katie Kudrick is making posters to hang up in Arts. See Katie if you can help with posters.
  - Katie McNiff suggested having the SOT print posters that match the existing Fall Festival posters.

#### C. Thank-You Cards

1. We will send thank-you cards to Nittany Embroidery, Spotted Lizard and Dan Carter. They will be passed around during study night.
2. We are also sending a thank you card to a donor who gave Patricia \$100 after hearing about our organization at Cloud Nine.

#### D. Financial Report

1. Not including the Behind the Scenes donation we have \$2,040.11 in our accounts.

2. \$1,000 is concessions.
3. We still have \$460 going in from the School of Theatre.

#### IV. New Business

- A. None

#### V. Announcements

- A. No meeting next week.
- B. Study night tonight!
- C. Think of fundraising ideas!
- D. Our next meeting is on 1/21/07. The next conference payment of \$185 is due 1/28/07.
- E. See A Charlie Brown Christmas! Performances are on Thursday at 11:15 PM, Friday at 8:00 PM and Saturday at 2:00 PM.

#### VI. Adjournment.

- A. Our next meeting is at 7:00 PM on January 21<sup>st</sup> in 508 TAPS.
- B. Meeting adjourned at 7:23 PM.