

USITT@PSU

General Meeting Minutes: March 30th, 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 7:07 PM.

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

III. Reports

A. Exec Board

1. *Historian*

- a. Updates coming soon

2. *Webmaster*

- a. Lots of photos have been updated!
- b. The alumni page has been updated
- c. Brian added Michelle's Behind The Scenes speech.

3. *Public Relations*

- a. Alumni Contact Network
 1. There is a downloadable form for alumni online.

4. *Advertising & Marketing*

- a. Word Up! Design Board content is due April 11th.

5. *Programming*

- a. End of Year Picnic: Sunday, April 27th
 1. Greg read his proposal.
 2. Vote: Unanimous
 3. We will invite Design/Tech faculty.
- b. Bowling Night is tonight!

6. *Concessions*

- a. Sign-ups for Word Up! Next week.
- b. Think of something creative to sell!

7. *Fundraising*

- a. Poker Night was cancelled.
- b. Josh read his proposal for USITT@PSU Coldstone fundraiser.
 1. Monday, April 28th tentatively
 2. Josh will make sure it is okay for us to have a 2nd fundraiser there this semester.
 3. Vote: Passed by acclamation
- c. Spring Apparel Sale
 1. We will have items and prices set by next week with a

proposal.

2. Alumni will be invited to buy items.

3. We will have posters in Arts and TAPS.

8. *Philanthropy*

a. None

9. *Conference Delegation*

a. None

B. Officers

1. *Treasurer*

a. Balance: \$1,225.82 after bills and balances are paid

2. *Secretary*

a. None

3. *Vice President*

a. Not present

4. *President*

a. None

IV. Old Business

A. None

V. New Business

A. Conference

a. Alumni Network Update and Reception

i. It went very well! We had 34 people signed up before conference and received 13 more during conference.

ii. The Network works!

iii. We spent \$410 on the reception.

iv. Soon we will have a shared Google document for the Alumni to update themselves.

v. Patricia will send a newsletter by the end of the semester.

b. Behind The Scenes

i. The presentation went very well!

ii. We got great publicity and Behind the Scenes was very appreciative of our hard work.

iii. Sign up if you would like a light-up pin

iv. We will be featured on their website soon.

v. We may purchase some of the pins to give out at concessions to patrons who donate.

c. Open Discussion

i. Next year's conference is in Cincinnati which is much closer and more feasible for people to attend.

ii. Hopefully the organization will have a stronger hand in conference next year since we are part of Ohio Valley. There are many opportunities for free student registration and discounts.

iii. Thanks to Justin and Adam for all of their hard work!

- iv. Josh Hackett suggested that we should have literature to hand out at the booth.
 - v. Make sure that we have business cards for every faculty head member next year or something with contact information.
 - vi. We should have something to collect information to send SOT literature.
 - vii. We should have general information for people working the booth.
 - viii. We had a meeting with other Ohio Valley students that went very well. Next year part of PR's duty will be keeping in contact with these chapters.
 - ix. Eric H flew back with Pitt students and talked about us combining for an ION training session.
 - x. There were lots of important people present from all concentrations.
 - xi. SM session went very well! We had lots of great feedback.
 - xii. Amy won Lightwright!
 - xiii. We did great in Tech Olympics! If we had had a full team we probably would have gotten 1st place.
- d. UPAC Follow-up Hearing TBA

VI. Announcements

- A. Nominations are April 13th. You must be present to be nominated.
- B. Elections are April 20th. PLEASE BE PRESENT FOR BOTH MEETINGS! Questions about a position for elections? Talk to an officer.
- C. We will read revisions from our constitution next meeting and make changes. The next week we will have a final reading.
 - 1. A copy will be out by Friday to review.
- D. Ordinary Days is running at 5 PM on Thursday in the Downtown Theatre.
- E. The last SOT THON meeting is next Sunday at 5 PM at Jessica Byar's apartment.
- F. Let's go bowling!

VII. Adjournment

- A. Our next meeting is Sunday, April 6th at 7:00 PM.
- B. Meeting adjourned at 7:53 PM.