

**USITT Board of Directors
Web Board Meeting No. 112
March 20, 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, R. Jaen, J. Kenyon, D. Krajec, A. Lyons, B. Martell, N. Queenan, K. Rigdon, E. Rouse, C. Satter, K. Scott, V. Scott, T. Shackelford, J. Sheehan, D. Sherrer, D. Stewart, J. Streeter, Y. Williams, K. Williamson

Excused: B. Huneycutt, J. King

Non-Voting Staff: C. Carrigan, D. Grindle, L. Quimby

Guests: L. Asbell-Swanger, L. Beene, J. Bennett, A. Casey, K. Corbett-Oates, E. Curley, A. Duggan, J. Foreman, C. Garrity, A. Glover, T. Hausmann, A. Hernandez, D. Huston, J. Jacobs, C. Kearns, W. Kenyon, A. Medlock, J. Miller, J. Montgomery, M. Ohumukini, G. Petruska, MJ. Sedlock

I. CALL TO ORDER AND INTRODUCTIONS

The President called the Board of Directors meeting to order at 12:02 p.m. and the meeting proceeded with introductions.

II. CORRECTIONS AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion: Approve the Board meeting minutes dated January 19, 2021 as submitted.

Seconded.

Motion approved.

III. CONSENT AGENDA

There were no consent agenda items for this meeting.

IV. REPORTS

A. President – Dan Culhane

ESTA Technical Standards - The President reported that he has appointed Justin Bennett as an alternate to Jerry Gorrell to The ESTA Technical Standards Council. This appointment is to replace Louis Bradfield.

Office Closure - The President announced that the USITT office will be closed April 13-19 in appreciation of the successful work of the staff regarding the 2021 Virtual Conference. All staff members will be paid for this time off.

B. Secretary - Paul Brunner

Nominations - The Secretary reported that nominations are open until Monday March 22, 2021. He added that nominations were slightly lower this year, he encouraged all to nominate.

C. Treasurer– Kim Scott

PPP Loans - The Treasurer reported that we have received forgiveness for our first PPP loan, and we have received the funding for the second PPP loan.

Line of Credit – Kim stated that we have not needed to use funds within line of credit as of this date.

FY2022 Budget – Kim reported that the FY22 Budget is forthcoming, work will begin with the Finance Committee. A special Board meeting will be held in June dedicated to the FY22 Budget.

Treasurer Succession Plan- Kim stated that she is working with in-coming President, Carolyn Satter regarding a succession plan for future Treasurers.

D. Executive Director – David Grindle

2021 Virtual Conference – David thanked all the 191 individuals who presented sessions for the 2021 Virtual Conference. He stated that we are still putting income and expense numbers together.

All on-demand access is available until September. David noted that there has been a low response from session evaluations, some good constructive feedback, but not enough. The staff is currently working on an end of Conference report.

Sales Manager Position – David reported that Cody Hann has resigned as Sales Manager. He added that we will begin a search for his replacement.

e-Show – The Executive reported that we will stay with the e-Show platform for the FY22 Conference.

National Demographic Survey – David reported that the survey will launch April 1 and that the information will publish late summer or early fall. David shared information regarding the survey questions and noted that 2025 will be the next study and after that we will determine if we want to continue in future years.

Collier Woods Scholarship – A new scholarship has been created by the family of Collier Woods. The funds will be held in the Tayneshia Jefferson Diversity & Inclusion Fund and will focus on Black African American Lighting Designers.

E. VP Communications – Rafael Jaen

Rafael presented his report in a power point presentation. Concern was raised regarding lack of diversity in the editors within the Backstage Series. The Board asked Rafael to go back to Focal Press and request a pause in the publication to provide time to gather more diverse writers.

F. VP Members Sections & Chapters – Andi Lyons

Andi reported that the Heart of American Section has not been able to re-activate their section. She stated that new individuals are getting ready to meet.

G. VP International Activities – Kevin Rigdon

Kevin reported that his report stands as submitted. He stated that he is currently working on preparing for PQ2023.

H. Sexual Harassment Working Group – Nicole Queenan informed the Board of the progress the Committee has made regarding the development of the Sexual Harassment Policy. Nicole recognized the Committee members: Beth Martell, Jenny Kenyon, Jim Streeter, Brian Huneycutt, Tina Shackelford, and Carol Carrigan. Nicole stated that the Committee is following the outline provided by the Societies Consortium on Sexual Harassment in Stemm. Nicole reported that a draft of the Policy will be vetted by the association attorney and presented at the May Board meeting with a final version presented at the June Board meeting for approval.

The President announced that the Board will take a break and return to the meeting to discuss Bylaw business at 2:45 p.m.

Motion from Bylaws Committee:

Motion: Endorse the Bylaws Committee plan to prepare recommendations to update USITT Bylaws, Committee structure, and Policies necessary to transition to the new governance model. All Bylaws and Policy changes will require Board approval.

Motion approved.

Next Board Meetings:

Tuesday, May 4 – Annual Membership Meeting Online

Tuesday, May 18 – 3pm Eastern

Tuesday, June 15 – 3pm Eastern

August meeting information will be posted no later than May 30.