

**USITT Board of Directors
Web Board Meeting No. 115
November 11, 2021
Liverpool, NY**

Present:

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

Board Fellows: C. Garrity

Excused: D. Fitzgerald, A. Glover, A. Hernandez, R. Jaen, E. Rouse, Y. Williams

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

Guests: L. Asbell-Swanger, S. Bonds, D. Devin, J. Feivou, D. Glowacki, M. Hefter, D. Huston, C. Kaiser, T. Kelly, P. MacKay, A. Medlock, J. Montgomery, B. Rangell

I. CALL TO ORDER AND INTRODUCTION

The President called the Board of Directors meeting to order at 3:02 p.m.

II. CORRECTIONS AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Corrections: Item 6: New Business – Director of Ideas should be changed to Director of I.D.E.A.S.
Page 4: Conference Update – spelling error, “tanked” should be changed to “thanked”
Inclusion of the Honorary Resolution for Carol Carrigan

Motion: Approve the Board meeting minutes dated Tuesday, August 14, 2021, with correction made.

Motion seconded.

Motion approved.

III. CONSENT AGENDA

DeGaetani Award was removed from the Consent agenda and will be presented at the January 2022 Board Meeting.

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Yoshinori Tanokura for the H Greggs Award, Skye Strauss for the H Greggs Merit Award and Joseph Brandesky for the Golden Pen Award.

Motion: The Awards and Resolutions Committee moves that the Board of Directors approve Klarmar Hall for the USITT Architecture Honor Award and Myrtle Woldson Performing Arts Center, Gonzaga University and Tanglewood Linde Center for Music and Learning for the Architecture Merit Awards.

Motions approved.

**IV. REPORTS
Operations**

A. Executive Director, David Grindle

Director of I.D.E.A.S. position – David informed the Board that the position is continuing to be developed and discussed with the following committee: Bryan Huneycutt, Calvin Anderson, Fran Taylor, Mark Blackmon, and David Grindle. The committees next meeting will be in December. The position will be posted as an optional remote position and candidates will be interviewed by select staff and USITT members.

2021 Fall TD&T – The latest edition of TD&T is in the proof stage and then sent onto the printers for distribution. David also noted that we were on track for the next TD&T Portfolio edition, the designs of August Wilson.

Sherry Henry-Wagner Board Fellowship – Deb Sherrer announced USITT’s two new fellows that begin their term in July 2022, Sarah Penland and Brian Rangell.

Conference Planning – David continues to work closely with Kasey Allee-Foreman in search for a city to host our 2024 Annual Conference and Stage Expo. Long Beach, CA and Oklahoma City, OK are two cities they are currently working with. There is a possible third option on the west coast that David should have a bid in within the next few weeks.

B. Director Education & Training, Christine Troscher

Online Education – Christine informed the Board that there is currently a dozen or so events online for our members to register and attend.

Glerum Rigging Class – Christine is hoping to hold a Glerum Rigging Class this coming May in Cerritos

LDI Conference – Both Christine and Jody will be attending the LDI show in Las Vegas next week

Conference – Christine will continue to focus and prepare for our upcoming conference in March. She would like to thank all the volunteers for their time.

C. Director of Engagement, Mark Blackmon

Conference Registration – Mark informed the Board that conference registration is currently open for members only through December 1, 2021. We currently have 100 paid attendees; \$39,000 in income; 9.5% deferred credit used thus far. Non-member registration will open in December.

Membership – We are currently at \$155,000 in membership to date, with just about 3000 members which is the highest number of members we have had since the beginning of the pandemic. Mark also noted that there has been an increase in our monthly Individual, Student, and Professional subscription memberships and our Organizational members are starting to come back and renew their memberships. As of today, we have more Contributing members than ever before.

Student Chapters – USITT currently has 29 active Student Chapters. Derek Epstein has been very instrumental with the engagement of these student chapters.

USITT Weekly News / Technically Speaking Podcast – Weekly News is published each Friday by Jenn Shuron. The open rate for the newsletter currently about 6%. Jenn Shuron also produces USITT’s “Technically Speaking” podcast. There are currently 36 episodes with a download rate of 86% in the U.S. and 14% worldwide.

CCO Classes – The CCO Certificate & COVID Safety Training classes are still available through our partnership with Arts and Science. Members can register for either the Patron Safety portion, the Theatre Production portion, or both.

D. Director of Finance, Fran Taylor

Revenue Highlights – Fran gave a summary on conference registration and Stage Expo sales. She informed the Board that 2020 deferred credits are being used towards both. Fran reported that there have been 86 booths sold thus far for a total of \$361,000.00 in revenue. 37% of those sales were in deferred credits.

Processes Update – Fran informed the Board that we have moved to an electronic payment platform through our bank, Key Bank. Key Cash Flow is a secure platform with an automated workflow to submit payments to our vendors.

Fran is also working with Deb Krajec on internal control changes that she would like to implement.

Audit – The 990 / Audit has been presented to the Board and Finance Committee. Once the audit is approved it will be made public on our website.

Governance

E. President, Carolyn Satter – Carolyn presented the Action Item from the Audit Committee.

Motion: The Audit Committee move that the USITT BOD accept the FY 2021 Audit Report.

Motion approved.

F. Treasurer, Kim Scott – Kim wanted to thank Fran Taylor for “hitting the ground running” as well as her leadership in her new role. Kim will be working with Fran on developing a “How to Read the USITT Budget” for Fran’s budget presentation at our March Board meeting.

Staff Insurance – Kim informed the Board that we are in the process of moving the staff to a new insurance benefits company that will provide more opt-in opportunities. This change will transition us into a July 1st premium renewal to align with our fiscal year.

G. Secretary, Paul Brunner – Paul informed the Board that the Bylaws Committee has been meeting weekly for several months both as a committee as well as with focus groups and legal council to update our current bylaws. Paul presented both a working document which was created to track changes to the bylaws by documenting additions and deletions as well as clean copy of the bylaws with all the recommended changes made. After this first reading of the Bylaws the next step is that the committee will take their notes from this Board meeting as well as comments/concerns made on the online portal that will be made available for members from 11/15/2021 through 12/15/2021 and make any further revisions to present to the Board at the January Board meeting for a vote.

H. VP of Conferences, Kasey Allee-Foreman – Kasey presented and Action Item regarding COVID-19 compliance for the upcoming conference.

Motion: That the Board adopt the three option Covid-19 Health policy for all attendees to the USITT Conference and Stage Expo in Baltimore in 2022 with amendments made.

Amendments:

- Proof of vaccination does not require a Covid-19 test within three days of the event.
- If you are unvaccinated, a negative Covid-19 test is required within 3 days of the event.
- Include guidelines for mask wearing.

Motion seconded

Motion approved.

V. ITEMS FROM PREVIOUS MEETINGS – none presented.

VI. NEW BUSINESS – none presented.

VII. EXECUTIVE SESSION

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

Wednesday, January 19, 2022, at 3 p.m. Eastern Time (ONLINE)

Tuesday, March 1, 2022, in Baltimore, MD – Time to be announced (IN PERSON)

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

Motion to adjourn at 4:50 p.m.

Motion approved.