

USITT@PSU

General Meeting Minutes: April 1st, 2007

7:00 PM, 508 TAPS

Prepared by Rachel Harpham, Secretary

Present: President J. Jacobsen, Vice President E. Gast, Secretary R. Harpham, Historian J. Stasiw, PR Chair S. Rowland, Programming Chair G. Ryan, Concessions Coord. P. Cardona, THON Chair A. Radebaugh, Outreach Education Chair E. Hendrickson, Executive Assistants A. Ciampi, K. McNiff + 15 General Members

I. Meeting called to order at 7:12 PM.

II. Last week's minutes passed by acclimation.

III. Open Forum

A. None

IV. Reports

A. Officers

1. *Historian*

-Send Justin pictures from conference!

2. *Public Relations*

-The alumni contact forms were not in Justin's suitcase. Hopefully they are with the booth.

-Once Sarah has all of the forms she will send an e-mail out asking for help from the body with the Alumni Contact Network.

3. *Advertising & Marketing*

-Not present

4. *Programming*

-Movie Night

-We can't use 714. We are thinking of using the Playhouse and a projector. Greg will look into this.

-Master Classes

-The flying master class has been moved to next fall.

-Ben will be conducting a master class on the automation used for Mother Courage on Sunday, 4/22.

5. *Concessions*

-Sign up for Mother Courage!

-Booth

-We need someone to draft the plans for a booth who knows how to construct it.

-Ben Clark volunteered and will talk to Patricia.

6. *THON*

-None

7. *Outreach Education*

- The forms are set and will be mailed out tonight. (See attachment)
- The event is set for Sunday, April 15th from 9 AM to 5 PM.
- Eric needs volunteers for each section.
 - Morning sessions are a half hour long and afternoon sessions are one hour and thirty minutes long.
 - You can sign up for half of the day or the whole day.
 - Groups should meet in advance to discuss programming.
 - Upperclassmen should head each group.
- See Eric or Randi to help!

B. Executive Board

1. *Treasurer*

- Not present

2. *Secretary*

- None

3. *Vice President*

- Nominations will be on April 15th and elections will be on April 22nd.
- Nominations Procedure
 - Members nominate individuals for the offices of Treasurer, Secretary, Vice President and President.
 - You must be present to nominate and be nominated.
 - You cannot nominate yourself.
- Elections Procedure
 - Each candidate gives a short speech and leaves the room for discussion.
 - After all discussions are over we will vote by secret ballot.
 - You can submit an absentee ballot by 4 PM on April 22nd.

4. *President*

- None

V. Old Business

A. Dessert Bake-Off

1. Nick was not present to discuss the Bake-Off.
2. Greg read Nick's proposal (see attached).
3. Ben is worried that doing two events in one weekend will result in us half-hearted doing two instead of putting 100% into one.
 - The Bake-Off is not nearly as much of an undertaking than Outreach so there should not be any problems with getting volunteers for both.
4. Katie is already planning advertising and needs help.
5. The Bake-Off proposal was passed by acclamation.

6. We need support from EVERYONE in order to make both of these events successful!
7. Greg will make a break-down of who is needed for what for the Bake-Off.
8. Spread the word on this event!

7. New Business

- A. UPAC Follow-up
 1. The meeting was very quick and went very well.
 2. Hopefully we will receive more money from UPAC next year!
- B. McDonald's Fundraiser
 1. McDonald's has a program for organizations to work behind the counter for a few hours. The profit during that time goes to the organization.
 2. This will be looked into next year.

8. Announcements

- A. Nominations have been changed to April 15th and Elections will be held April 22nd.
- B. We will be having a meeting next week even though it is Easter.

9. Adjournment

- A. Our next meeting is at 7:00 PM on Sunday, April 8th in 508 TAPS.
- B. Meeting adjourned at 7:38 PM.