

# USITT@PSU

## General Meeting Minutes: January 20<sup>th</sup>, 2008

7:00 PM, TAPS

Prepared by Rachel Harpham, Secretary

I. Meeting called to order at 7:08 PM.

II. Last week's minutes were passed by acclimation

### III. Reports- Exec Board

#### A. *Historian*

1. Member announcements going up after URTAs
2. PSU SOT alumni reunion is this weekend.

#### B. *Webmaster*

1. Photo page updated
2. Outreach changes going up tonight

#### C. *Public Relations*

1. Will talk to Josh and Katie about reunion
2. Missing Rachel E's portion of alumni contacts.
3. Sending out letter soon and will read to body soon

#### D. *Advertising & Marketing*

1. Send images for USITT Booth ASAP! On CD format
2. Deadline announced next week
3. Design Board deadlines: PUSH 1/29, DF 2/5
4. Old Design Boards going up soon- need to be gathered from CBT and SM office. Rachel will talk to Justin & Meredith

#### E. *Programming*

1. Rock Climbing at the State College YMCA 2/3
2. Tussey Mtn. 2/10
3. Portfolio night possibly 2/17
4. Other ideas??

#### F. *Concessions*

1. Sign-ups next week
2. Point system? Coming soon
3. Going shopping soon- may combine HOE trip

#### G. *Fundraising*

1. Game night coming soon!

#### H. *Philanthropy*

1. Coldstone Fundraiser on 2/13
  - a. Michelle will make a Facebook event.

#### I. *Conference Delegation*

- 1, UPAC hearing Tuesday 1/22 at 7:30

### Reports- Officers

A. *Treasurer*- None

B. *Secretary*

1. New members should see Rachel for a membership form.
- C. *Vice President*- None  
D. *President*- None

#### **IV. Old Business**

- A. None

#### **V. New Business**

A. William

1. Thank you note from Behind The Scenes
2. Charter renewal
3. We will have a pre-conference info night on 2/24.
4. Lots of positive buzz amongst the faculty about HOE.

B. High School Outreach Education

1. Hanna will send out the itinerary
2. Binder in each room/session
  - Student/Chaperone info
  - Call chaperone if you have problems with a student
3. Keep cell on vibrate and use only for emergencies w. students present
4. We are not disciplinarians, but be professional
5. Dress- PSU SOT apparel, PSU apparel, jeans, appropriate shoes
6. Conversation- Keep it appropriate! No swearing, inappropriate topics. Make sure HS students follow this as well
7. Answer questions but if its getting too off-topic or advanced, hold off until the end.
8. Don't bash PSU or theatre/shows
9. Sign up to help if you haven't yet or show up if you have more free time than you thought you did.
10. Copies- Deadline Tuesday at Midnight to Steph
11. Thursday- clean-up and set up starting at 10 PM on Thursday
12. Josh Mansker will have a camera/video camera but have your own with you since he can't capture everything.
13. Ohio Valley, National, Sightlines, Collegian possibly will get info on our event
14. William is working on a letter for people to give out for classes.
15. Hanna will e-mail everyone the list of who is helping out when and where.
16. We have \$630 with student registration and \$100 grant that we are using to purchase food and supplies and parking permits.
17. Food will be provided for people helping out. Subs from Le Bistro catering, chips, water, cookies from Sam's Club.
18. Anything else you need that isn't being bought that you haven't looked into, talk to Eric and Hanna ASAP.

19. If you need to be reimbursed, you need a receipt.
20. Sarah going shopping at Sam's club.
21. All schedules & info is on a google doc that Hanna will make public.
22. Questions? Ask Hanna and Eric ASAP.

#### **VI. Announcements**

- A. Greg- Superbowl Party 2/3 at 714. Bring cans!
- B. We may have meeting at 6PM that day.
- C. Interested in canning this weekend? Talk to Sarah!
- D. Adam- ignore your membership form mail from USITT
- E. Rascal Flatts on Saturday at BJC. Load-in and Load-out needs people. Talk to Adam.
- F. BIG ANNOUNCEMENT NEXT MEETING!

#### **VII. Adjournment**

- A. Our next meeting is at 7:00 PM on January 28<sup>th</sup> in 508 TAPS.
- B. Meeting adjourned at 8:09 PM