

USITT@PSU

General Meeting Minutes: October 28th, 2007

7:00 PM, 508 TAPS

Prepared by Rachel Harpham, Secretary

Present: President S. Riddle, Vice President E. Gast, Secretary R. Harpham, Treasurer K. Kudrick, IPP J. Jacobsen, Web Master B. Kurtz, Public Relations Chair P. Cardona, Ad/Marketing Chair J. Couchara, Programming Chair G. Ryan, Fundraising Chair J. Hackett, Conference Delegation Chairs A. Ciampi & J. Stasiw, Education Outreach Chair R. Fields & E. Hendrickson, Philanthropy Chair Michele Kokal, Executive Assistants: E. Christian, H. Oravec, M. Walsh + 11 General Members

I. Meeting called to order at 7:05 PM.

II. Last week's minutes were tabled until next week.

III. Reports

A. Executive Board

1. *Historian*- absent
2. *Webmaster*
 - a. There is a link to our website on the School of Theatre website.
3. *Public Relations*
 - a. Patricia has a long list of Arts & Architecture alumni that she is sorting through.
 - b. Send alumni names to Patricia.
4. *Advertising & Marketing*
 - a. Design Boards
 1. Pentecost design board deadline: 11/2/07
 2. As You Like It design board deadline: 12/16/07
 - b. The concessions sign is being printed this week.
5. *Programming*
 - a. Harner Farms
 1. We had a fun time but disappointing turn-out.
 2. Pumpkin carving after the meeting.
 - b. New York City Trip
 1. Greg presented his proposal.
 - Option 1: Charter a Fullington Bus
 - \$47/person with 55 seats filled.
 - Option 2: Drive to NJ
 - Members pay for gas, tolls, etc.
 2. We are just planning transportation- there is not a set itinerary.
 3. If we drive to NJ we could stay at members' houses or a hotel and take the train into the city.
 4. We need a list of people committed to going.
 5. We would need 4-5 cars to transport all of our members.

6. We voted on the different options of the proposal:
 - Bus: 0, Car: 22, Abstain: 7
7. Weather permitting, we could post-pone the trip since we are driving.
8. Next week we will take a list of people committed to going.
9. Greg took names of possible hosts.
- c. Possible November Social Events
 1. Thanksgiving potluck dinner
 2. Bowling
6. *Concessions*
 - a. Totals
 1. Big River: \$518
 2. Alexander: \$53
 3. Halloween Outlaws: \$27
 - b. With expenses we have made about \$300.
 - c. More information coming soon about Pentecost pre-show talks.
7. *Fundraising*
 - a. Café Press
 1. Penn State has certain vendors that they allow to use their name so we cannot use Café Press. We are looking into the approved vendors for a different sale.
 2. The sale will hopefully end before Winter Break.
 - b. Poker Night
 1. More info coming soon
 2. We need a clever name that doesn't suggest gambling.
8. *Philanthropy*
 - a. Coldstone
 1. Still waiting for February 13th confirmation.
 - b. Pentecost Raffle Basket
 1. CPA gift certificate, School of Theatre swag, etc.
 2. Interested in helping, see Michele.
 - c. Possible holiday events
 1. Candy-gram
 2. Toys for Tots
 - d. Magazine Sale
 1. Michele presented her proposal for the magazine sale.
 2. The sale is sponsored by Time Warner and Campusfundraising.com.
 3. Michele submits members' e-mail addresses and we receive an e-mail to confirm.
 4. We have a goal of an average of three subscriptions per member in order to double our profits.
 5. The sale begins on 11/25 after Thanksgiving Break after our meeting that night so we will have time for questions.
 6. All profits benefit Behind The Scenes.
 7. We voted: Yes: 25, No: 0, Abstain: 4.
9. *High School Education Outreach*
 - a. Date: Friday, January 25th.

- b. Letters will be sent out in the next week and a half.
- c. Ideas? Send them to Eric, Randi or Hanna.
- d. We need LOTS of support!

10. *Conference Delegation*

- a. Fill out your registration form, sign a contract and turn them in with your \$100 deposit tonight.
- b. The deadline is Wednesday if you don't have your registration form or deposit tonight.
- c. Payment problems? Talk to Adam.
- d. No update on group travel rates.

B. Officers

1. *Treasurer*

- a. We have \$1,466.21 in our accounts.
- b. Pay your dues!

2. *Secretary*

- a. Pay your dues! If you do not pay your dues by next week you will not be considered a member of USITT@PSU. You cannot receive any UPAC funding if you do not pay your dues.

3. *Vice President*

- b. USITT@PSU E-mail: USITTpennstate@gmail.com
 - Emily will forward e-mails to members as needed.
 - If you have an e-mail for the general body, send it to this website first and Emily will send it out.

4. *President*

- a. Information on Pentecost pre-show talks soon.

IV. Old Business

- A. None

V. New Business

- A. Organization feedback/discussion

- 1. Steph asked for feedback about what the organization can do to get more members involved and active.

a. Suggestions

- More information in proposals on other events going on
- More e-mail reminders
- List-serv to better distribute e-mails.
- Encourage freshman involvement
- Different meeting location
- Mentor/Mentee social
- Carpool to meetings
- Save conference info for the second half of meetings.
 - We will do this from now on.
- Pre-meeting dinners on campus or in TAPS.

VI. Announcements

- A. Magazine sale e-mail coming soon
- B. THON Info

1. Canning weekends coming up!
 2. We need help designing a t-shirt!
- C. Adam encouraged people to think about going to conference if they are on the fence as it is a great investment.
1. Next year's conference will be much cheaper- keep in mind.
- D. Can party next weekend.

VII. Adjournment

- A. Our next meeting is at 7:00 PM on November 4th, in 508 TAPS.
- B. Meeting adjourned at 8:16 PM.