

USITT@PSU

General Meeting Minutes: September 30th, 2007

7:00 PM, TAPS

Prepared by Rachel Harpham, Secretary

Present: President S. Riddle, Vice President E. Gast, Treasurer K. Kudrick, Programming Chair G. Ryan, Fundraising Chair J. Hackett, Public Relations Chair P. Cardona, Education Outreach Chair R. Fields, Philanthropy Chair Michele Kokal, Executive Assistants: M. Walsh, H. Oravec + 8 general members

I. Called to order at 7:07pm

II. Last week's minutes will be passed next week.

III. Reports

- 1) *Historian*
 - a) None
- 2) *Public Relations*
 - a) William found the alumni contacts from conference
 - b) An alumni contact sheet will be created
 - c) If you know any PSU Theatre alumni, please contact Patricia with their information
- 3) *Ad/Marketing*
 - a) Big River designers – please give Justin or Meredith your designs by this Tuesday
 - b) Alexander designers – please give Justin or Meredith your designs by this Friday
 - c) If you have any ideas for graphics (Café Press), please contact Justin or Meredith
- 4) *Programming*
 - a) “Assigned Friends” were announced
 - i) Greg will send out the list shortly
 - ii) Please contact your other half ASAP
 - b) Proposal for Movie Night was approved
 - i) October 7th, following the USITT meeting
 - ii) Kelly Ice will buy Knocked Up
- 5) *Concessions*
 - a) Patricia filled in for Amy
 - b) Patricia read the guidelines for selling concessions
 - i) Emily Gast suggested we add in – Don't leave table unattended during Act I
 - c) Big River needs to be signed up for starting on Tuesday
 - d) Alexander will have concessions only during the night performances
 - e) Please see Amy ASAP to sign up for concessions!

6) *Fundraising*

- a) Proposal for Café Press will be sent out before next meeting
- b) We will try SOT sheets first and then show shirts can be discussed
 - i) Josh received the SOT image from Greg
- c) Kelly Ice discussed that Alexander has shirts already made up
- d) As the Café Press site grows, Josh/Justin/Meredith will take suggestions for different items
 - i) Possible items – mugs, sweatpants, totes
- e) Sarah Rowland suggested creating lions for all of the different design areas

7) *Philanthropy*

- a) Any ideas for Behind the Scenes?
 - i) Restaurant – either work for a night or have a sponsored night
 - ii) Selling items
 - iii) Courtney Cavanaugh suggested Coldstone Creamery
 - iv) Stephanie Riddle suggested Pizza Hut
 - v) Dan Frechen suggested Hoss's
- b) We do not just have to raise money for Behind the Scenes. If you have any other philanthropic events you would like to pursue, please contact Michelle.

8) *Conference*

- a) Adam was at Cirque, so Stephanie discussed Conference
- b) Next Sunday Adam will have an approximate cost per person for Conference
- c) At the end of October be prepared to start making payments
- d) Please start thinking about if you will be attending Conference
- e) You will most probably be responsible for your own airfare
- f) Conference begins on Wednesday after Spring Break

9) *Treasurer*

- a) Our account is the same as last week
- b) Please pay your dues!
 - i) \$10 for one semester/\$15 for the year
- c) Checks made out to USITT

10) *President*

- a) Stephanie has a meeting with Dan Carter to formally invite him to conference
 - i) We would like to plan out his week in Houston if he decides to come
 - ii) Possibly pair up a student with him during the day
- b) Does anyone have anything they think Dan should know about the organization?

11) *HOE*

- a) Emily Gast skipped HOE!!!!
- b) If you have any schools that you think would like to come to High School Outreach, please contact Randi, Eric, or Hannah.
- c) High School Outreach is when we bring neighboring high schools to Penn State to teach them about technical theatre
 - i) It is a one day event

IV. Old Business

- 1) The concession booth will be painted by next Sunday

V. New Business

- 1) SAB
 - a) Building renovations were discussed
 - i) Art H and Dean's offices will move to Borland Lab this summer
 - ii) Offices from TAPS will move into the Arts building next fall
 - iii) There is a proposal to have props move to Arts building
 - iv) From March to December of 2009, the Playhouse will be closed for renovations
 - (1) No shows!
 - v) We asked for a space for the concessions booth
 - b) There are SAB meetings once a month. If you have any issues, please contact Emily or Stephanie
- 2) NY Trip
 - a) Greg is looking into prices
 - b) Only transportation will be provided
 - c) The trip would not just be for USITT, but we could potentially receive a discount
 - d) Possibly in December
- 3) Printing
 - a) College of Architecture has enforced a swipe card method
 - i) Logs activity which prevents abuse
 - ii) May be enforced for SOT

VI. Announcements

- 1) Big River – come see it!
- 2) Alexander – come see it!
- 3) BA Student Showcase – this week in the Pavilion

VII. Adjournment

- 1) Our next meeting is at 7:00 PM on October 7th in 508 TAPS.
- 2) Meeting adjourned at 7:54 PM.