

**USITT Board of Directors  
Web Board Meeting No. 111  
January 19, 2021  
Liverpool, NY**

**Present:**

**Board of Directors:** K. Allee-Foreman, A. Bellet, A. Bilkey, P. Brunner, D. Culhane, D. Fitzgerald, C. Gillett, T. Hardin, M. Hefter, T. Honesty, B. Huneycutt, R. Jaen, J. Kenyon, D. Krajec, A. Lyons, B. Martell, N. Queenan, K. Rigdon, E. Rouse, C. Satter, K. Scott, V. Scott, T. Shackelford, D. Sherrer, D. Stewart, J. Streeter, Y. Williams, K. Williamson

**Board Mentee:** J. King

**Absent:** J. Sheehan

**Non-Voting Staff:** L. Allers, M. Blackmon, C. Carrigan, D. Grindle, L. Quimby

**Guests:** L. Asbell-Swanger, C. Garrity, A. Hernandez, J. Montgomery

**I. CALL TO ORDER AND INTRODUCTIONS**

The President called the Board of Directors meeting to order at 3:01 p.m. The President stated K. Allee-Foreman, VP Conferences, will not be available later in the meeting so we will begin the meeting with her report.

**VP Conference – Kasey Allee-Foreman**

**Conference Planning -** Kasey reported that a change has been made to the contractor for the Virtual Conference. We have moved from Shepard to eShow after Shepard contacted us and stated that they could not live up to the promises they made regarding the entire Conference platform. Shepard offered USITT an out to the contract without penalty.

Kasey added that we will not need to re-configure what we have already been working on. eShow can offer us the high-quality programming that we want with other options such as gamification. Kasey stated that the cost should be less than the Shepard contract.

Kasey provided information on the Keynotes, stating that there will be three speakers each providing a 15- minute Ted-Talk. These are all part of the inform, inspire, energize conference theme.

**President** – Dan reported that there will be a June Board meeting focused on the 2021-2022 Budget. Dan stated that there were some additional guests at the Board meeting and asked that everyone introduce themselves and state their position.

**II. CORRECTIONS AND APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Motion:** Approve the Board meeting minutes dated November 10, 2020 as submitted.

**Seconded.**

**Motion approved.**

**III. CONSENT AGENDA**

**Motion:** Pull the Consent agenda items

**Seconded.**

**Motion approved.**

**Consent agenda items corrected:**

YDMT – Stage Management Award – correct spelling of awardee’s name:  
Shahzad Khan

**Seconded.**

**Motion approved.**

**The following consent agenda items were not changed:**

**YDMT Awards:**

Bernhard R. Works, Fredrick A. Buerki Scenic Technology Award: Francesca DeCicco  
Richard Hay Undergraduate Award: Cliona Smith  
KM Fabrics, Inc. Award: Martin Montaner  
Barbara Matera Award in Costuming: Ann Ulrich  
Robert E. Cohen Sound Achievement Award: Zachory Ivans  
USITT Stage Management Award: Shahzad Khan (as corrected in separate motion above)  
Zelma H. Weisfeld Costume Design Technology Award: Erin Barnett

**The Rising Star Award:** Elizabet Puksto

**The Wally Russell Professional Mentoring Award:** Tanya Harper

**The DeGaetani Award:** The Jerome Lawrence and Robert E. Lee Theatre Research Institute at the Ohio State University

“This collection is one of the most significant archives relating to our industry and is deserving of recognition for both the breadth of the collection and the quality of the work to collect & conserve the wide variety of items held there. I would like to especially recognize the work of Nena Couch, who served as the Curator for nearly 35years.” – William Kenyon

**IV. REPORTS**

**A. President – Dan Culhane**

The President stated that the March Board meeting is scheduled for Saturday, March 20, 2021 from noon to 2pm and 3pm to 5pm.

**2021 Architecture Awards** - Dan reported that normally we would approve the Architecture Awards at this meeting, however, there was an issue with the scoring system for these awards. The President asked for approval of the 2021 Architecture Awards predicated on receiving approval from the Awards & Resolutions Committee. This action is necessary to move forward to meet award and Conference deadlines.

**Motion:** Approval of the 2021 Architecture Awards pending final approval by the Awards & Resolutions Committee.

**Seconded.**

**Motion approved.**

**B. Secretary - Paul Brunner**

**Election** - The Secretary reported that the election voting participation totaled 30%. Paul noted that nominations are now open for the next cycle for the following positions:

6 Directors at Large  
Vice President Communications  
Vice President Education & Training  
Vice President International Activities

The Nominations Committee will meet online after the Conference.

**Bylaws Committee** - The Secretary reported that the Committee continues to work on reviewing governance and operations including job descriptions for the Board, volunteers, and office staff. Paul reported that this is a timely review, it has been 12 years since the Bylaws have been thoroughly updated. The Bylaws Committee is currently meeting weekly.

**C. Treasurer– Kim Scott**

The Treasurer reported that the Finance Committee continues to meet weekly to monitor finances, the Committee will switch to bi-weekly meetings in the future. Kim reported that investments have been increasing steadily. We are approved for a line of credit with Key Bank if needed and our first PPP loan has been forgiven. We have applied for a second PPP loan. Kim added that we will present the FY2022 Budget for approval to the Board in June.

**D. VP Education & Training– Tammy Honesty**

Tammy reported that we are moving forward with 108-110 hours of Education & Training for the Virtual Conference. She stated that we have great things planned within the new platform.

**E. VP Communications – Rafael Jaen**

**Backstage Series** - Rafael stated that the Backstage Series is off to the editors.

**Portfolio Edition** - The second book in the Portfolio series – Wendall Harrington is on schedule.

**F. VP Members Sections & Chapters – Andi Lyons**

Andi reported that the Co-Chair working groups are developing new ways to work with the Sections and Student Chapters. The new Discord platform is now open and will create connections with Student Chapters, student members and alumni.

**G. VP International Activities – Kevin Rigdon**

Kevin reported that the jury pool for PQ2023 is in development. The Committee approached USITT award winners to be part of the jury pool, we have 60 jurors ready to participate. The Committee is meeting weekly with the curators on the project. We are waiting for the charge to come from Prague as to what the theme will be. The Committee has established that mentors and mentees will be a central part of the exhibit theme.

**H. VP Commissions – Ashley Bellet**

Ashley stated that the Commissions are working across the leadership on transparency. In addition, over the last few months several Commissions have invested time and planning into offering resources for EDI engagement for their constituents. Ashley reported that many Commissions have become more active online to communicate more regularly with their constituents.

**Recommended Practices for Sound Documentation** - Ashley presented the USITT Sound Documentation Recommended Practice Revised July 2020.

**Motion:** Approve the USITT Sound Documentation Recommended Practice Revised July 2020.

The Board pointed out several items for review and correction in the document:

- Photos of only white individuals
- Blurry images
- ADA compliance
- Standard term “drafter”

**Motion:** Withdrawn.

**Motion:** Request that the VP Commissions send the document back to Committee for review with the Board recommendations.

**Motion approved.**

**I. VP Exhibitions - Vicki Scott**

Vickie reported that she has met with David Grindle, Kasey Allee-Foreman, and Jim Streeter about the ECS (Emerging Creative Showcase) and how we would like to re-image things for the future.

**J. Executive Director – David Grindle**

**eShow** – David noted that the eShow platform should be easy to use because we have experience using it for Stage Expo. The platform has an opportunity for person to person and vendor chat. As far as we know, we are limited to four sessions running concurrently, however, we could use networking rooms and there may be other options.

**Conference Income** – Currently there are 183 registered for the Conference, \$17,600 received in income. There are a total of 22 confirmed exhibitors with 17 outstanding contracts.

**New World Rigging Symposium (NWR)** – This event will be virtual, April 6-8, using Zoom. The registration cost is \$99.

**Work Force Development Survey** – We are still hoping to launch this survey this year.

**Lighting Best Practices** – David stated that we have been asked permission to convert this practice to Spanish. The translation is very good, we hope to do more of these translations to broaden the scope of knowledge.

**On-Boarding** – David reported that he has been working with Secretary, Paul Brunner to provide on-boarding for Board members and other volunteers that will assist them in learning more about the organization they serve.

**V. NEW BUSINESS**

New Business – none.

**VI. FINAL ANNOUNCEMENTS AND ADJOURNMENT**

**Announcements**

3/11/21 Conference week – 3pm -5:50pm – Session: Meet the Board.

**Motion:** Move to adjourn at 4:37 p.m.

**Motion Approved.**