

Association for
Performing Arts
& Entertainment
Professionals

usitt.org

United States Institute for
Theatre Technology, Inc..

290 Elwood Davis Road, Suite 100
Liverpool, NY 13088

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USITT Board of Directors

Board Meeting No. 120

Tuesday, October 4th,

4:00pm-5:30pm Online

Present

Board of Directors: Satter, C., Scott, K., Brunner, P., Glover, A., Bellet, A., Streeter, J., Krajec, D., Jacobs, J., Tripathi, A., Taylor, D., Fitzgerald, D., Duggan, A., Corbett-Oates, K., Sherrer, D., Allee-Foreman, K., Mitchell, M., Williamson, K., Hardin, T., Rouse, E., Williams, Y.,

Excused Absent: Hausman, T., Casey, A., Gillett, C., Huston, T.,

Unexcused Absent: Queenan, N. Penland, S.

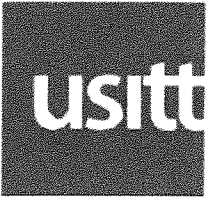
Board Fellows: Rangell, B.

Staff: Interim Executive Director: Asbell-Swanger, L.

Guests: Montgomery, J.

1. Call to Order & Agenda Approval
 - 1.1. Announcements & Introductions
 - 1.2. Call for New Business
2. Corrections and Approval of Minutes from Previous Meeting

Corrections to minutes: M. Mitchell in attendance; K. Williamson excused.
PASSED unanimously.
3. Consent Agenda items
 - 3.1. None
4. Governance Transition Topic
 - 4.1. Communication – Interim Executive Director Lea Asbell-Swanger
Verbal report given on National Staff operations. Any Operational Committee of the Institute will include staff participation.
5. Governance Reports & Action Items
 - 5.1. President's Update – Satter
 - 5.1.1. Board Rules of Order – Martha's Rules
Action item: Charge Ashley Bellett to Chair committee to formalize Martha's Rules process for Board meeting procedures. **PASSED unanimously.**
 - 5.1.2. Strategic Plan Review: Verbal report presented
 - 5.1.3. Executive Director Search Update: Verbal report presented. Semi-finalist(s) to be identified on or around December 9.



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5.2. Treasurer's Update- Scott

Verbal report presented. Fran Taylor will be invited guest for November Board Meeting.

5.3. Secretary Update – Brunner

5.3.1. Action Item: Bylaws Amendments **PASSED unanimously.**

5.3.2. Action Item: Board Position Descriptions.

Amended to read at USITT Board of Directors bullet point 8 “Oversee the process of selection and hiring of the Executive Director.” **PASSED, 12 aye; 6 nay.**

Action item: Add three (3) year term to all Board Position Descriptions.
PASSED, 1 abstention.

6. Operational Reports – Asbell-Swanger

6.1. Digital Media Symposium. Verbal Report presented.

6.2. St. Louis Conference . Verbal Report presented.

6.3. Hilton-Baltimore Update (Executive Session) Discussion pertaining to topic.

In session: 5:23p. EST

Out of session: 5:37p. EST

7. Adjournment

Motion to adjourn at 5:39p. EST

Motion approved.

Respectfully submitted, K. Williamson, 10/17/2022