

**USITT Board of Directors
Web Board Meeting No. 116
January 19, 2022
Liverpool, NY**

Present:

Board of Directors: K. Allee-Foreman, A. Bellet, A. Bilkey, P. Brunner, A. Casey, K. Corbett Oates, D. Culhane, D. Fitzgerald, C. Gillett, T. Hardin, B. Huneycutt, J. Jacobs, D. Krajec, N. Queenan, E. Rouse, C. Satter, K. Scott, T. Shackelford, D. Sherrer, D. Stewart, J. Streeter, D. Taylor, Y. Williams, K. Williamson

Board Fellows: C. Garrity, A. Hernandez

Excused: A. Duggan, A. Glover, T. Honesty, R. Jaen, K. Rigdon

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

Guests: D. Dorn, M. Hefter, T. Kelly, P. MacKay, J. Miller, J. Montgomery, S. Penland, T. Proffitt, B. Rangell, S. Young

I. CALL TO ORDER AND INTRODUCTION

The President called the Board of Directors meeting to order at 3:00 p.m.

II. CORRECTIONS AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion: Approve the Board meeting minutes dated Tuesday, November 11, 2021

Motion seconded.

Motion approved.

III. CONSENT AGENDA

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Cam Camden for the KM Fabrics Technical Production, Yu Zhang for the Zelma H. Weisfeld Costume Design & Technology Award, Emma Craig for the Barbara Matera Award for Costume Making, Sarah Bauch for the USITT Stage Management Award, Maggie Nelson for the Richard Hay Undergraduate Scene Design Award, Kevin McBee for the The USITT Scene Design Award, Riley Lathrom for the Bernhard R. Works Master Crafts Award, Hyejin Son for the Bernhard R. Works, Frederick A. Buerki Scenic Technology Award and Denisse Chavez for the The Barbizon Lighting Company Jonathan Resnick Lighting Design Award.

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Kristen Martino for the Rising Star Award.

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Jerome Sheehan for the USITT Wally Russell Award.

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Baltimore's Arena Players Inc for USITT's DeGaetani Award

Motions approved.

**IV. REPORTS
Operations**

- A. Executive Director, David Grindle** – David informed the Board that his report stands as posted.

Governance

- B. Secretary, Paul Brunner** – Paul reviewed amendments that were made to the USITT Bylaws since the November meeting with the Board.

Motion: Approve the USITT Bylaws, as amended, to take effect July 1, 2022. Endorse the Bylaws Committee continued efforts to work closely with existing committees, elected and appointed volunteers, and staff to update operational policies and procedures. As always, policies are subject to Board approval.

Motion Approved.

President, Carolyn Satter – Carolyn gave an update on the Development Committee and the success of the Setting the Next Stage Campaign. The planned goal of \$300,000 became a realization of \$600,000. In the Fall of 2021, the members of the Development Committee have been asked to send personal thank you's to those who have contributed to the Institute and will continue to do so.

Scenic Design Forum – A working group of seasoned, late career Scenic Designer professionals has been developed to advance fundraising goals. Part of their goals are to have each member contribute \$150 annually to the Institute and be there to volunteer their time and resources. They also want to provide membership to early and mid-career scenic designers. The group will be available for portfolio reviews, award judication, and participating on panels. They have a mission drafted, they will be offering their services in Baltimore, and will be putting forth to the Board asking for recognition.

Completion of 100% Board Giving – Carolyn thanked the Board for all those who answered her request at the August Board meeting to reach the goal of 100% completion of Board giving. To date there is only one member left to donate. Completion of 100% board giving not only provides financial support to the Institute but also provides leverage when applying for grants. Dan Culhane as well as other Board members offered to donate on behalf of the anonymous Board member who has yet to donate to reach this 100% goal.

Sexual Harassment Committee – In August of 2020 a Sexual Harassment document came before the Board that was tabled for further discussion. This document has been tasked to Bryan Huneycutt and Nicole Queenan to form a committee to work on revisions of the document. A first draft was provided in the January Board packet for review and questions. The document will go back to the committee for revisions and the revised version will be presented to the Board at the March 2022 meeting for approval.

Ethics Policy – In mid-November a Board member reported to David Grindle unethical behavior of one of our USITT members, and DAA winners. David brought this to Carolyn's attention and Carolyn asked Todd Proffitt and Jenn Jacobs to work on a policy of vetting out questionable ethical behaviors for all candidates of awards, honorariums, elected offices, and appointed positions. Todd and Jenn will put together a committee to draft a policy and procedure to be brought to the Board for discussion and approval.

- C. Treasurer, Kim Scott** – Kim informed the Board that the Finance Committee will be reviewing the Budget that Fran Taylor and David Grindle have been working on. The Finance Committee will review the Budget over the next two months and present a first read of the Budget in March. Then hold it tentative in May and schedule a special Board meeting for Budget approval in June. This will give time to see how the revenue settles out coming out of Baltimore.

- D. VP of Conferences, Kasey Allee-Foreman** – Kasey gave the Board an update on conference stating that we are very busy, feel a bit behind largely because we are doing things we have never done before,

and we are making decisions as responsibly as we can taking into consideration the safest ways to do things. Kasey continues to receive positive feedback from our members about going forward with a live, in-person conference.

Special Exhibits – Jim Streeter informed the Board of the four special exhibits at Conference, the Rendering Exhibition, the ADA exhibit, Emerging Creative Showcase and the Stage Management Paperwork Exhibition.

- V. ITEMS FROM PREVIOUS MEETINGS** – None presented.
- VI. NEW BUSINESS** – None presented.
- VII. EXECUTIVE SESSION** – Board went into Executive Session at 3:43 p.m. No motions were raised during the session.
- VIII. FINAL ANNOUNCEMENTS AND ADJOURNMENT** – Future Board meeting dates are as follows:
 - Tuesday, March 1, 2022, 3 - 6 p.m. Baltimore Convention Center, Baltimore, MD (IN PERSON)
 - Wednesday, March 2, 2022, 9 a.m. – 1 p.m. Baltimore Convention Center, Baltimore, MD (IN PERSON)

 - Tuesday, May 17, 2022, at 3 p.m. Eastern Time (ONLINE)

Meeting adjourned at 4:18 p.m.