



Association for
Performing Arts
& Entertainment
Professionals

usitt.org

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Minutes for USITT Board of Directors Meeting

October 3rd, 4:00-6:00 Eastern, 2023; Virtual Meeting

Attending:

Board of Directors: J. Baldwin, A. Bellet, A. Casey, A. Duggan, K. Corbett-Oates, P. Estell, C. Gillett, A. Glover, T. Hardin, T. Hausmann, T. Houston, J. Jacobs-Evans, C. Satter, K. Scott, J. Streeter, D. Taylor, A. Tripathi, N. Queenan, Y. Williams, K. Williamson; K. Allee-Foreman (Ex Officio), L. Everett (Ex Officio)

Excused Absence: M. Mitchell

Unexcused Absence:

Board Fellows: J. Gonzalez, K. Jensen

Staff: M. Blackmon, K. Greenfield, J. Harris, T. Lavonas, C. Nelson, J. Shuron, F. Taylor, C Troscher

Guests: L. Marqua, T. Mays

Meeting Minutes

1. Call to Order & Agenda Approval: 4:02 PM Eastern

1.1 Announcements & Introductions

1.2 Amendments to the Agenda (New Business)

Cary Gillett; Affinity Group update: 5.7

2. Corrections and Approval of Minutes from August Meeting (5m)

Approved; DAA Names will be removed for publication of the minutes

3. Consent Agenda items (5m)

3.1 Costume Distinguished Achievement Award

Approved

4. Introduction of Parliamentarian - Satter

4.1 Governance Education – Marqua

Discussion: Why, how, purpose

4.2 Bylaws review

*Taylor; No statement in regard to high school chapters
Bellet will move this to next Bylaws meeting
Casey; proxy voting– it is mentioned but was unclear as to process
The USITT Secretary is the proxy for those who are not present
Bylaws Acknowledgements need to be signed and returned to A. Bellet*

4.3 USITT Meeting Rules

5. Governance Reports & Action Items

5.1 President's Update – Satter (20m)

5.1.1 Technical Theater Wages

*Satter via Tripathi; Discussion of ongoing conversations
Commissions have been asked to follow through on studies and
report back with possible action plan
Williamson; USITT has access to a previous study, funded by
USITT grants, on this topic*

5.1.2 Board Job Descriptions

*Satter; asked for position descriptions from Board Members in
order to better aid Nominations in future
Glover; Bylaws also outlines expectations of Board Members*

5.2 Treasurer's Report – Scott (20m)

Verbal Report

5.3 Secretary's Report – Bellet (10m)

*Review: Proposed Funding Matrix
Allee-Foreman; Board members should email Ashley with any questions
or notes on this matrix
Everett; Consider changing the title from 'dispersal' to 'adjudication' matrix
Bellet will bring this to the Bylaws Committee at their next meeting*

5.4 Nominations Process Update – Hardin (10m)

*Hardin; discussion of recent adaptation of nominations schedule due to
transition confusion, Nov 15th nominations will be announced to the
membership, Jan 8th the office will confirm all names and information, Feb
2nd the ballot will be published, announcements will be made at the
annual membership meeting in March
Everett; election has to officially happen in person (during conference)*

according to NY state law

Corbett-Oates; In future such issues will be communicated preemptively with the Board

5.5 Action Item: Revised Board Goal Statement - Satter

Promote and increase the visibility of USITT and the year-round value of the Institute membership in the performing arts and entertainment industry.

Approved

Everett and staff will create reports for the next meeting based on what we are currently doing and what we want to do in future to make this happen

5.6 Action Item: Revised Vision Statement - Tripathi

Discussion; overall a very effective revision, with addition of 'history' "USITT will be the prominent leader of theatre and entertainment design, management, technology, and history through our conferences, educational initiatives, exhibitions, awards, publications, and research, and be the leading advocate for safe, efficient, inclusive, and ethical practices".

Approved

Williamson; recommends that the vision and goal statements should be sent to the membership in tandem

5.7 Update on affinity groups - Gillett

We have four current affinity groups; a new affinity group will be initiated based on accessibility. If you have ideas on people who would be interested in being part of this, please contact Gillett

6. Operational Reports – Everett (20m)

Member survey will be launched tomorrow, October 4th; please encourage to see if we can get 60% of the membership to respond

Connected with lawyer whose primary area is AI legalities; looking for someone who has dealt with the downsides of AI work– please contact Everett if you know of someone/are interested

6.1 Report on the Fees Structure and implemented changes – Blackmon (5m)

Goal: achieving equity across all programs

Our award programs are equitable with other, similar awards fees

Currently asking of all our programs: why is there a fee? All current recommendations are looking at cost offsets/coverage/operational concerns

Discussion: do direct and indirect costs and benefits balance?

How do we fund Student Assistants if there are no fees?

There are two important notes:

Have never been truly volunteers and should not be designated so

Need for it as a bridge program for young professionals as well

New approach: this could be a collective mentorship for Conference

Assistants. Applying for this implies some kind of financial hardship, how to approach the real hardship of travel and accommodation?

More opportunities to connect with training opportunities and direct contact with companies and possible employers

Anyone who applies gets discounted conference rate, commits to fifteen hours, and gets a certificate of credit for their learning

Blackmon and Everett will overhaul what is on the website; they will clarify details, learning objectives, and end goals

They will post talking points to the Basecamp for Board members

NEXT YEAR the program will evolve to its new form

Gillett volunteered Board members as mentor and badge scanners

6.2 Executive Director summary (10m)

Included in Board Packet

7. Executive Session (10m)

None needed

8. Adjournment: 6:13 PM Eastern

NEXT BOARD MEETINGS:

November 14th, 2023; 4:00-5:30 PM via Zoom

January 16th, 2024; 4:00-6:00 PM via Zoom

March 19th, 2024; Seattle, WA, *IN PERSON*

May 14th, 2024; 4:00-5:30 PM via Zoom

(June 2024 only as needed - will be determined by the March mtg)