

**USITT Board of Directors
Web Board Meeting No. 113
May 18, 2021
Liverpool, NY**

Present:

Board of Directors: K. Allee-Foreman, A. Bellet, A. Bilkey, P. Brunner, D. Culhane, 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, D. Sherrer, D. Stewart, J. Streeter, Y. Williams, K. Williamson

Excused: D. Fitzgerald, B. Huneycutt, J. King, J. Sheehan,

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

Guests: L. Asbell-Swanger, A. Casey, K. Corbett-Oates, E. Curley, C. Garrity, A. Glover, J. Jacobs, A. Medlock, J. Montgomery

I. CALL TO ORDER AND INTRODUCTIONS

The President called the Board of Directors meeting to order at 3:01 p.m. and the meeting proceeded with introductions.

II. CORRECTIONS AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Corrections: P. Brunner noted that the Governance Recommendation Action Item from the Bylaws Committee that was voted on and approved was not included in the March 2021 meeting minutes and asked that an amendment be made to reflect the vote.

Action Requested: Authorize the Bylaws Committee 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.

Approved

Motion: Approve the Board meeting minutes dated March 20, 2021, with the amendment as submitted.

Seconded.

Motion approved.

III. CONSENT AGENDA

There were no consent agenda items for this meeting.

IV. REPORTS

A. President – Dan Culhane

Demographic Survey - The President made note that the survey is coming to an end and we have only had 3,400 responses. David Grindle stated that we need a minimum of 6,000 participants to make the survey valid. Dan urged everyone to complete the survey if they have not done so and to continue sharing the survey link.

B. Secretary - Paul Brunner

Bylaws Committee Report- The Secretary gave the Board a Progress Report on the Bylaws Committee task of investigating and further discussing the process of moving the Institute toward the governance structure recommended and adopted by the Board in 2008 (MAC Report).

Nominations Committee Report – Paul gave a brief report on the progress the Nominations Committee has made for the 2021 ballot.

The Secretary presented the following action item from the Nominations Committee:

Motion: Accept the recommendation of the Nominations Committee to appoint Dana Taylor as Director on the Board of Directors for one year beginning July 1, 2021.

Seconded.

Motion approved.

C. Treasurer– Kim Scott

Budget Review – Kim presented the Board with the first reading of the FY22 Budget. She noted that the format was a bit different than previous budgets as to make it more user friendly for the National Office and Finance Committee to work with. Kim also stated that the budget presented was not the most up to date version as additional revisions have been made. The updated final budget will be sent out June 8th to the Board via Basecamp for review before the Board Meeting on June 15th where the budget will be voted on. Kim thanked David Grindle, Carol Carrigan, and the Finance Committee for their continued efforts.

D. Executive Director – David Grindle

Covid Compliance Course – David informed the Board of a Covid Compliance Course designed for theatre professionals that is being offered online by the company Arts & Science. Arts & Science has offered to give a \$5 discount on pricing for our members making it \$40 for our members instead of the regular \$45. David would like Board to authorize the use of up to \$6,000 from a combination of the New Century Fund and the Professional Development Fund to subsidize the cost making it \$20 per member. This would be a member benefit for the first 300 members who sign up for the course through USITT.

The Executive Director presented the following action item:

Motion: Move that the Board authorize up to \$6000.00 from a combination of the New Century Fund and the Professional Development Fund to offer a short-term, limited member benefit of Covid Compliance training for \$20 member with the remaining \$20 supported by the authorized funding.

Seconded.

Motion approved.

Fall 2020 TD&T – The Executive Director introduced Eileen Curley, *TD&T* Editor, to the Board and made the Board aware of admitted and non-admitted plagiarism issues in the Fall 2020 edition of *TD&T* that Eileen brought to David’s attention. Eileen has been in contact with the author who is becoming more and more uncooperative in the situation. Eileen and David both believe that the plagiarism was not intentional but does need to be acknowledged. Eileen has drafted a statement that will be printed in the Spring 2021 edition of *TD&T*. USITT will pull the article from our digital sources and will not re-print the article.

Summer Programming – David made note of some of USITT’s upcoming summer programming in the works. Christine Troscher, Director of Education and Training is currently working with our exhibitors to host a series of webinars on Fridays throughout the summer. Christine is also working with commissions to create a “Lunch and Learn” summer series. USITT’s Community Conversations will continue and there is a possibility of bringing back our 2021 Keynote Speakers to host a Q&A session.

Convention Center Site Visits – David, Jody Harris, and Kasey Allee-Foreman were all able to visit a new convention center in Oklahoma City, OK. In June David and Kasey plan to discuss future shows and locations. We are also in conversation with the Baltimore Convention Center in Baltimore, MD for our 2022 conference in hopes we may be able to give some space back to help save some costs. Kasey will discuss more details with the Board at the August Board meeting.

August Board Meeting – The annual August Board Meeting will take place Friday, August 13th through Saturday, August 14th at the National Opera House in Manhattan, NY. This meeting will be in person with a hybrid option available. The 2021 August meeting will only be a Board meeting, there will not be any commission meetings scheduled. More information will be sent out via Basecamp the week of May 24th as rooms need to be booked by the 15th of June to lock in the low rates.

V. NEW BUSINESS

No new business to report.

VI. FINAL ANNOUNCEMENTS

The President thanked the Board for their time and talents and for keeping us on track. He also reminded the Board to complete the Demographic Survey and to share with everyone in the industry.

The Board went into Executive Session at 4 p.m.

Next Board Meetings:

Tuesday, June 15th – 3p.m. EASTERN via Zoom

Friday, August 13th – Saturday, August 14th, 10 a.m. to 6 p.m. EASTERN each day IN PERSON