

USITT@PSU

General Meeting Minutes: March 3rd, 2008

7:00 PM, TAPS

Prepared by Rachel Harpham, Secretary

Present: President S. Riddle, Vice President E. Gast, Secretary R. Harpham, Treasurer K. Kudrick, IPP J. Jacobsen, Webmaster B. Kurtz, Ad/Marketing Director J. Couchara, Fundraising Chair J. Hackett, Philanthropy Chair M. Kokal, PR Director P. Cardona, Conference Delegation Chairs A. Ciampi & J. Stasiw, Outreach Education Chair E. Hendrickson, Executive Assistants E. Christian, H. Oravec, M. Walsh + 17 members

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

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

III. Reports

A. Exec Board

1. *Historian*
 - a. Not present
2. *Webmaster*
 - a. Lots of updates coming soon
3. *Public Relations*
 - a. Alumni Contact Network
 1. Making lots of progress with the Alumni Contact Network.
 2. Facebook group
 - a. Join and invite others!
 3. There may have been a few people missing from the list so Patricia will keep e-mailing people she knows.
4. *Advertising & Marketing*
 - a. Word Up! Design Board images due after break
 - b. Conference booth is in progress
5. *Programming*
 - a. Bowling Night
 1. Eric read the Bowling Night proposal.
 2. March 30th after our first meeting after break.
 3. Vote: unanimous
 4. E-mail Greg (glr5004@psu.edu) to RSVP and tell him if you have a car.
6. *Concessions*- not present
7. *Fundraising*
 - a. Poker Night- March 25th at 7:30 PM in North Commons
 1. Josh scouted supplies at Walmart this weekend and will keep looking for cheaper cards and chips.
 2. Volunteers
 - a. We need a few people who are knowledgeable about poker.

3. Advertising

- a. Working on posters and a Facebook event.
- b. Invite people to the Facebook event!

8. *Philanthropy*

a. Coldstone

1. We made about \$120 in profit!
- b. We have a total of about \$758 made this year so USITT@PSU will donate \$242 to make our donation \$1,000.
- c. We will present the donation at 1:45 on Saturday of conference to Behind The Scenes.

9. *Conference Delegation*

a. Travel to and from airport

1. You will receive an e-mail this week telling you what time and where a van will pick you up to go to the hotel.
2. You may need to switch terminals depending on where the last person in your van is arriving.
3. The organization will cover the cost of transportation but you will need to tip the driver 15-20%.
4. The approximate cost is \$678
5. Open discussion
 - a. Suggestion of splitting the cost with members going
 - b. Conference is a major part of the organization
 - c. John suggested reimbursing people after conference
 - d. Most members will attend a conference in their time here
 - e. Several members not going to conference expressed support for spending the funds on transportation
 - f. We are very stable and have more money coming in from concessions.

6. Vote: Unanimous

7. Justin will make a contact sheet for Conference.

8. E-mail Justin if you need a ride back to State College.

9. There will be a sign-up sheet for booth times.

10. Alumni Reception at the Hard Rock Café at 8:00 PM.

11. Swag

a. USITT@PSU bottle openers will be available for anyone visiting the booth.

b. SOT Apparel will be available for people who spend more time at the booth. Only give them out with the permission of an officer.

12. Turn in your resume to Emily ASAP. If you haven't printed it out on nice paper just give her a regular copy so she can hold a place for you in the binder.

B. Officers

1. *Treasurer*
 - a. Account balance coming soon
2. *Secretary*
 - a. None
3. *Vice President*
 - a. Think about officer elections!
4. *President*
 - a. This is a HUGE turnover year for officers so if you are interested in running please talk to an officer.

IV. Old Business

- A. Conference T-shirts
 1. Turn in \$11 to Katie!
 2. T-shirts should arrive by Thursday

V. New Business

- A. None

VI. Announcements

- A. Thank you to everyone for coming out on a Sunday night!

VII. Adjournment

- A. Our next meeting is Sunday, March 30th at 7:00 PM.
- B. Meeting adjourned at 7:43 PM.