

**MEETING MINUTES - APPROVED**  
**USITT Board of Directors**  
**Board Meeting No. 124**  
**Wednesday, February 15, 2023, 4:00PM-5:00PM EST**  
**Online**

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**Present**

**Board of Directors** [first initial, last name]: K. Allee-Foreman, L. Asbell-Swanger (Interim ED), A. Bellet, P. Brunner, A. Casey, A. Duggan, D. Fitzgerald, C. Gillet, A. Glover, T. Hardin, T. Hausmann, T. Houston, M. Mitchell, N. Queenan, E. Rouse, C. Satter, K. Scott, D. Sherrer, J. Streeter, A. Tripathi, Y. Williams, K. Williamson,

**Excused Absent:** J Jacobs, D. Krajec, K. Corbett-Oates,

**Unexcused Absent:** D Taylor

**Board Fellows:** B. Rangell

**Staff:**

**Guests:** J. Montgomery, T Shackleford

*The discussions and deliberations among Board members are not documented within the meeting minutes.*

1. Call to Order & Agenda Approval (5m)

**Meeting called to order by C. Satter, 4:01pm, EST, a quorum was acknowledged.**

- 1.1. Announcements & Introductions
- 1.2. Call for New Business

2. Corrections and Approval of Minutes from Previous Meeting (2m) **PASSED**

**CORRECTIONS TO MINUTES: spelling of T. Houston, correction of recorded votes from January. Minutes incorrectly indicate “unanimous” on several votes. These votes did pass, but was not “unanimous”.**

3. Consent Agenda items (2m) **No items presented.**

4. Governance Education & Transition Topic (0m) **No items presented.**

- 4.1. No topic here

5. Governance Reports & Action Items

5.1. President’s Update – Satter (10m)

- 5.1.1. 2022 Financial Audit – Action Item – **PASSED**
- 5.1.2. Martha’s Rules of Order – **Discussion for 52 minutes on a draft proposal. Board voted to continue the Task Force’s work. PASSED** The Task Force welcomed additional comments and questions from the Board as work continues.
- 5.1.3. Vision Statement Team – **A draft was presented to Satter and Brunner in late January. It was determined the draft will be on hold until the completion of the Board training workshop in St. Louis, March, 2023.**
- 5.1.4. March Board Meeting and Training Sessions – **Shelly Gardeniers is contracted to present a training workshop to the Board, March 14, 2023, 3:00p-6:00p, in St. Louis. The schedule was revised.**
  - **St. Louis Convention Center, Rm 370**
    - **Tuesday, March 14, 3:00-6:00p Central Time, Board Training Workshop, (snacks provided)**
    - **Wednesday, March 15, 9:00a-12:00noon Central Time, Board Business Meeting (light breakfast provided) Rm 370**
  - **Wednesday, March 15, 6:30pm, President’s Reception, Marriott Statler Ballroom**

Cont.

- 5.2. Treasurer's Update- Scott (3m)
  - 5.2.1. Report- **K. Scott included a written report. Stands as submitted.**
- 5.3. Secretary Update – Brunner (2m)
  - 5.3.1. Report – **P. Brunner included a written report. Stands as submitted.**
6. Operational Reports – Asbell-Swanger (5m)

**Written report stands as submitted (Basecamp)**
7. Executive Session (10m)

**Entered Executive Session, 5:18pm EST**  
**Exited Executive Session, 5:25pm EST, and adjourned the meeting.**
8. Adjournment

Respectfully Submitted, P. Brunner, 2/16/2023