

USITT Meeting
Sunday, October 8th, 2006
7:00PM- 508 TAPS

Present: President J. Jacobsen, Vice-President E. Gast, Secretary R. Harpham, Treasurer S. Riddle, Immediate Past President N. Gonsman, Historian J. Stasiw, Ad/Marketing Dir. K. Kudrick, Programming Dir. G. Ryan, Concessions Chair P. Cardona, THON Chair A. Radebaugh, Executive Assistants: A. Ciampi, K. McNiff and J. Schlader, + 14 General Members

I. Meeting called to order at 7:05 PM.

II. Roll Call and Quorum

III. Approval of Minutes

A. Last week's minutes passed by acclamation.

IV. Open Forum

A. None

V. Reports

A. Officers

1. Historian

a. **The website has been updated** and there is now a link to the sectional conference site.

- Justin will talk to Travis about changing the link on the School of Theatre Callboard to link to our website.

-Justin talked to Cheri Sinclair about having a link on the School of Theatre's website to our website.

b. **Turn in executive board bios to Justin**

2. Advertising/Marketing

a. Katie is still working on the posters.

- She has not received many pictures from members. Ben has several pictures that he will give to Katie.

b. Katie would like to have design boards for each show displaying paperwork, research, etc in all areas:

-Lighting, Sound, Scenic, Costuming and Stage Management

c. **If you have been assigned to the Ad/Marketing committee, see Katie after the meeting.**

3. Programming

a. **Fall Feast**

-**The feast will be held this Friday, October 13th in front of TAPS**

-**Sign-up after the meeting to bring beverages, desserts, snacks, etc.**

-The body voted to have hot turkey sandwiches and other traditional fall foods like mashed potatoes and gravy, over hotdogs and hamburgers.

b. **Harner Farms**

-Greg looked into a possible group trip on October 29th.

-If we go as a group the cost is **\$6/person** and we get to go on a hayride, pick pumpkins and apples and feed goats.

-If we go individually the cost is **\$4/person** with the cost of buying a pumpkin and the corn maze.

-The body discussed going on October 15th or 22nd instead of the 29th. The vote breakdown was as follows:

-October 15th: 0

-October 22nd: 15

-October 29th: 4

-Abstain: 4

- We will try to book a group visit on Sunday, October 22nd, starting at around 12 to 1 PM. If we cannot go as a group we will still go individually.

c. Ohio Valley Sectional Conference

-Katie and Greg met with Ronda Craig this week to discuss the sectional conference.

-Many of the people coming to the Ohio Valley Conference are from much smaller schools with programs smaller than ours. **This is a great way to show off the size of our program to people visiting from smaller schools.**

-Wear your School of Theatre apparel!

-The conference will also be used as a **recruitment** tool for transfer/grad/high school students.

-Due to university policy we cannot provide lunch for people at the conference. However, we are going to organize **3-5 groups of students to escort visiting students to lunch downtown or the HUB. Show them around and talk up our program.**

-Student Volunteers

-There are 11 student volunteer registration fee waivers, including Katie and Greg who will be shadowing Ronda.

-The 9 remaining spots will be on a first come-first serve. E-mail Greg or Katie about volunteering.

-Room-sitting consists of assisting presenters and working projectors. There will be training for running the projectors.

-They will try to match student volunteers to a session that correlates to their area of study.

-USITT@PSU Volunteers

-This is separate from being a student volunteer for the conference. Your fee will NOT be waived. However you are still raising money for getting to the National Conference.

-Volunteers are needed for registration, breakfast and the reception.

-You can pre-register for the conference at www.usittohiovalley.org or register the day of the conference. Justin is putting a link to the Ohio Valley Section website on our site.

-Katie and Greg are meeting with Ronda after our next meeting to give her the list of student volunteers so **once you sign up with Greg and Katie you cannot back out.**

-**All are encouraged to attend the Sectional Conference**, especially if you cannot go to Phoenix. It will definitely be worth the \$10 registration fee.

-There will be a session on applying for jobs on cruise ships.

-Justin will make a better schedule of what is going on at the conference for our site, similar to the PDF on the Ohio Valley website.

d. Concessions

-**Continue to sign-up for main stage shows.**

-The schedule will be updated on the Google calendar as soon as Patricia has access to the calendar.

-**Sign-up for Conference concessions- half-hour slots.**

-More on concession booths later.

e. THON

-Amy is meeting with Dave Bonner to discuss joining with the School of Theatre THON team.

-Former THON co-chair Steph will give Amy information from last year.

B. Executive Board

1. Treasurer

a. We have **\$4,378.22 in our accounts BUT we still owe money for the apparel order.**

b. Steph needs to talk to Greg and Katie about the organization's upcoming expenses.

2. Secretary

a. Pay dues ASAP

b. Do not try to turn in dues or member information forms to Rachel during classes, etc. Please bring them to the next meeting.

3. Vice-President

a. There have been problems with the Google calendar that Emily is working on.

b. She may have to individually invite every member in order for everyone to be able to view the calendar and integrate it into your own calendar.

4. President

a. Committee Assignments: Ad/Marketing and Programming

-Rachel will send out the assignments as soon as John sends them to her.

-After the meeting- if you are assigned to Programming, meet with Greg. If you are assigned to Ad/Marketing, meet with Katie.

b. Re-chartering

-**Get your USITT membership number to Rachel ASAP.**

-You can e-mail webmaster@usitt.org to get your member number.

c. **Angel Group**

-John visited the Center for Student Involvement to discuss the Angel Group and they were clueless.

-The IT person for the Center for Student Involvement is supposed to e-mail John.

-Having an Angel group would allow us to do paperwork online, reserve rooms on campus and manage our ASA accounts.

VI. Old Business

A. T-shirt Sale Update

1. When Nick went to submit the order, it was much more difficult than he had anticipated. **The order has not been submitted yet.**
2. **Nick will be calling tomorrow and if the order cannot be submitted we will take our order somewhere else.**
 - a. Going with a different company may cut into our profit.
 - b. **Distribution will be delayed** and as soon as a date is settled upon, Nick will e-mail all of the buyers.

B. Executive Board Appointments

1. **Postponed until next week.**

VII. New Business

- A. Should we buy tools for carving pumpkins? The body decided no.
- B. Greg will talk to Jenny about learning how to carve pumpkins after we visit Harner Farms.
- C. The trip to Harner Farms will most likely take place around 1:00 PM.

VIII. Announcements

- A. ***Blues for an Alabama Sky* opens this Friday!**
- B. Happy Birthday Ben!

IX. Meeting adjourned at 7:44 PM.