

USITT@PSU

General Meeting Minutes: November 11th, 2007

7:00 PM, 507 TAPS

Prepared by Rachel Harpham, Secretary

Present: President S. Riddle, Vice President E. Gast, Secretary R. Harpham, Treasurer K. Kudrick, IPP J. Jacobsen, Historian J. Mansker, Ad/Marketing Chair A. Radebaugh, Programming Chair G. Ryan, Fundraising Chair J. Hackett, Public Relations Chair P. Cardona, Conference Delegation Chairs A. Ciampi & J. Stasiw, Education Outreach Chairs R. Fields & E. Hendrickson, A. Radebaugh, Philanthropy Chair Michele Kokal, Executive Assistants: E. Christian, H. Oravec, M. Walsh + 15 General Members

I. Meeting called to order at 7:07 PM.

II. Last week's minutes were tabled.

III. Reports

A. Executive Board

1. *Historian*

- a. There is a new HOE page on the website with a description of the program and links to documents.
- b. Send any proposals to Josh to be posted.

2. *Webmaster*- not present

3. *Public Relations*

- a. The Behind the Scenes letter went out with our donation.
- b. Patricia will have an alumni list and letter to send out after Thanksgiving break.

4. *Advertising & Marketing*

- a. The booth sign was completed.
- b. As You Like It design board submissions are due this Friday to Justin or Meredith.
- c. They are working on apparel sale posters.

5. *Programming*

- a. Thanks to everyone who cooked and ate our delicious Thanksgiving dinner tonight! It was a huge success!

6. *Concessions*

- a. One more Pentecost slot left- see Amy
- b. Amy and Patricia went shopping and spent \$149.10.
- c. New items: Oreos, chips, raisinettes
- d. Previews and opening night of Pentecost made \$149.50.

7. *Fundraising*

- a. None

8. *Philanthropy*

a. Raffle Basket

1. So far we have made about \$40.
2. There will be a Marquee announcement this week.
3. All of the basket items were donated except for a \$20 Panera gift card and the wrapping supplies.

- 4. Raffle tickets will be sold at all Pentecost and As You Like It performances. After AYLI closes we will pick a winner.
- b. Magazine Sale
 - 1. 13 people have committed to selling but we need 20 people to participate in the sale.

9. *High School Outreach Education*

- a. Sign up to be a team leader to teach.
- b. Two schools have signed up so far.
- c. Any last minute schools? Send contact info to Eric.
- d. Plan your presentations over Thanksgiving and be ready to present on December 7th.
- e. December 2nd will be a Q/A session for teachers.

10. *Conference Delegation*

- a. None

B. Officers

1. *Treasurer*

- a. The BTS check was sent out.

2. *Secretary*

- a. An e-mail will be sent out soon to people who have not paid their dues.

3. *Vice President*

- a. None

4. *President*

- a. None

IV. Old Business

A. New York Trip

- 1. We may plan a trip for next semester when more people can go and most Broadway shows are not on strike.
- 2. We need more planning and structure before asking people to sign up.
- 3. We may make a proposal to the SOT to get funding.
- 4. The New York trip was tabled.

V. New Business

A. Apparel Sale

- 1. Josh read his proposal for the apparel sale.
- 2. The order forms will be in the Marquee tomorrow and on our website.
- 3. Items and Prices

Item	Price
Polo	\$25
Hooded Sweatshirt	\$35
Sweatpants	\$20
T-Shirt	\$15
Tote Bag	\$20
Baseball Hat	\$12

4. A/M will

work on posters and flyers.

- 5. We will make a Facebook event, hosted by the USITT@PSU group.

6. We are working with Custom Stuff, an approved PSU vendor.
7. We had to add an ® to the Penn State name.
8. The sale will last from 11/12 – 11/28 with pick-up during the last week of classes.
9. We may order extras at cost to make price brackets to use at conference or other events.
10. Additional Costs
 - a. Screen printing prep costs \$20.
 - b. Shirt embroidery set-up costs \$225.
 - c. Tote bag embroidery set-up costs \$45.
11. We are in a very good state financially, unlike when we had our first sale last year. Anything we make is profit.
12. The proposal was put to a vote and passed.
 - a. 25 yes
 - b. 1 abstain
 - c. 0 no
13. We will have flyers at the concessions booth as well.
14. Steph will get an all-SOT e-mail list and send an e-mail with the order form.

VI. Announcements

- A. Rachel made several THON announcements
 1. Canning Trip the first weekend after Thanksgiving Break.
- B. Clean up your Thanksgiving mess!
- C. Sign-up for Concessions!

VII. Adjournment

- A. Our next meeting is at **8:00 PM** on Sunday, November 25th in 507 TAPS.
- B. Meeting adjourned at 7:56 PM.