

USITT Meeting  
Sunday, October 15th, 2006  
7:00PM- 508 TAPS

I. Meeting called to order at 7:09 PM.

II. Present: President J. Jacobsen, Vice President E. Gast, Secretary R. Harpham, Treasurer S. Riddle, Immediate Past President N. Gonsman, Ad/Marketing Dir. K. Kudrick, Programming Dir. G. Ryan, Concessions Coord. P. Cardona, THON Chair A. Radebaugh, Executive Assistants: A. Ciampi, K. McNiff and J. Schlader, + 16 General Members

III. Last week's minutes passed by acclimation.

IV. Open Forum

A. None

V. Reports

A. Officers

1. Historian

a. Justin not present.

2. Advertising & Marketing

a. The *Blues for an Alabama Sky* posters are done and look great.

b. Next week Katie will work on the *Urinetown* posters.

3. Programming

a. Thank you to all who contributed to the Fall Feast, especially Ben and Nick for cooking and Steph for shopping.

**b. Harner Farms**

-Since they do not do any groups on weekends we will just be going on our own.

-We can still go pick pumpkins, do the corn maze and **feed the goats!**

**-We will meet at 12:30 PM at TAPS on Sunday, October 22<sup>nd</sup>. See Greg if you have car and can drive on Sunday.**

-Jenny is still checking her schedule for carving. Greg will follow up with her during the week.

-Our general meeting will be after pumpkin carving.

**c. Ohio Valley Conference**

**-There is one volunteer slot left. See Katie or Greg if you are interested.**

-Katie and Greg are meeting with Ronda tomorrow. They will ask her if volunteers need to register.

-Next week we will have sign-ups for lunch volunteers.

-All volunteers will be able to go to some sessions. Let Greg or Katie know which sessions you would prefer to work on.

**d. Concessions**

- We have made \$72 from concessions so far.
- There is a form in the cashbox to fill out when you work concessions. Make note of: name, date, starting amount in cash box, pre-show sales and intermission sales.**
- Tally up what you sell so we can make an estimate of what to buy.
- For *Blues*, see Rachel for the cashbox and the key to the catering room where the concessions are kept.
- Take a table and the concessions board and set up and return the key to Rachel
- When your shift is done and you have put everything away, return the cashbox to the SM office.
- SIGN UP for concessions!** We still need more people for the last week of *Blues* and *Urinetown*, as well as conference.
- We will be selling breakfast foods and juice during the Ohio Valley conference.

e. THON

**-Lots of events coming up:**

- THON 5K 10/29: \$15 to register the day of, \$12 to pre-register.
- Canning Weekend 11/3-11/5
- We are in the process of joining with the School of Theatre THON team. We will take a joint canning trip to Pittsburgh during the first canning weekend.
- Ask your parents if they would be willing to host a canning weekend.**
- CANS!** Save your aluminum cans and do not crush them. Keep them in a garbage bag until we can turn them in.

B. Executive Board

1. Treasurer
  - a. We have **\$2,816.91** in our accounts.
2. Secretary
  - a. **Turn in dues, membership forms and national membership #'s.**
3. Vice President
  - a. None
4. President
  - a. We are officially re-chartered but please **continue to send your membership numbers to Rachel.**
  - b. **John will not be here next weekend so if you have any questions or things to tell him, see him after the meeting.**

VI. Old Business

**A. T-shirt Sale Update-** Nick Gonsman

1. The organization bought an additional 20 t-shirts in order to get into the next price bracket. We will decide what to do with these shirts later.
- 2. Final profit breakdown:**

- a. T-shirts: 96 sold at a profit of \$10.28 per item for a total profit of \$986.88.
- b. Sweatshirts: 48 sold at a profit of \$16.87 per item for a total profit of \$809.76.
- c. Polo Shirts: 61 sold at a profit of -\$5.73 per item for a total profit of -\$349.39
- d. The polo shirts ended up being more expensive than our original pricing so we lost money on that portion of the sale. Fortunately the T-shirts and sweatshirts sold so well that we made enough money to cover the difference.
- e. **SIGN-UP for distributing the apparel after the meeting.**  
**Distribution will be next Thursday and Friday.**

**B. Executive Board Appointments**

- 1. **Sarah Rowland was nominated and elected by the body for the position of Public Relations chair.**
- 2. Conference Delegation chair nominations were tabled until next week's meeting.

VII. New Business

**A. Behind the Scenes**

- 1. This will be a personal project of John's, rather than appointing a philanthropy chair.
- 2. Behind the Scenes is an ESTA (Entertainment Services Tech. Association) foundation that supports technicians when injured and unable to work.
- 3. We will be fundraising for a group donation from our chapter and collecting contributions from faculty and staff members at the BJC, Eisenhower, etc.
- 4. **Emily's idea: We will stand by the bathrooms at intermission of *Urinetown* and collect donations from patrons.**
  - a. **4 people per performance**
  - b. We may have flyers to distribute to donors.
  - c. There was a discussion on whether we are asking for too much from audience members between concessions and donations for Behind the Scenes. The body put the fundraiser to a vote and it was passed by acclamation.
  - d. **Sign-ups will be at our next meeting.**

VIII. Announcements

- A. Steph said that we need to plan more for our next big event than we did for the Fall Feast. More money was spent than should have because we did not discuss expenses enough.
- B. Checks can now be made to "USITT" OR "US Institute for Theatre Technology"**

IX. Adjournment

- A. Our next general meeting will be on Sunday, October 22<sup>nd</sup> at 7:00 PM in TAPS (AFTER our trip to Harner Farms)**
- B. Meeting adjourned at 7:56 PM.