

MEETING MINUTES - APPROVED

USITT Board of Directors

Board Meeting No. 122

Tuesday, November 8th, 2022, 4:00PM – 5:30PM EST

Online

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. Glover, A. Casey, A. Duggan, K. Corbett-Oats, D. Sherrer, N. Queenan, C. Gillet, Y. Williams, M. Mitchell, K. Williamson.

Excused Absent: K Alley-Foreman, E. Rouse, D. Krajec

Unexcused Absent:

Board Fellows: B. Rangell

Non-Voting Staff: L. Asbell-Swanger, F. Taylor, L. Quimby (excused after call to order)

Guests: Jean Montgomery, Tim Kelly

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.

1. Call to Order & Agenda Approval (5m)
 - 1.1. Announcements & Introductions
 - 1.2. Call for New Business
2. Corrections and Approval of Minutes from Previous Meeting (2m)

**CORRECTIONS TO MINUTES: A. Bellet spelling bottom of first page
PASSED unanimously**
3. Consent Agenda items (2m)
 - 3.1. Publications Awards – Herbert Greggs Awards
PASSED unanimously
4. Governance Education & Transition Topic (15m)
 - 4.1. Budget Tutorial – Fran Taylor
Please review document “September budget vs. actual”
Director of Finance, Fran Taylor, presented a budget update and tutorial to the Board
5. Governance Reports & Action Items
 - 5.1. President’s Update – Satter (10m)
 - 5.1.1. Executive Director Search Committee Update – **VERBAL updated presented**
 - 5.1.2. Oregon Shakespeare Festival – Action Item – **PASSED unanimously**
 - 5.1.3. Compensation Committee – **item moved to Executive Session**

5.2. Treasurer's Update- Scott (3m) – **VERBAL report given**

5.3. Secretary Update – Brunner (7m) – **VERBAL report given**

5.3.1. Report

5.3.2. Graphics Recommended Practices

5.3.3. Tenure & Promotion Guidelines

PASSED unanimously – accepted Graphics Recommended Practices, and Tenure & Promotion Guidelines, and referred back to Committee and staff for final editing and formatting. P. Brunner charged with discussing with Publication Committee the creation of guidelines and procedures for documents of this type.

K. Williamson – presented verbal report from USITT Fellows regarding registration for the National Conference.

6. Operational Reports – Asbell-Swanger (5m) **Written report was shared with the Board on 11/7/22.**

7. Executive Session (if requested) **ENTERED session at 5:18PM**

8. Adjournment

**Motion to EXIT Executive Session, and adjourn at 5:31 p.m.
Motion approved.**

Respectfully Submitted, P. Brunner, 12/1/2022