

**USITT Board of Directors  
Web Board Meeting No. 118  
June 9, 2022  
Liverpool, NY**

**Present:**

**Board of Directors:** K. Allee-Foreman, A. Bellet, A. Bilkey, P. Brunner, D. Culhane, D. Fitzgerald, C. Gillett, T. Hardin, T. Honesty, B. Huneycutt, J. Jacobs, N. Queenan, K. Rigdon, C. Satter, K. Scott, T. Shackelford, D. Sherrer, J. Streeter, D. Taylor, Y. Williams, K. Williamson

**Board Fellows:** C. Garrity

**Excused:** A. Casey, K. Corbett Oates, A. Duggan, A. Glover, A. Hernandez, R. Jaen, D. Krajec, E. Rouse, D. Stewart

**Non-Voting Staff:** L. Allers, M. Blackmon, K. Greenfield, D. Grindle, L. Quimby, F. Taylor,

**Guests:** L. Asbell-Swanger, A. Bonds, T. Hausmann, P. MacKay, A. Medlock, M. Mitchell, J. Montgomery S. Penland, G. Petruska, T. Proffitt, B. Rangell

**I. CALL TO ORDER AND INTRODUCTION**

The President called the Board of Directors meeting to order at 3:05 p.m.

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

**Motion:** Accept the Meeting Minutes dated May 17, 2022, as submitted.

**Motion Seconded.**

**Motion Approved.**

**III. CONSENT AGENDA**

No Consent Agenda Items submitted.

**IV. REPORTS**

**Governance**

**A. Treasurer, Kim Scott** – Presented the FY2023 Budget for approval

**Motion:** For the Board to approve the FY2023 Budget as presented

**Motion Seconded.**

**Motion Approved.**

**B. President, Carolyn Satter** – Carolyn Satter informed the Board that a Search Firm, Isaacson Miller, has been chosen for the Executive Director Search and a draft of the contract has been sent to our lawyers for review. The hope is that we will have a signed document/contract by next Tuesday.

**Interim Executive Director** – The President confirmed that Lea Asbell-Swanger has been offered the Interim Executive Director position for USITT and Lea has accepted the position.

**Board of Director Meeting and Retreat** – The Board of Directors meeting and retreat are scheduled for August 3 – 5, 2022 in Zoom format. Carolyn is working to find a facilitator to attend the Board Retreat to guide the Board on the transition to a Governance body.

**C. Secretary, Paul Brunner** – Paul Brunner presented an Action Item from the Bylaws Committee.

The Board sent a proposal for a Programming Committee back to the Bylaws committee for revisions to incorporate comments and feedback from the May 2022 Board meeting. Paul met with several board members to better understand the questions and concerns raised and shared this additional information with the bylaws committee members. The policy proposal was revised and shared with several board members who shared positive feedback.

A flow chart is submitted to help communicate the flow of programming session proposals as they flow into the Committee for review, and then progress on to the appropriate group(s) to be carried out. The chart is not part of the policy and visualizes how the procedures might work. The Governance organizational chart, as endorsed by the Board, is also included for informational purposes. Finally, a draft of the updated Conference Committee policy is submitted for a first reading. It is NOT being recommended for Board approval today. Existing policy is in place and additional time should be used to work with the current Vice President for Conferences and National Office Staff to further review and revise how the Institute manages the many essential volunteer roles that carry out the Annual Conference.

**Motion:** The Board to approve the policy for a new Programming Activities Committee to take effect July 1, 2022.

**Amendment:** The committee may recommend a chair to the Executive Director for selection subject to approval of the Board.

**Motion:** The Board to approve the policy for a new Programming Activities Committee to take effect July 1, 2022, with the friendly amendment.

**Motion Seconded.**

**Motion Approved.**

#### **Operations**

**D. Executive Director, David Grindle** – David Grindle informed the Board that a partnership agreement with EdTA has been signed for the BACKStage Exam. Karen Greenfield will be representing USITT and promoting the BACKstage Exam at the upcoming International Thespian Festival in Indiana.

**Glerum Rigging Masterclass** – Christine Troscher will be travelling to Burbank, CA for a Jay O. Glerum Rigging Masterclass June 23 - 24, 2022.

**TD&T Editor** – David Grindle has extended our TD&T Editor, Eileen Curley's, contract for an additional year.

**Upcoming Conferences** – David Grindle informed the Board that the convention center contracts for Seattle in 2024 and Baltimore in 2027 have been signed and submitted. He also informed the Board that we are in negotiations with St. Louis regarding construction that will be taking place at the convention center during our conference in 2023.

**Contract Execution** – The Board President, Carolyn Satter, has been given signing authority for all contracts unless Carolyn delegates another individual to do so.

**Donation** – David Grindle reported that a significant amount of money is being donated for an award that will support International Student Endeavors. This award will be housed in the Scripps Fund and will cover expenses such as travel, registration, housing, visa applications and passport fees.

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

**VI. NEW BUSINESS** – Carolyn Satter presented the Board with an Action Item for Presidential Appointments.

NON-STANDING COMMITTEES

ATHE Representative

eSET Council

ESTA TSC Standards Representative

ETCP Certification

Event Safety Alliance

Michael Gros

Dana Taylor

Jerry Gorrell, Justin Bennett alternative

Joe Aldridge

Bryan Huneycutt

**Motion:** That the Board approve these Presidential Appointments as presented.

**Motion Seconded.**

**Motion Approved.**

**Honorary Resolution** - Kim Scott presented Dan Culhane with his Honorary Resolution; Paul Brunner presented Kevin Rigdon with his Honorary Resolution that was written by Ian Garrett; and Kasey Allee-Foreman presented Tammy Honesty with her Honorary Resolution.

**Motion:** For the Board to accept the three Honorary Resolutions as read.

**Motion Seconded.**

**Motion Approved.**

**VII. FINAL ANNOUNCEMENTS** – Future Board Meeting Dates are as follows:

August Board Meeting and Retreat – August 2 – 4, 2022 ONLINE

**VIII. ADJOURNMENT** – 4:02 p.m.