

# USITT@PSU

## General Meeting Minutes: September 9<sup>th</sup>, 2007

### 7:00 PM, TAPS

Prepared by Rachel Harpham, Secretary

**Present:** President S. Riddle, Vice President E. Gast, Secretary R. Harpham, Treasurer K. Kudrick, Advisor W. Kenyon, Immediate Past President J. Jacobsen + 30 general members

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

2. Roll call and Quorum

A. Introduction of officers and general members

B. Proposal of parliamentary procedure (see attached)

1. Emily Gast explained parliamentary procedure to the body.

2. The proposal was passed by acclimation.

3. Approval of Minutes

A. No minutes to approve

4. Open Forum

A. Emily Gast explained Open Forum to the body.

1. Open Forum is NOT open discussion, announcements, etc.

5. Reports

A. Treasurer

1. We have about \$1,100 in our accounts.

2. We budgeted \$75 for a new concession stand that was built over the summer.

3. We will purchase a new concessions bin for the Downtown Theatre.

4. We used less than our budget of \$150 for the Fall Picnic and used the remaining funds to buy a cooler for the organization.

5. Dues

a. \$10/semester or \$15/year. Checks can be made to "USITT". Pay your dues to Rachel when you turn in your member info form.

B. Secretary

1. Pay your dues next week when you turn in your member info form. If you do not pay dues you are not a member of the organization.

C. Vice President

1. None

D. President

1. Stephanie Riddle read her Presidential Plan of Action (see attached). It will be posted on the website.

E. Advisor

1. Very pleased by USITT@PSU's progress as an organization.
2. William Kenyon spoke about the upcoming National Conference in Houston, TX.
  - a. We need to book our hotel ASAP.
3. Travis DeCastro was elected Treasurer for USITT.

## 6. Old Business

### A. Café Press

1. This was an idea from a 2007 conference session for student organizations.
2. We will create our own online store with our chosen apparel and items with an uploaded graphic.
3. Café Press provides the base price and then we will mark it up to make a profit.
4. The sale can go on throughout the year and we can encourage mass sales with discounts and promotions. There is no loss of profit.
5. One person will be in charge of maintaining the site.

### B. John Jacobsen arrived at 7:45 PM.

### C. Concessions Booth

1. Greg Ryan and Ben Gasper built the booth this summer.
  - a. It still needs to be painted and detailed.
  - b. Slight changes were made for economic reasons.
  - c. The booth will be used in the Playhouse.
2. The booth needs to be finished before Alexander opens.
3. Justin Couchara will paint the booth.
  - a. Talk to Justin if you want to help. He will have paint samples next week.

## 7. New Business

### A. Executive Board Positions

1. The Exec Board and the officers meet once a week to plan and organize different projects and events before the general meeting.
2. Talk to Steph tonight if you are interested in Exec Board.
3. Open Positions:
  - a. Advertising & Marketing
  - b. Programming
  - c. Concessions
  - d. Conference Delegation
  - e. Public Relations
  - f. Education Outreach
  - g. Webmaster
  - h. Historian
  - i. Fundraising
  - j. Philanthropy
  - k. Philosophy
  - l. Executive Assistants (3)

### B. Ohio Valley Conference

1. Stephanie Riddle is on the Ohio Valley Board.
2. It is a smaller conference that takes place in the fall. You must pay Ohio Valley dues to attend the conference.
3. The conference is October 13<sup>th</sup> in Wilmington, OH.
4. See Stephanie if you are interested or go to Ohio Valley's website for a form.

C. Open Discussion

1. Big/Littles coming soon
2. Trip to NYC?
3. William's comments
  - a. "Venues" in Houston
  - b. USITT Tartan
  - c. Possible name change of national organization to include "entertainment"
  - d. Ohio Valley and National Organization travel awards

8. Announcements

- A. John Jacobsen is our Immediate Past President.
- B. Free Vectorworks! There is a link on Angel.
- C. Our next meeting is on Sunday, September 16<sup>th</sup> at 7:00 PM in 508 TAPS.

9. Meeting adjourned at 8:21 PM.