



AGENDA FOR USITT BOARD OF DIRECTORS BUSINESS MEETING AND RETREAT  
Monday, August 7<sup>th</sup>, 9:00 AM – 6:00 PM EST; Orientation and Business Meeting  
Tuesday, August 8<sup>th</sup>, 8:00 AM – 5:00 PM EST; Training and Retreat  
In-Person; Network Room, Hyatt Regency Indianapolis, IN

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**Attending:**

**Board of Directors:** K. Allee-Foreman (Ex Officio), J. Baldwin, A. Bellet, K. Corbett-Oates, P. Estell, A. Glover, T. Hardin, T. Hausmann, T. Houston, J. Jacobs-Evans, M. Mitchell, K. Scott, J. Streeter, D. Taylor, A. Tripathi, N. Queenan, K. Williamson, L. Everett (Ex Officio)

**Excused Absence:** A. Casey, A. Duggan, C. Gillett, C. Satter, Y. Williams

**Unexcused Absence:**

**Board Fellows:** J. Gonzalez, K. Jensen

**Staff:** M. Blackmon, J. Harris, F. Taylor, C. Troscher

**Guests:** C. Ford

BUSINESS MEETING AGENDA

1. Call to Order & Agenda Approval 2:18 PM
  - 1.1. Announcements & Introductions
  - 1.2. Call for New Business

**Verbal Report submitted for Nominations Committee**
2. Corrections and Approval of Minutes from June Meeting (5m)

**Approved**
3. Consent Agenda items (5m)
  - 3.1 Sherry Wagner-Henry Leadership Development Initiative Co-Chairs **Approved**
  - 3.2 Distinguished Achievement Awards **Approved** (Confidential until Conference)
  - 3.3 Special Achievement Awards. **Approved** (Confidential until Conference)
  - 3.4 Commission Leadership 2023-2024; **removed from Consent Agenda**
4. Governance Reports & Action Items
  - 4.1. President's Update – K. Scott  
Nominations Brief attached; T. Hardin  
Future Board Meeting Dates  
Expectations of Board Members: engage in and support Regional activities and meetings throughout the year; support the development committee; attend and prepare for committee service  
C. Satter will address future travel policy for Board Retreat attendance

**Tabled for October Board Meeting**

- 4.2. Treasurer's Update – K. Scott  
Treasurer's Report attached
- 4.3. Secretary's Update – A. Bellet  
Secretary's Report attached

5. Operational Reports – Everett

5.1. Reports

- Posted under Basecamp Documents/Board Packets 23-24
- Report from the Commissioner's Retreat – C. Troscher
  - Update on Education and Training Opportunities
  - Searching for additional resources for advanced 365-education
  - Cost/ROI Quandary
- October 10th, Conference Launch event – J. Harris
- Fees discussion – M. Blackmon
  - Rooted in discussion of Student Assistant fees
  - History and context of fees/responsibilities
  - Comparative Organizational Policies
  - Moved** (Verbal): Review options (generated by the office) for balancing the fees and cost at October Board Meeting
- Review of the New Membership Structure – M. Blackmon & J. Harris
- Code of Conduct for the Institute – L. Everett
  - C. Ford will work with I.D.E.A.S. to create a Code of Conduct not just for conference, but for USITT and every event hosted by the Institute

6. New Business

- 6.1 Commission Leadership 2023-2024
- Approved**

7. Executive Session 5:41 PM

8. Adjournment 6:30 PM

Respectfully Submitted, Ashley Bellet, Secretary

NEXT BOARD MEETINGS:

- October 3rd 2023, 4 PM Eastern/1 PM Pacific; via Zoom
  - November 14th 2023, 4 PM Eastern/1 PM Pacific; via Zoom
  - January 9th 2024, 4 PM Eastern/1 PM Pacific; via Zoom
  - March 19th 2024, 2:00-6:00 PM Pacific; In-Person Seattle, WA
    - Followed by the President's Reception
  - May 14th 2024, 4 PM Eastern/1 PM Pacific; via Zoom
  - June 11th 2024, 4 PM Eastern/1 PM Pacific; via Zoom
- Only if needed - will be determined by the March meeting*

REVISED 10.2.23



Association for  
Performing Arts  
& Entertainment  
Professionals

usitt.org

**United States Institute for  
Theatre Technology, Inc.**

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United States Institute for Theatre Technology, Inc.

**REQUEST FOR BOARD OF DIRECTORS' ACTION**

[Please use one form for each request for action/motion]

Committee/ Commission/ Section/ Office: Carolyn Satter

Chair or Officer Name: President

Telephone Business: 619-459-3144 Home: \_\_\_\_\_

Date submitted: JULY 26, 2023

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- (X ) Please place this item on the Consent Agenda.  
( ) Please place this item in the Regular Agenda for Board discussion.

**Issue Brief:**

The Sherry Wagner-Henry Leadership Development Initiative was set up to support aspiring Arts Management individuals to participate in the Board of Director experience. One opportunity is for Board mentees to experience the USITT to participate in Board meetings and activities for one year. The chair(s) of this committee monitor and monitor the chosen's progress, along with reviewing the process and updating, as needed, the procedures in place.

With the Debra Sherrer fulfilling her Board service, I recommend that Trish Hausmann and Pinky Estell co-chair the Sherry Wagner-Henry Leadership Development Initiative

**Action Requested:**

**The Board approves the co-chairs of Trish Hausmann and Pinky Estell for the Fy 2024 Sherry Wagner Henry Leadership Development Initiative.**



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**REQUEST FOR BOARD OF DIRECTORS' ACTION**

[Please use one form for each request for action/motion]

Committee/ Commission/ Section/ Office: Secretary

Chair or Officer Name: Ashley Bellet

Telephone Business: 918 704 6291 Home: \_\_\_\_\_

Date submitted: 8/4/23

- 
- ( X ) Please place this item on the Consent Agenda.  
( ) Please place this item in the Regular Agenda for Board discussion.

**Issue Brief:** Every fiscal year the Board must vote on the leadership of the 11 current commissions. Following some changes in structure, the Commissions met this weekend at their Retreat and have brought forward names for incoming leadership, including a three-person leadership council. The list is as follows:

Commission Leadership Council: Tori Mays, Rosie Alumbaugh, Rich Dionne

Architecture: Dave Vieira, Topher Skulley, Jean Gonzalez-Hill

Costume Design and Technology: Jana Henry Funderburk, Lauren Roark, Jennifer Flitton Adams

Digital Media: Megan Reilly, Matt Reynolds, Kevin Gawley

Education: Matthew Allar, Anne Medlock, DeMara Cabrera

Engineering: Justin Bennett, Wendy Russell, Michelle Fleming

Lighting Design and Technology: Jesse Portillo, Tori Mays, Jonathan Allender-Zivic

Management: Lawrence Bennett, Lisa Anderson

Safety and Health: Sandy Everett, Rosie Hartman-Alumbaugh

Scenic Design and Technology: Charlie Calvert, Bridgette Dennett, Lisa Borton

Sound Design and Technology: Davin Huston, Michelle Ohumukini, Carolina Perez

Technical Production: Zak Stribling, MJ Sedlock, Latiana 'LT' Gourzong

**Action Requested:** Vote to accept Commission Leadership as listed, to be posted on the website.

APPROVED 10.2.23