

**USITT Board of Directors  
Web Board Meeting No. 116  
April 4, 2022  
Liverpool, NY**

**Present:**

**Board of Directors:** K. Allee-Foreman, A. Bellet, P. Brunner, A. Casey, K. Corbett Oates, D. Culhane, A. Duggan, C. Gillett, A. Glover, T. Hardin, T. Honesty, J. Jacobs, R. Jaen, D. Krajec, N. Queenan, K. Rigdon, E. Rouse, C. Satter, K. Scott, T. Shackelford, D. Sherrer, D. Stewart, J. Streeter, D. Taylor, Y. Williams, K. Williamson

**Board Fellows:** S. Penland, B. Rangell

**Excused:** A. Bilkey, D. Fitzgerald, B. Huneycutt

**Non-Voting Staff:** L. Allers, M. Blackmon, K. Greenfield, D. Grindle, J. Harris, T. Lavonas, L. Quimby, J. Shuron, F. Taylor, C. Troscher

**Guests:** E. Alberg

**I. CALL TO ORDER AND INTRODUCTION**

The President called the Board of Directors meeting to order at 4:03 p.m.

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

No previous meeting minutes to review.

**III. CONSENT AGENDA**

**Motion:** The Sound Commission Working Group moves that the Board of Directors approve the USITT/TSDCA Sound Documentation Recommend Practice as revised per Board Request.

**Motion approved.**

**Motion:** The Awards and Resolutions Committee moves that the Board of Directors approve the policy on Awards and Honors as vetted by USITT counsel.

**Motion approved.**

**IV. REPORTS**

**Governance**

**A. President, Carolyn Satter** – Carolyn presented the Action Item regarding the USITT Executive Director Search Committee. The Search Committee will be comprised of the following members:

- Board of Directors – 2
- Commissions – 2
- Past President – 1
- Exhibitors – 2
- Early Career Professional – 2
- National Office - 2

**Motion:** The Board instructs the president to appoint a USITT Search Committee. The Search Committee will engage a qualified Search Firm to investigate and present appropriate candidates for the position of Executive Director for USITT. The committee will also engage with the selected Search Firm to review and evaluate the candidates for the position of Executive Director and present a final candidate to the Board for approval. This committee will be chaired by past president, Carl Lefko.

**Motion approved.**

**Motion:** The Board endorse the candidates as read by the President, Carolyn Satter.

BOD – Carolyn Satter, Jim Streeter

Commissions – Joe Payne, Rich Dionne

Past President – Carl Lefko - Chair

Exhibitors – Jeff Flowers, Rose Brand, Mickey Henry, ETC

Early Career Professionals – Avery Evans, LT Gourzong

National Office – Lea Ann Quimby, Jody Harris

**Motion seconded.**

**Motion denied.**

*Amendment: The Board will endorse a more representative Search Committee of USITT's membership via a vote within the next week through the USITT Board of Directors Basecamp site.*

*BOD - Carolyn Satter, Jim Streeter*

*Commissions - Joe Payne, Rich Dionne*

*Past President - Carl Lefko - Chair*

*Exhibitors - Mickey Henry, ETC; Whitney Winkels, Wenger*

*Early Career Professionals - Avery Evans, LT Gourzong*

*National Office - Lea Ann Quimby, Jody Harris*

**Motion seconded.**

**Motion approved.**

**V. ITEMS FROM PREVIOUS MEETINGS – none presented.**

**VI. NEW BUSINESS – David Grindle Leadership Fund** – The Development Committee has suggested a Grindle Leadership Fund be created to provide the leadership, membership, and corporate partners a formal opportunity to recognize and to thank David for the twelve years of outstanding service to the Institute by making a donation to the newly soon to be established Grindle Leadership Fund which will provide additional resources to support diverse and newly represented voices to participate as leaders in USITT. The fund will be within the Tayneshia Jefferson Fund

**Motion:** Board of Directors establish a fund within our current structure to honor the service of David Grindle as Executive Director. The details of this fund will be worked out jointly between the Finance and Development Committees with content input from David.

**Motion seconded.**

**Motion approved.**

**USITT Interim Executive Director** – David Grindle's current contract states June 13, 2022, as his last day with USITT. Upon his departure an interim Executive Director will need to be put in place until the new Executive Director is hired. Carolyn Satter has approached Lea Asbell-Swanger about the interim position and Lea has agreed to accept the position.

**Motion:** The Board of Directors endorse Lea Asbell-Swanger as USITT’s Interim Executive Director.

**Motion approved.**

**VII. FINAL ANNOUNCEMENTS AND ADJOURNMENT** – Future Board meeting dates are as follows:

Tuesday, May 17, 2022, 3:00 to 4:30 p.m. Eastern Time (ONLINE)

TBA in June

August 4-5, 2022, in Calgary, AB, Canada in conjunction with World Stage Design (IN PERSON)

**Motion to adjourn at 5:00 p.m.**

**Motion approved.**