

USITT @ PSU

Minutes October 18, 2009

Prepared by Secretary Maureen Murtha

Present: President J. Hummel, Vice President H. Oravec, Treasurer K. Proulx, Secretary M. Murtha, Fundraising Chair M. Dougherty, Programming Chair K. Manion, Ad/Marketing/PR Chair E. Bye, Conference Delegate H. Augustine, Outreach Chair T. McCarthy, Webmaster/Historian B. Kurtz + 5 general members

I. Call to Order 7:00

II. Roll Call and Quorum

III. Open Forum

IV. Reports

a. Executive Board

i. Programming Chair

1. Kat explained the details of the Bellefonte Scenic Train ride, but no one has any time this weekend to go
2. Where the Wild Things Are is playing tonight! Meet at Arts at 8:30 p.m. to head over the movie theatre by Lowes. Cost is \$7.25 with your student ID
3. Looking for an assistant, please contact her if you are interested!

ii. Fundraising

1. We sold 10/12 t-shirts for the SOT t-shirt sale. This means we lost about \$40 with the cost of the shirts and shipping.
2. Concessions were not sold for R&J due to Meghan's deathly illness, and this is really not an exaggeration. Feel better, Meghan.
3. Meghan will be buying concessions for the haunted house, but first we need to have people sign up to sell!! If no one is there to sell, then we can't have concessions, then we don't have money, then we can't do fun things.

- a. Meghan is looking for a concessions assistant!

1. None

vi. High School Outreach

1. Needs letter approved by tomorrow so we can do envelopes and stamps 30 minutes before Sunday's meeting
2. He will buy stamps, Hanna has envelopes
3. He is going to send snail mail for the first letter with the introduction letter, and the chaperon and student forms.
4. Brian will update the outreach section of the website from last year
5. Timeline- Send out the letters Monday, the schools receive the letters Friday, looking at 3 weeks until responses. Tim wants to have a post marked response by November 14, 2009, Hanna pushed this date back to November 17, 2009
6. Mitch and Meghan are going to help out with Outreach
7. Travis doesn't know which date, so Tim will send him the dates and room he wants and Travis will veto or approve
 - a. Rigging will be the rigging lab
 - b. Lights and Sound will be in the Pavilion Theatre for a.m. and p.m. sessions
 - c. SM will be in room 112, or 114, or 119 to do taping
 - d. Makeup will be in downstairs, but first we need to confirm teachers
 - e. Props, we will see if room 507 in TAPs is available, or the upstairs hallway of TAPs which means getting permission from classes and professors
 - f. Sam Shoffner wants to do a scenic class. We are going to see if we can find a space, maybe in the shop or studio 237, we will work out these details later.
 - g. Lunch will be in the Pavilion Theatre Lobby

- i. We are going to split the group in half with half having lunch at one time and the other half listening to a lecture on nontraditional theatre

vii. Webmaster/Historian

1. Looking for an assistant, let Brian know if you are interested in the art of webmastery!
2. Please send him any R&J or other past show pictures, so he can add them to the website!

b. Officers

i. Treasurers

1. We have money

ii. Secretary

1. Josh Hackett owes money!
2. Katelyn Dittman, Jamika Williams, Chuck Otto, and Sam Shoffner had not filled out membership forms.

iii. Vice President

1. None

iv. President

1. Conference Funding
 - a. We decided to commit the maximum amount of hours, 500 to the program because we're hardcore like that.
 - b. Work on SOT productions we are not getting credit for. Josh and Dan Carter are going to figure out how to try to make shop hours and work study programs count as hours

V. Old Business

a. Approval of 10.11.2009 minutes

- i. Michelle noticed that a sentence was cut off in the minutes. Maureen fixed it to read "Eric Rouse thinks this will dramatically clean up our theatre spaces" in reference to the SOT Conference Funding Program

VI. New Business

VII. Announcements

- a. Michelle's engaged!

VIII. **Adjournment 7:28**