

# USITT@PSU

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

6:15 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, Webmaster B. Kurtz, Ad/Marketing Chair J. Couchara, Programming Chair G. Ryan, Public Relations Chair P. Cardona, Conference Delegation Chairs A. Ciampi & J. Stasiw, Education Outreach Chairs R. Fields & E. Hendrickson, Concessions Chair A. Radebaugh, Fundraising Chair J. Hackett, Philanthropy Chair Michele Kokal, Executive Assistants: E. Christian, H. Oravec, M. Walsh + 18 General Members

I. Meeting called to order at 6:23 PM.

II. Last week's minutes were passed by acclimation.

### III. Reports

#### A. Executive Board

##### 1. *Historian*

- a. Brian and Josh did a lot of website programming today.
- b. The site looks very different but has all of the same information.
- c. Josh is compiling a member database
  - Sign and return the release form
- d. Send Josh pictures!

##### 2. *Webmaster*

- a. There are some glitches on the site that Brian is working on.
- b. Send Brian any feedback or glitch reports.
- c. We agreed that the site needs more color, specifically USITT red.

##### 3. *Public Relations*

- a. None

##### 4. *Advertising & Marketing*

- a. Send Justin files for the conference booth.
  - Juniors and seniors are already compiling images for Works In Progress.
  - The deadline is after Winter Break.

##### 5. *Programming*

- a. Pizza/Study night is next week!
- b. Next semester: snow tubing, bowling?
- c. Think of master classes!

##### 6. *Concessions*

- a. Concessions are selling very well.
- b. We discussed what kind of incentive would make people want to sell concessions.
  - Conference Money
  - Gift Certificates
  - Free USITT@PSU activities
  - National membership fee
  - School of Theatre apparel

### 7. *Fundraising*

- a. Poker Night has been pushed to next semester.
- b. Send Josh any fundraising suggestions.

### 8. *Philanthropy*

- a. We have made about \$76 for the raffle and collected \$27 in the can so far.
- b. We have raised about \$500 for Behind The Scenes so far this year!

-We may present a check at conference.

- c. There is interest in the MT program to work on philanthropy so we may try to join forces.

### 9. *High School Outreach Education*

- a. Presentations after the meeting

### 10. *Conference Delegation*

- a. Adam is working on hotel reservations.
- b. We are reserving flights tonight.

## B. Officers

### 1. *Treasurer*

- a. Katie cut a \$5,762 conference check.
- b. We have \$1,143 in our conference account.
- c. We have \$1,202.84 in our regular account.

### 2. *Secretary*

- a. None

### 3. *Vice President*

- a. None

### 4. *President*

- a. None

## IV. Old Business

### A. Apparel Sale Distribution

1. The date will be sometime between Thursday and Monday of Finals Week. An e-mail will be sent out when the order arrives and we will need volunteers.
2. Hopefully we will have the orders to distribute during Works In Progress.

## V. New Business

### A. Semester Discussion

1. Philanthropy chair was a great addition to the organization.
2. What can we do to get people more involved?
  - More delegation to general members
  - Smaller committees
  - More involvement with other programs
3. We would like more workshops and guest speakers.

## VI. Announcements

- A. Sign-up for Concessions!
- B. School of Theatre THON meeting at 6:00 PM on Wednesday at 6:00 PM.

## VII. Adjournment

A. Next week is a pizza/study night- not an official meeting. We will order pizza around 6:00 PM.

B. Meeting adjourned at 7:01 PM.