

Association for
Performing Arts
& Entertainment
Professionals

usitt.org

United States Institute for
Theatre Technology, Inc..

290 Elwood Davis Road | Suite 100
Liverpool, NY 13088

T 800.938.7488 or 315.463.6463

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USITT Board of Directors
Board Meeting No. 120
Tuesday, August 2, 2022, 1:00pm-4:00pm
Online

APPROVED: 10/4/22, AS AMMENDED, PJB

Present

Board of Directors *[first initial, last name]*: C. Satter, A. Bellet, J. Streeter, T. Hausman, P. Brunner, D. Krajec, J Jacobs, K. Scott, A. Tripathi, T. Huston, D. Taylor, D. Fitzgerald, A. Casey, A Duggan, K. Corbett-Oats, D. Sherrer, N. Queenan, K Alley-Foreman, C. Gillet, M. Mitchell

Excused Absent: K. Williamson

Unexcused Absent:

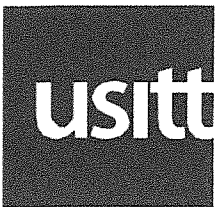
Board Fellows: B. Rangell, S. Penland

Non-Voting Staff : L. Asbell-Swanger, L Quimby, F. Taylor, K. Greenfield, J. Harris, C. Tosher, L. Allers, M. Blackman, C. Nelson,

Guests: C. Lefko, Jean Montgomery, B. Huneycutt, T. Honesty

Instructions: *Meeting minutes shall be the official record of decisions made by the Board. The discussions and deliberations among Board members are not documented within the meeting minutes. For simplicity, Copy/Paste the Board Meeting Agenda below and add notes to each item pertaining to changes to the agenda, actions voted up or down (including voting counts), and other pertinent information regarding decisions and actions by the Board while the meeting was in session. When the Board enters Executive Session, record the time the Session began, and ended, and note decisions or actions that were made during the Session. Meeting minutes shall be reviewed by the Governance Committee and President before being placed on a subsequent Board agenda for review and approval. Upon approval, Board Meeting Minutes are published for the membership and archived.*

- I. Call to Order, Announcements, Introductions
 - II. Corrections and Approval of Minutes of Previous Meeting
Minutes accepted for June 9th Board meeting, no amendments, **PASSED unanimously.**
 - III. Consent Agenda:
Action Item: Approval of Chairs for-Committees of the Board - **PULLED**
Action Item: Approval of Chairs for-Committees of the Corporation - **PULLED**
Action Item: Approval of Commission Leadership - **PULLED**
Action Item: Distinguish Achievement Awards – **PASSED unanimously**
Action Item: Special Achievement Awards – **PASSED unanimously**
- The three items were pulled to be discussed under New Business.
- IV. Reports
Operations



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Finance – Fran Taylor

Fran's report stands as submitted. Brief highlights on FY23 updates were presented.

Engagement – Mark Blackmon

Verbal report given.

Education & Training – Christine Troscher

Verbal report given

Karen Greenfield – Verbal report given.

VP Education & Training – Tammy Honesty

Report stands as submitted.

Sales and Sponsorship – Jody Harris

Verbal report on Stage Expo sales.

Executive Director – Lea Asbell-Swanger

Verbal report on National Office staff operations. Several contracts are in process and contracts are all being reviewed, and workflow uniformity work is underway.

VP Commissions – Ashley Bellet

Report from Commissions stand as submitted.

VP Conferences – Kasey Allee-Foreman

Verbal report on St. Louis Conference.

Governance

President – Carolyn Satter

Executive Search Update – Carl Lefko

Isaacson-Miller, Search Firm. The Board can expect regular updates in each Board meeting moving forward.

Roberts Rules Alternative – Bryan Huneycutt

Ashely Bellet presented a report. A recommendation to adopt Martha's Rules has been referred to the Governance Committee.

The meeting was suspended for approximately 2:20pm-2:25pm, EST, for a break.

Treasurer – Kim Scott

Verbal report presented regarding the Hilton-Baltimore contract.

Secretary – Paul Brunner

Verbal report presented on Nominations Committee process.

Verbal report presented that Bylaws Committee continues bimonthly.

Action Item: By Laws Revision – **NOT PRESENTED**

This was inadvertently omitted from the Board Packet. It will be included in the next Board agenda and packet for consideration.

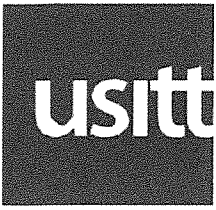
Action Item: Awards Committee Policy approval - **PASSED unanimously.**

V. Items from Previous Meetings

None

VI. New Business

Action Item: Approval of Commission Leadership



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Amended to read "Commission Leadership for the FY2022-2023". **PASSED
unanimously.**

Action Item: Approval of Chairs for-Committees of the Corporation

Amended to read "In keeping with the revised Bylaws and acknowledging the associated period of transition each committee shall have the opportunity to approach the Governance Committee with a recommendation for a different committee member to serve as chair in FY2022-2023." **PASSED, one abstention.**

Action Item: Approval of Chairs for-Committees of the Board, **FY2022-2023. PASSED
unanimously.**

VII. Final Announcements and Adjournment

Motion to adjourn at 2:56 p.m.

Motion approved.

Respectfully Submitted, P. Brunner, 10/3/2022