

USITT@PSU

Minutes: Sunday, March 1, 2009

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, Advertising/Marketing M. Walsh, Philanthropy S. Shoffner, Webmaster/Historian, Conference Delegation J. Stawsiw + 35 General Members

1. **Call to Order:** 7:03pm
2. **Roll Call and Quorum**
3. **Approval of Minutes**
 - a. Feb. 22nd minutes approved by acclimation.
4. **Open Forum**
5. **Reports**
 - a. **Executive Board**
 - i. **Programming**
 1. Eric reported that resume night went well.
 - ii. **Fundraising**
 1. Ben believes that the conference t-shirts will be here on time.
 - iii. **Concessions**
 1. We made somewhere between \$430-\$450 on concessions for The Wiz.
 - iv. **Public Relations**
 1. Patricia will be calling Rock Bottom tomorrow.
 - a. She will then make the finale decision about using them for our alumni reception.
 - b. So far it looks like we will be using them.
 - v. **Advertising/Marketing**
 1. Meredith passed around the sign up sheet for the conference booth.
 - a. William said that we need someone at the booth at all times from Thursday-Saturday.
 - b. Please sign up for a couple time slots.
 2. The images for the conference booth have been chosen and Zac has started working on it.
 3. William said that we will need people to help set up the booth on Wednesday night. If you help you'll have a pass to be on the expo floor early.
 - vi. **Philanthropy**
 1. Sam has been working on putting together a raffle basket for Judas.
 - a. Please help her by bringing letters to local businesses!

2. The manager from Coldstone is getting back to Sam about how much we made on Wednesday.

vii. Webmaster/Historian

1. Brian has nothing new to report.

b. Officers

i. Treasurer

1. ASA lost our transpiration check, so Adam is working on getting them to send money ASAP.
2. The hotel money will be going out this week.
3. Adam will have a real total of our account after all of the conference money is figured out.

ii. Secretary

1. Amy has nothing new to report.

iii. Vice President

1. Greg will be putting together the conference resume binder.
 - a. You must give Greg either your resume or a slip of paper with your name on it, tonight.
 - b. If you give Greg a piece of paper tonight, make sure to put your real resume in the SM office or in the TAPS mailbox by Friday.
 - c. Make sure it is one page (front and back if needed).
2. William says that you shouldn't put an object statement on your resume, but make sure to put your references.

iv. President

1. Michelle has nothing new to report.

6. Old Business

7. New Business

a. Conference

- i. Justin passed around the conference code of conduct and the bus manifest.
 1. Basically, don't get in trouble, or Justin will have to deal with you.
- ii. Justin read the proposal for the bus driver's tip.
 1. USITT usually pays a portion of the travel money for the organization.
 2. Justin proposed that we pay the \$500 tip for the driver.
 3. 33 members passed, 0 members declined, and 2 members abstained.
- iii. Justin will be sending an itinerary in a few days, along with a room list.

- iv. Justin is the only one with check in abilities, so if you're driving and get there before us, you won't be able to check in.
- v. We will be making one stop each way on the bus trip.
- vi. Be aware that we will be leaving at 10am both ways, and we will be meeting at 9:15 or 9:30 at the Arts building.
 - 1. If you would like to bring your luggage up early to Arts, contact Justin and he will drive it up for you on Monday night.
- vii. Make sure to keep your luggage light, even though we're not flying.
- viii. Make sure to give your professors your letter of absence, but know that it's not an excuse to get out of your work.
- ix. As far as swag, we will give out glow necklaces and mints for anyone who comes to our booth.
 - 1. For those who come and talk to us for a while, we will give a water bottle, t-shirt, hat, or bag.

b. William

- i. We are booth 1282 right across from the cyber café and at the beginning of the other colleges, so we're in a maximum traffic area.
- ii. You should look at USITT's website early so that you can choose the classes you want to attend.
- iii. Make sure you arrive early to classes that have Cirque in the name.
- iv. Don't be afraid to talk to anyone!
 - 1. There are a lot of Penn State people around. Even if they weren't in theatre, they may work for those companies now.
- v. You should dress in business casual.
 - 1. Nice jeans are fine.
 - 2. Make sure to wear appropriate shoes for walking.
 - 3. On Friday make sure to wear appropriate Penn State clothes.
- vi. Make sure to have business cards and resumes on you at all times!
 - 1. Check out the free business card website. It is legit!
- vii. Make sure your name badge is always facing out, so people know your name.
 - 1. It's not a good idea to wear it outside the conference though.
- viii. Please don't make a fool of yourself at the bar! It will give you and Penn State a bad rep.
- ix. Don't air your dirty laundry when talking to possible employers.
- x. There is tons of swag to get!
 - 1. Make sure to get the swag that you really want.

- 2. If there are cut sheets you want, swipe your badge and they can send you stuff.
- xi. Make sure to keep your cell on vibrate!
- xii. If you don't like a session, don't be afraid to leave, but be discrete.
- xiii. There are a lot of free food events!
 - 1. The commission meetings often have free food.
 - 2. Sometimes the booths have food.
 - 3. Sometimes Rosebrand throws a party, although William hasn't received an invite yet.
 - 4. Don't forget our Alumni Reception on Friday night.
 - 5. If you don't want to pay a lot for food on the floor, you might want to bring snacks.
- xiv. There are a lot of events you'll want to plan for.
 - 1. Wednesday morning in the Keynote Address and opening comments.
 - 2. Thursday morning is the USITT Ohio Valley meeting.
 - 3. Thursday evening is the Fellows Address and Young Designer Awards.
 - 4. Thursday night is the New Products Showcase hosted by Dick Durst, the old dean of Arts and Architecture.
 - a. You may want to bring cash if you want to get something they auction off.
 - 5. Friday night is Tech Olympics and our Alumni Reception.
- xv. Make sure to follow up with the people you meet when you get back. It's very important to keep those contacts!
- xvi. William will make sure to get us business cards for all the heads of programs and information about our grad program.
- xvii. Nick lets everyone know to be aware of Vine St.
- xviii. There is room on the bus for your portfolio.

8. Announcements

- a. Go see Emily's One Act on Thursday at 8pm in the Pavilion.
- b. Make sure to turn in your resume to Greg!

9. Adjournment: 8:04pm