

USITT@PSU

Minutes: Sunday, December 7, 2008

Prepared by Amy Radebaugh, Secretary

Present: President M Kokal, Vice President G. Ryan, 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, Conference Delegation J. Stasiw + 28 General Members

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

2. **Roll Call and Quorum**

3. **Approval of Minutes**

a. November 16th minutes passed by acclimation.

b. November 30th minutes passed by acclimation.

4. **Open Forum**

5. **Reports**

a. **Executive Board**

i. **Programming**

1. A Tussey Mountain trip will be planned during January.

2. Eric will also be looking into doing an ice skating social event in January.

ii. **Fundraising**

1. Ben is finishing up the last bit of the apparel sale hand outs.

2. The survey fundraiser is going fairly well right now.
a. About half of the organization is signed up, but Ben wants even more people to get involved.

b. Ben will be sending out the email again so more people can sign up and invite friends and family to sign up.

other

iii. **Concessions**

1. Meghan won the award for selling concessions the most and Jill won the name drawing.

2. Look for next semester's sign ups in January.

iv. **Public Relations**

1. Patricia will be sending our newsletter to other student organizations to keep them updated on we've been doing.

what

2. She will also be setting up a meeting with other student chapters at conference.

v. **Ad/Marketing**

1. Meredith has nothing new to report.

plate
winner.

vi. Philanthropy

1. The bake off will take place in the lobby of Arts on Friday, December 7, from 12-2:15pm. Its \$3 a and then everyone will vote on the
2. Coldstone fundraiser has been postponed until next semester.
3. Sam is also trying to organize a fundraiser at Hoss's next semester.

vii. Historian/Webmaster

1. Brian was absent and nothing new was reported.

viii. Conference

1. Give Justin your missing stuff ASAP or you will not receive UPAC funding.

b. Officers

i. Treasurer

1. We currently have \$5,396 in our account.
2. Ben still has both a bill and more money to give to Adam.

ii. Secretary

1. Amy read a list of members who still have not paid dues. If your name is on the list you will not be allowed to participate in any activities next semester.

iii. Vice President

1. Greg has nothing new to report.

iv. President

1. Michelle has nothing new to report.

6. Old Business

7. New Business

a. High School Outreach

i. Sound

1. Hanna asked how they will be running thirty minute stations and was concerned it wouldn't be productive.
2. Sound will need three more people to help teach, so there is six people total.
3. More advanced things will be taught this year and it will be more of a workshop style.
4. Will be no more than 23 kids.
5. Lights and sound will split the time in the Playhouse.

ii. Beginner Lighting

1. There will be about 20 kids in this area.
2. The students will be given blank paperwork to fill out. They will also be given a print out of instruments, paperwork. and an 8.5x11 plot to go with the

iii. Advanced Lighting

1. This will probably take place in the light lab.
2. There will be about 14 kids.
3. Adam will most likely help them teach.
4. It would be fine to have a student go to both the beginner and advanced light sections, since it's like technical and designer lighting.

more

iv. Props

1. There will be no more than 29 students.
2. Props requested a budget from Hanna when she knows all of the numbers.
3. Rachel asked how long it takes for the clay to dry and Josh says you can paint the clay even wet.
4. The students need to be told they might get dirty.
5. The projects will depend on how much money they have, but they are hoping to do at least two maybe let them choose which ones they

when it's

and
do.

6. They might also have some printing costs.

v. Scenic

1. This will be done in the paint shop.
2. There should be about 30 kids.
3. They will need about two more teachers to help.

vi. Makeup

1. They will be using the dressing rooms in Arts.
2. They will be given pictures of where the highlights and shadows go.
3. The students will hopefully get to do old age if there is enough time left. No matter what they will at least see a demonstration of it.
4. There will be no more than 23 students.
5. They will be doing the makeup on themselves.
6. They will need at least one more assistant.

vii. Stage Management

1. It was suggested that we give them problems and ask them how they would solve them.
2. There will be no more than 24 people.
3. We will be in 113.
4. We will also be using Kat and Lauren.

8. Announcements

- a. Check out the videos on Michelle's Facebook page to see stuff from Rigging class.
- b. If you've been sent two year reviews to fill out, please take them seriously and fill them out!
- c. Congratulations to Rachel who's graduating!

- d. Support your friends this week during the SOT festival and go see Charlie Brown Christmas.
- e. We will be going bowling next week and meeting at TAPs at 7pm.

9. **Adjournment:** 8:05pm.