

USITT@PSU

Minutes: Sunday, September 28, 2008

Prepared by Amy Radebaugh, Secretary

Present: President M. Kokal, Secretary A. Radebaugh, Treasurer A. Ciampi, Programming E. Christian, Fundraising B. Clark, Concessions K. Proulx, Public Relations P. Cardona, Ad/Marketing M. Walsh, Philanthropy S. Shoffner, Education Outreach H. Oravec, Historian/Webmaster B. Kurtz, Conference Delegation J. Stasiw + 23 General Members

1. **Call to Order:** 7:01 pm

2. **Roll Call and Quorum**

3. **Approval of Minutes**

a. Sept. 21st passed by acclamation

4. **Open Forum**

5. **Reports**

a. **Executive Board**

i. **Programming**

1. Eric read the Harner Farms proposal

a. We will meet at TAPs at 2pm on October

26th. We will take personal vehicles, which we

will sign up for at a later time. The corn maze

while all other costs will vary.

is \$4,

b. Passed by acclamation.

ii. **Fundraising**

1. Ben has begun looking at the catalogue for the apparel sale and will bring options next week on what we can sell.

2. We will be selling the apparel to the alumni network.

3. Java catering is looking for groups of 15 or more to sell concessions at a football game. We will be looking into it.

iii. **Concessions**

1. Kate passed around the sheet to sign up to sell.

2. A Google document will also be sent to everyone.

3. You will be receiving a personal phone call the night before you're supposed to sell as a reminder.

iv. **Public Relations**

1. If you have any information or comments about our fundraising or behind the scenes efforts, please email them to Patricia.

2. We would like to have the newsletter out in the beginning of November, but if Patricia receives more help, we could get it out sooner.

v. **Advertising/Marketing**

1. Man of No Importance designs are due on Oct. 6th.
2. Cherry Orchard designs are due Oct. 20th.
3. See Meredith if you're interested in helping her!

vi. Philanthropy

1. We will be using a lot of Starbucks stuff and gift cards from last year in the basket.
2. Look for information on the next THON meeting.
3. Check out Behind the Scenes website, where you can buy holiday cards!

vii. Education Outreach

1. Thank you for stuffing envelopes!
 - a. If you have any other schools that weren't on the list, please tell Hanna ASAP!
2. In the next few days this info will go on the website.
3. Please let Hanna know if you are interested in teaching! She will be deciding about teachers in the next few weeks.

viii. Webmaster/Historian

1. Send Exec board bios!
2. If you want your info on the web, please send it to Brian.

ix. Conference Delegation

1. Justin will be answering a lot of questions next week about conference!
2. He sent our information to Fullington to get a quote.

b. Officers

i. Treasurer

1. We have \$2233.99 in our account right now.
2. If you need a receipt saying you paid your dues, let Adam know.

ii. Secretary

1. Please fill out a membership form and pay your dues!

iii. President

6. Old Business

7. New Business

8. Announcements

a. Gabriel Vasquez is a BA looking for help with Angles in America. If you're interested look him up on facebook!

9. Adjournment: 7:15 pm