

**USITT Board of Directors  
Web Board Meeting No. 110  
November 10, 2020  
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, 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, J. Streeter, Y. Williams, K. Williamson

**Excused:** D. Stewart

**Absent:** Joseph King, Board Mentee

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

**Guests:** M. Allar, A. Altadonna, A. Medlock

**I. CALL TO ORDER AND INTRODUCTION**

The President called the Board of Directors meeting to order at 3:05 p.m. The President thanked Christine Troscher, Julie Taymor and Don Holder for the collaboration webinar on 11/9/2020. The webinar had more than 130 participants. The President also thanked Kasey Allee-Foreman, Christine Troscher, Cody Hann, and Jody Harris for development of the baseline framework for the 2021 Virtual Conference. Dan added that the framework was driven by survey data developed by Mark Blackmon and his team. The President stated that a spectacular virtual event is being planned that will increase attendance and support corporate sponsors.

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

**Motion:** Approve the Special Board meeting minutes dated September 29, 2020 as submitted.

**Seconded.**

**Motion approved.**

**III. CONSENT AGENDA**

**Motion: Approve Consent agenda items:**

**Seconded.**

**Motion approved.**

**Consent agenda items approved:**

**Herb Greggs Awards:**

Herb Greggs Award: Ahariva Aesthetics, Deepsikha Chatterjee

Herb Greggs Merit Award: Is Now When We Panic?, Frank Ludwig

Herb Greggs Merit Award: Precedents for an Unprecedented Time, Byron

Harrison

**Golden Pen Award:**

Stage Makeup, 11<sup>th</sup> Edition, James Glavan and Richard Corson

**IV. REPORTS**

**A. President – Dan Culhane**

The President presented the following action item from the Audit Committee:

**Motion:** Move that the Board of Directors accept the FY2020 Audit.

**Seconded.**

**Motion approved.**

**B. Secretary - Paul Brunner**

**Election** - The Secretary reported that the election process is on schedule. He urged all Board members to vote, the election will close in December. Paul noted that the next nomination cycle will open January 2021.

**Bylaws Committee** - The Secretary reported that the Committee is scheduled to review Board job descriptions, they were last reviewed in 2016. The updates will require Board approval. Paul stated that the last reorganization of the Bylaws was in 2010 when the Executive Director was hired. The Committee is scheduled to begin that review soon.

**C. Treasurer– Kim Scott**

**Finance Documents** – The Treasurer noted that currently the Finance Committee is meeting weekly to monitor finances, the Committee will switch to bi-weekly meetings in the future. Kim also noted that the Board can find a video on how to read the budget and monthly financial statements in the Board orientation folder in Basecamp.

**Revised FY2021 Budget** - Kim reported that the FY2021 Budget has been revised. She stated that this is the best and most comprehensive budget that we have at this time. The Finance Committee will continue to monitor the market and other changes related to FY2021 and report at the January meeting.

**Motion:** After the plan for the virtual conference and reviewing costs for the year, the Finance Committee submits a revised FY2021 Budget to the Board of Directors for approval.

**Motion approved.**

**USITT Fund** – The Treasurer provided the following details regarding the creation of the USITT Fund. Restricted Fund created in 2005.

The Fund language states that fund earnings and dividends (currently \$93,558) may be used for ongoing USITT programs, possible emergencies, and unique needs.

Kim stated that the Finance Committee agrees that supporting general operations is a unique need during the pandemic. The Finance Committee will advise the Board when funding may be needed and seek discussion and funding approval from the Board.

**Motion:** Permit the Finance Committee to release up to \$93,558 in interest and earnings from the USITT Fund to support General Operations of the Institute during the 2021 Fiscal Year should the Finance Committee determine those funds are needed. The Board will be notified if such action is to take place.

**Motion approved.**

**Revisions to Current Fund Names** - The Treasurer presented the following proposed actions recommended by the Finance Committee to include name changes for three current funds to communicate with our donors more clearly, directly aligning fund purposes with titles and the establishment of three new funds through reallocation of existing funds.

**Motion:** Change the name of the current Edward F. Kook Fund to the revised: **Edward F. Kook Fund for Research** and remain a temporarily restricted fund. [Temporarily restricted funds allow expenditures using investment income and/or the principal balance of the Fund.]

Change the name of the current The New Century Fund to the revised: **New Century Fund for Young Professionals** and remain a temporarily restricted fund.

Change the name of the current The USITT Fund to the revised: **USITT Future Fund** and remain a permanently restricted fund. [Permanently restricted funds allow expenditures only using investment income, the principal cannot be invaded.]

**Motion approved.**

**Proposed New Funds** - Kim presented motions for the following new funds established through reallocation of existing funds and related policies.

**Motion: Establish the Tayneshia Jefferson Fund for Inclusion**

**ORIGIN**

Established in 2020, the Tayneshia Jefferson Fund for Inclusion was created to support USITT's activities in building Equity, Diversity, and Inclusion. The fund is named to honor the memory of Board Member Tayneshia Jefferson who lived a life dedicated to inclusion and enabling a more diverse workforce in entertainment design and technology.

**POLICY**

The Tayneshia Jefferson Fund for Inclusion supports initiatives, programs, scholarships, and other activities that promote Equity, Diversity, and Inclusion of underrepresented people in USITT and the Industry. The Tayneshia Jefferson Fund is a temporarily restricted fund.

**PROCEDURES**

Decisions concerning the use of the Fund distribution are made by the Board of Directors. Proposals for use may be made by any USITT member with greater weight given to proposals endorsed by the Equity, Diversity, and Inclusion Committee.

**Motion: Establish the Rigging Safety Fund**

**ORIGIN**

Established in 2012 with a gift from JR Clancy Corporation and matching dollars from USITT to support rigging inspections and safety training grants for secondary schools.

**POLICY**

The Rigging Safety Fund supports rigging inspections and 4 hours of safety training for secondary schools in the United States. Partner firms with at least one ETCP certified Rigger on staff agree to do the inspection and training for a set fee to be determined and reviewed annually. The Rigging Safety Fund is a temporarily restricted fund.

**PROCEDURE**

Grants applications are received on an ongoing basis and reviewed twice each year. A panel of three ETCP certified riggers appointed by the President review applications ranking them according to need and apparent safety issues. The number of grants issued each cycle is determined by the Executive Director after reviewing the available funds. Awarded schools have three years to arrange for the requested inspection and training. If funded services are unable to be completed in that time, the grant allotment is returned to the fund. Inspectors bill USITT directly for services.

**Motion: Establish the Professional Development Fund**

**ORIGIN**

Established in 2020 to consolidate funding and to seek additional donations that support programs and services encouraging life-long learning and career development offerings.

**POLICY**

The Professional Development Fund supports training and professional development opportunities for members who are not currently engaged in an accredited academic program of study. The Professional Development Fund is a temporarily restricted fund.

**PROCEDURE**

Decisions concerning the use of the Fund distribution are made by the Board of Directors to enable life-long learning and career development activities typically not directly related to the Annual Conference & Stage Expo.

**Motions approved (establishment of all three funds).**

**Sherry Wagner-Henry Leadership Development Initiative** – The Treasurer presented the following motion to support the Board Mentorship Program.

**Motion:** Allocate the \$35,169 in the USITT@50 fundraising money housed in the New Century Fund and the \$5,360 donated in Memory of Sherry Wagner-Henry to establish the Sherry Wagner Henry Leadership Development Initiative supporting the Board Mentorship Program and additional leadership development as the Board deems appropriate. These funds will be housed in the Professional Development Fund.

**Discussion:** The Board asked to clarify Board Mentorship support. Board Mentorship support is travel and housing for a Board Mentee to attend Board meetings.

**Motion approved.**

**D. VP Communications – Rafael Jaen**

**Backstage Series** - Rafael stated that work is progressing on the second book in the Backstage series – *Off Headset* with Routledge.

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

**Publications Committee Manual** - Rafael reported that the Publications Committee is working on reviewing and updating the Publications Committee Manual.

**E. VP Conference – Kasey Allee-Foreman**

**Conference Planning** - Kasey stated that the framework is in process for the 2021 Virtual Conference. She stated that the plan is for a five-day Conference with the Expo mid-week. Work has started on the social aspect. Kasey added that our commitment is to serve all members with an affordable and engaging experience and sell as many registrations as possible.

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

Tammy presented a PowerPoint presentation for distribution of the FY2021 Budget for Non-Member Presenter honoraria for a total of \$42,000.

**G. Executive Director– David Grindle**

David presented the following motion to re-name the Board Mentorship Program.

**Motion:** Re-name the Board Mentorship Program as the “Sherry Wagner-Henry Fellowship.

**Motion approved.**

The Executive Director updated the Board on the following:

**Key Investments** – We are in the process of transferring funds from AXA to Key Investments. This will establish the line of credit with KeyBank.

**Designs Series & PQ19** – The Designs Series has done well online. We will begin to share PQ19 designs soon.

**IT Infrastructure Update** – David reviewed the following IT updates and additions with the Board:

**IT Updates** - Server upgrades, archive updates, and online store updates.

**Amazonification** – Tags products with user areas of interest.

**Einstein** – Salesforce portal that tracks behavior/predicts (donations, webinars, etc.).

**Innova Integration** – Verified and working Backstage exam.

**Clowder** – USITT APP that integrates Conference, Commissions, and Membership.

**Link 2020** – Successful virtual event with SETC with 154 schools and 136 candidates, approximately \$15,000 USITT income, \$8,400 was budgeted.

**Education & Training** – As of July 1 – November 10, 2020 we have had 1,678 registrants totaling \$4,435.

David noted that membership income is steady and we are working to open Conference registration in late December or early January.

**V. NEW BUSINESS**

The President reminded the Board that Commission reports are submitted in the spring.

**VI. FINAL ANNOUNCEMENTS AND ADJOURNMENT**

The President reported that the USITT office will be closed the week of Thanksgiving in recognition of the staff's efforts during the Pandemic. The next scheduled meetings of the Board are as follows:

**Tuesday, January 19, 2021 – 3 p.m. – Web Meeting**

**March – to be determined**

**Tuesday, May 18, 2021 – 3 p.m. – Web Meeting**

**Motion:** Move to adjourn at 5:06 p.m.

**Motion Approved.**