

USITT@PSU

General Meeting Minutes: March 4th, 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, PR Chair S. Rowland, Ad/Marketing Chair K. Kudrick, Programming Chair G. Ryan, Concessions Coord. P. Cardona, Executive Assistants A. Ciampi, K. McNiff, Josh Schlader + 18 General Members

I. Meeting called to order at 7:06 PM.

II. The minutes from January 18th's General Meeting were passed by acclamation.

III. Open Forum

A. None

IV. Reports

A. Officers

1. Historian

a. Not present

2. Public Relations

a. None

3. Advertising & Marketing

a. None

4. Programming

a. Master Class on hearing protection- March 25th with Curtis

b. Think of fundraising ideas!!

5. Concessions

a. Sign up for Mother Courage concessions!

b. Parade went very well. Thank you to all who volunteered.

6. THON

a. Not present. Amy will have a THON report next week.

7. Outreach Education

a. None

B. Executive Board

1. Treasurer

a. None

2. Secretary

a. None

3. Vice President

a. None

4. President

a. None

V. Old Business

A. Conference

1. Transportation

a. Steph has a master list of transportation logistics. If you did not speak to Steph or Justin about transportation you are on your own.

b. Carpools are leaving on Sunday at 11 AM. Steph and Greg are driving.

-Kayleigh may be driving home on Monday if you are unable to leave on Sunday.

-If you cannot leave State College on Sunday, talk to Steph.

c. Please bring cash for gas money on the Sunday we return to State College.

d. If you are not arriving with the group on Tuesday, see Steph for tip money for the shuttle and bellhops.

2. Airport and upon arriving in Phoenix:

a. Be careful when packing for conference that you do not go over the 50 pound luggage limit.

b. Head to baggage claim and use the courtesy phone to call our hotel. The shuttle service will tell you where to go and should take about 15 minutes to arrive.

c. If you arrive early, it is better to kill time in the airport and wait for more people to arrive since we cannot check into the hotel until 3:00 PM.

d. Rachel and Emily are arriving on Monday. If you arrive early on Tuesday you *may* be able to store your luggage in their room- if you can find them...

e. Steph needs an ID and credit card for each room in case miscellaneous charges are made by chapter members.

3. Swag

a. The bottle openers are arriving tomorrow.

b. SOT T-shirts

-Nick made a form that Exec Board members will use to distribute T-shirts at the booth.

-If you are a non-Exec Board member and feel that someone visiting the booth should receive a T-shirt, find an Exec Board member on the floor.

4. Booth

a. E-mail Katie if you have any late submissions for the booth.

b. Katie and Jenny can only accept digital files since the SOT does not have a shipping budget. Items like production books must be packed in your personal luggage.

-Talk to Katie if you can't fit your display items in your luggage.

c. Everyone must sign up for booth time slots. If you do not sign up before we leave, Katie will track you down on Tuesday night in Phoenix.

d. Get your resume to Emily ASAP!

5. Tech Olympics

a. Greg will e-mail the team list and event descriptions out again.

b. Behind The Scenes Fundraiser

-Josh had little luck with finding local sponsors for incentive prizes with the short amount of time before conference.

-We haven't done much to fundraise and we only have one week left.

VI. New Business

A. Elections

1. Katie McNiff was appointed Elections Commissioner. The position requires one to be a non-returning senior.

2. Elections bylaws coming soon.

3. Nominations will take place on April 1st and elections will take place on April 15th.

B. Picnic

1. Greg presented his picnic proposal (see attached document).

2. The proposal was motioned and passed by acclamation.

VII. Announcements

A. None

VIII. Adjournment

A. Our next meeting is at 7:00 PM on March 24th in 508 TAPS.

B. Have a great spring break!

C. Meeting adjourned at 7:30 PM.