

USITT Meeting  
Sunday, October 22<sup>nd</sup>, 2006  
7:00PM- 508 TAPS

I. Meeting called to order at 7:00 PM.

II. Present: Vice President E. Gast, Secretary R. Harpham, , PR Chair S. Rowland, 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. Approval of Minutes

A. Last week's minutes were passed by acclimation.

IV. Open Forum

A. None

V. Reports

A. Officers

1. Historian- not present

2. Public Relations

a. None

3. Advertising & Marketing

a. **We need slogans for the cans we are collecting money in outside of the restrooms at Urinetown.**

1. Suggestions: "A tip to tinkle", "Penny for a pee"

2. **E-mail Katie with suggestions.**

4. Programming

a. **Harner Farm**

1. We had a really fun day despite the fact that only 11 people came, after over 20 people said they were coming.

2. **For future events, if you say you will participate in something, we expect you to show up.**

b. **Ohio Valley Conference**

1. Katie sent out information to volunteers.

2. **Executive Board members- see Katie if you have not signed up for a lunch destination yet.**

3. **Pre-registration ends on Monday.** Have your registration post-marked by tomorrow in order to pay the cheaper registration fee.

4. You can register on Saturday but since the majority of people coming to conference will be registering that morning, it is encouraged to pre-register.

5. **Pick up your nametag, etc at registration on Saturday morning before 9:00 AM, even if you have already registered.**

6. Executive Board members will be escorting conference visitors to lunch at Baby's, G-Man, The Diner and the HUB. General

members are more than welcome to join Exec. Board members at lunch but it is not required.

7. **Please dress nicely for the conference and wear your new School of Theatre apparel!** Curtis has extra polo shirts if you need to borrow one.

8. **Be kind and courteous at the conference. Remember that you are representing our student chapter, the School of Theatre and Penn State.**

9. **Remember that we are showing off the size and quality of our program.** This is an opportunity to show the visitors and USITT why we should be the model student chapter.

10. Volunteers do not need to register. See Katie after the meeting.

11. **Sign up for conference concessions!**

12. **Any more questions? E-mail Katie Kudrick.**

5. Concessions

a. **Check the Google calendar for when you are signed up for concessions.**

1. Click on "See details"

b. Patricia and Steph went shopping today and bought lots of supplies for concessions.

c. Urinetown special: Buy one bottle of water and one piece of candy, get one piece of candy half off.

d. **SIGN-UP FOR CONCESSIONS!**

6. THON

a. This year's theme: "Many hearts, one home"

b. **THON 5K is on 10/29. It costs \$15 to register the day of and \$12 to pre-register before 10/25.**

c. Amy will send an e-mail with more THON information this week.

B. Executive Board

1. Treasurer- not present

2. Secretary

a. **PAY DUES!**

3. Vice-President

a. None

4. President- not present

VI. Old Business

A. T-shirt Distribution Update

1. There are about nine orders that were not picked up. Nick is going to talk to the secretaries in 103 Arts about leaving the orders in 103 for people to pick up.

B. Executive Board nominations tabled until next week.

C. **Behind the Scenes Fundraiser**

1. **Volunteers need to get to the Playhouse by 8:45 and will stay until the end of intermission.**

2. **We need four volunteers for each night- preferably at least two women to stand outside of the women's restrooms.**

3. Emily Reeder will get coffee cans to collect donations in.
4. Information about Behind the Scenes will be posted at all of the bathrooms.
5. Katie McNiff requested that volunteers **push the cause but push it quickly so that intermission does not run over fifteen minutes.**

VII. New Business

- A. None

VIII. Announcements

- A. **See Blues for an Alabama Sky!**
- B. **See Urinetown!**

IX. Adjournment

- A. **Our next meeting will be on October 29<sup>th</sup> at 7:00 PM in 508 TAPS.**
- B. Meeting adjourned at 7:20 PM.