

USITT@PSU

General Meeting Minutes: February 11th, 2007

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, Josh Schlader + 21 General Members

I. Meeting called to order at 7:08 PM.

II. The General Meeting minutes from December 10th and January 28th were passed by acclimation.

III. Open Forum

A. None

IV. Reports

A. Officers

1. Historian

a. The website has been updated but the minutes are not up-to-date.

2. Public Relations

a. None

3. Advertising & Marketing

a. Thank you to Randi and Meredith for helping with the Five Women design board.

b. The Parade design board is coming soon.

4. Programming

a. Conference Master Class

-There will be a faculty overview of conference info before the 2/25 meeting. The time is TBA but most likely between 5:30-6:00 PM.

-Attendance at this master class for those going to conference is mandatory.

b. Hearing Protection Master Class

-Curtis will host this master class before the 3/25 meeting at most likely 5:00 PM. More details coming soon.

c. Website Building Master Class

-There is interest in the body in a website building class.

-Justin has volunteered to teach the class but has a certain program in mind.

d. Fundraising Ideas???

5. Concessions

- a. We are missing a few spots for Five Women. The sign-up sheet was passed around during the meeting.
- 6. THON
 - a. THON is next weekend. PLEASE COME!
 - b. Money and Dancer and Kid Mail is due tomorrow in 210 HUB by 5:00 PM.
 - c. T-Shirt pick-up will be on Thursday or Friday.
 - We ended up making money on the T-shirts. The profit will be donated to THON.
 - d. Canning Trip
 - Sarah, Nick and Rachel went to Sarah's house in Cherry Hill, NJ and made just over \$500.
- 7. Outreach Education
 - a. See Eric if you want to help.
- B. Executive Board
 - 1. Treasurer
 - a. We have about \$2,100 in our account.
 - b. Pay your \$51 conference payment tonight and the other \$185 payment if you have not paid it yet.
 - 2. Secretary
 - a. Rachel sent out an e-mail with names of those who have not paid their dues.
 - b. Please pay your dues ASAP! People who haven't paid their dues who are going to conference cannot receive UPAC funding. If you haven't paid your dues you should not be receiving member benefits.
 - 3. Vice-President
 - a. None
 - 4. President
 - a. Four weeks to conference; eleven weeks left of classes!
 - b. John will elect an Elections Commissioner soon.

V. Old Business

- A. Conference
 - 1. Pay your \$51 tonight or at the very least by Tuesday!
 - 2. You can drop off your payment to Steph in her HUB office from 7:00 AM -1:00 PM on Tuesday, across from the copy center on the ground floor.
 - 3. Hotel/Transportation Updates
 - a. We are staying at the Spring Hill Suites Marriot in four-person suites with two queen beds and one pull-out couch.
 - b. The hotel is six blocks from the conference site.
 - c. Free transportation to/from the airport and hotel. The hotel will be able to accommodate our group.
 - d. See Steph for your room assignment.
 - 4. Swag
 - a. The SOT bought swag- lanyards and D-ring key chains.

- b. We will promote our chapter with our own swag- metal bottle opener key chains
- c. Bottle Opener options
 - Cheaper model: 1,000 for \$650, 500 for \$350
 - Higher end model: 500 for \$425
 - Shark model: 500 for \$475
- d. If we spend the extra money to get 1,000 of the cheaper model we could use the swag later on.
- e. We will get anodized blue bottle openers with "USITT@PSU" and an e-mail address (coming soon) printed on them in white/silver.
- f. Nick read his legislation (see attachment).
- g. There is a \$41 set-up fee but with Ben's contact we might have a discount.
- h. We do not have to pay shipping to State College.
- i. We have to get our order in tomorrow.
- k. It was suggested that \$500 be the spending limit.
 - With \$550 we could get the higher end model and be sure to have enough money for shipping and set-up fees.
- l. Greg motioned to allot \$550 for swag and the motion was passed by acclamation.
- m. Nick will have a report next week.
- n. We are also bringing our 20 leftover SOT T-shirts for nicer swag.
 - For people who spend a lot of time at the booth and show a lot of interest.
 - Nick will make a form that will be used to authorize distribution of T-shirts.
- o. Check out www.theredapple.com. The owner is a friend of Ben's family and there are a ton of options for future swag.

5. Booth Display

- a. We need a lot of stuff! All we have so far is the display from last year.
 - SM production books, models, possibly costumes, anything!
- b. The due date for submissions is 2/25.
- c. Use the Engineering Copy Center if you need to copy something in large format. It is located behind Sackett.
- d. This is a great way to get your name out at conference! We have prime real-estate with our new larger booth.
- e. Booth time sign-up coming soon.

6. Tech Olympics

- a. Greg will e-mail the list of events and descriptions this week.
- b. We need teams of 3-5.
- c. E-mail Greg by Wednesday if you are interested.
- d. Any questions, see Adam after the meeting.

B. Behind the Scenes

1. Tech Olympics Pool

- a. Nick's proposal (attached): taking pledges from faculty, family and friends on what place our teams will take in Tech Olympics events.
- b. Pledges will be \$10 each.
- c. We need teams ASAP- at least one per event.
- d. This is a great opportunity to make money for Behind the Scenes and make us look good as a chapter and get our name out.
- e. Events

- Light Hang & Focus
- Thimble & Sleeve
- Costume Change
- Wiring a 2P&G Stage Connector
- Make Some Sound
- Tape a Ground-Plan
- Knot-Tying
- Mystery Event

2. We will put a can out for Five Women performances to collect donations.

3. We discussed putting a can at our conference booth.

C. Lack of Talent Show & Formal

1. We will not pursue either event.

- a. The SOT THON team was turned down for a pavilion project because they were planning a fundraiser. There was not enough support to go through with either event.

VI. New Business

A. None

VII. Announcements

A. Is anyone interested in working on the Parade run crew?

B. Come to THON!!

VIII. Adjournment

A. Our next general meeting is at 7:00 PM on Sunday, February 18th in 508 TAPS.

B. Meeting adjourned at 8:01 PM.