



AGENDA FOR USITT BOARD OF DIRECTORS MEETING

January 30th, 2025, 4:00-6:00 PM Eastern, Virtual

Join Zoom Meeting:

<https://us02web.zoom.us/j/81784381504?pwd=NYwT5aQ2j2bePHqSy6U8bmCS6OFdYp.1>

Meeting ID: 817 8438 1504

Passcode: 846541

USITT Core Values

Inclusion- Acknowledging the inequitable structures established by the dominant culture, and the industry's conscious or unconscious participation in these unjust systems, USITT commits to the ongoing struggle to create equitable spaces, to embrace diverse experiences, and to uplift and encourage multiple perspectives.

Excellence- Recognizing the need for continuous pursuit of the very best in our profession, our industry, and our Institute, USITT cultivates innovation in education, research, and safety.

Responsibility- Embracing a long-standing imperative to serve, USITT provides value through year-round activities, elevates the work of individuals and organizations, and heightens accountability to our members and the industry.

2024 Board Goal

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

Attending: K. Allee-Foreman, J. Baldwin, A. Bellet, K. Corbett-Oates, P. Estell, L. Everett (Ex Officio), C. Gillett, T. Hausmann, T. Honesty, T. Houston, S. Kelly, M. Mitchell, F. Sellers, J. Streeter, D. Taylor, Y. Williams, K. Williamson

Board Fellows: D. Ranisate

Staff: M. Blackmon, A. Dembiec, K. Greenfield, J. Harris, T. Lavonas, L. Nyanzi, F. Taylor, C. Troscher

Absent:

Excused: C. Satter (Ex Officio)

Guests: J. Allender-Zivic, L. Marqua, T. Mays, J. Montgomery, M. Shanda, R. Smith

Begin: 4:05

MEETING MINUTES

1. Call to Order & Agenda Approval (10 min)

1.1 Announcements & Introductions

1.2 Amendments to the Agenda (New Business)

Addition of notes from member D. Epstein

2. Corrections and Approval of Minutes from November Meeting (5 min)

Approved

3. Consent Agenda (5 min)

3.1 Herbert Greggs and Golden Pen Award

3.2 Student Engagement Grant

3.3 Young Designers, Managers, and Technicians Awards

3.4 International Travel Grant

3.5 Sherry Wagner-Henry Board Fellowship 25-26

3.6 Architecture Awards

3.7 Rising Star Award

3.8 Student International Endeavors Grant

3.9 Provisional FY26 Budget Approval

3.10 USITT Lighting Documentation Recommended Practices

Notes: Adding context for specific awards is helpful for context: what is each award focusing on? This can be specified in future Action Items

3.1 - 3.8 *Pulled for minor revision*

3.9, 3.10; *Approved*

4. Governance Reports

4.1 President's Report – Allee-Foreman (30 min)

4.1.a Robert Smith, Head Auditor

Status of June Audit Report

*Net assets are essentially the value of the company; currently in the red
As auditors, they evaluate ability to pay, and we currently cannot
By allocating all revenue from investment to further investment and locking it up, we make it hard for the Institute to make payroll and daily expenses*

- 1. How to better utilize and release grant funding*
- 2. Should funds be so restricted or can the Board assign as needed?*

May be difficult for Institute to continue under these rules

Now earning more than we can spend in a limited way

Do we redesignate (not the corpus) the earnings to a more Board-directed way of spending

The New Century Fund; most awards are fully funded; we could re-allocate/re-frame our spending rules to make these funds' earnings more available

Donors may still be able to give to specific projects as they desire

Could we identify the ones that are super successful and notify our members, then highlight/market those that may need more support?

Suggestion– re-write some current funding rules so that the Board can direct additional earnings as needed

**Important to notify donors that we are making these kinds of changes but we are not taking the original donation dollars from each fund*

Most of these funds are Board-established, many are not donor-restricted

Policy communicated to members: this shift happens when we need it to happen; should this be automatic, normal practice every year

This needs to be part of the Finance Committee's annual considerations throughout their work

4.1.b Mark Shanda, Development

4.1.b1 Action Item. Board Agenda Request January 2025

4.1.b2 Endowment Campaign Board Materials

4.1.b3 ENDOWMENT FAQs Version 5.0

*We are currently in the quiet phase of the current campaign; get at least half of the fund in hand before we get to the public phase
Goal: increased engagement and involvement
Increase Loft Block Members (Testamentary Gift)
Trying to drive donors toward the USITT Future Fund
New Level: Proscenium Society, likely more than \$1000 gift*

*K. Allee-Foreman traveled with L. Everett to meet with other arts organizations to see how to build and connect across the arts industry; discussed policy and advocacy work happening in and around the Federal Government. Advocacy surrounds wage-equity, tax labels, etc
These groups met together 2 years ago; this was a re-connection; hopefully this coalition will continue
L. Everett and K. Allee-Foreman are working on a one-pager of transferable skills; this will help the education pieces of this advocacy*

4.2 Treasurer's Report – Honesty (10 min)

(Attached)

4.3 Secretary's Report – Bellet (10 min)

(Attached)

5. Operations

5.1 Executive Director's Report – Everett

*Conference and Conference Planning
Corporate and foundation opportunities
C. Troscher made the amazing connection so that Mr. Bob Mackie will be joining us at the conference; will need to register for the film night
Sales overall are spectacular; PDWs are full, labs are doing well–
Board Booth is USITT Membership Booth
Partnering with local blood drive on the show floor*

5.2 Nominations Committee Report – S. Kelly

(Attached)

6. Discussion & New Business

Action Items 3.1 - 3.8:

3.1; Herbert 'D.' Greggs has been corrected; delete 'following' from Request Description

3.2, 3.3, 3.6, 3.7; Delete 'following' from Request Description
3.4, 3.8; Fine as submitted
3.5; Change 'Seattle' to 'Columbus'

Member Notes from D. Epstein

Some member frustration with transparency and organization, desire for research and grants to return swiftly

Universities and Colleges

Y. Williams; Federal grant holds may affect travel funding

End: 5:27

6. Executive Session (15m)

End: 5:58

NEXT BOARD MEETING:

March 4th, 10:00-5:00 PM Eastern, Retreat

March 4th, 6:30 PM Eastern, President's Reception

March 5th, 8:30-11:00 PM Eastern, Board Business Meeting