



AGENDA FOR USITT BOARD OF DIRECTORS MEETING

May 14th, 2024, 4:00-5:30 PM Eastern

Join Zoom Meeting

<https://us02web.zoom.us/j/81190956511?pwd=TXhwamNSUG9ibTFTOEREQmFQS2ZpQT09>

Meeting ID: 811 9095 6511

Passcode: 765566

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.

MEETING MINUTES

Attending:

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

Excused Absence:

Unexcused Absence: A. Duggan, N. Queenan

Board Fellows: J. Gonzalez, K. Jensen

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

Guests: T. Honesty, L. Marqua, J. Montgomery, F. Sellers

Start: 4:17

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

1.1 Announcements & Introductions

1.2 Amendments to the Agenda (New Business)

Addition: Reflection on the conference

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

Accepted

3. Consent Agenda Items

3.1 Bylaws Committees of the Corporation Revision

3.2 Travel Policy: ***Removed from Consent Agenda***

3.3 Finance Committee Updates

3.4 Fund Name Change

3.1, 3.3, 3.4 accepted as proposed

4. Governance Reports

4.1 President's Report – Satter (10 min)

Congratulations and thank you to everyone involved with Seattle Conference

Onboarding for new board members happened two weeks ago

4.1.1 Board Member Agreement

4.1.2 Proposed Travel Policy

Discussion regarding separating the vote on the Board section from the rest of the policy

Discussion on the rest of the travel policy

Section IV: change personnel email to position email address

Travel Policy Moved to Executive Session

4.2 Treasurer's Report – Scott (20 min)

4.2.1 Proposed Budget

4.2.2 Proposed Budget Narrative

4.2.3 Financial Position

Moved to the top of the meeting

Increased documentation of partnerships and shared responsibilities

Desire to be self-sustaining for conference and 365 days a year

Comprehensive narrative explains why certain lines changed or evolved

Increased time and money in marketing showed a direct correlation to attendance in Seattle

Heightened awareness of how to fund things we want to spend money on, correlating directly to the ROI expected

Additions to marketing budget reflect emphasis on educational marketing and website rebuilding

Student Assistant Fees have officially been removed

Accepted as proposed

4.3 Secretary's Report – Bellet (5 min)

Report stands as provided

New templates with new logo will be available in the documents folder; please use those for all future reports, action items, etc.

Where to find meeting info online: Google USITT Events; Board meetings

will be listed with instructions to join

Board Buddies: If you are interested in volunteering to be a mentor, please contact A. Bellet

5. Operations Report – Everett (15 min)

5.1 Conference Outcomes

Report: M. Blackmon; attached

Education and training at a high level at this conference

PDWs all sold out

Report: J. Harris

End: 5:41

6. Executive Session

Ended: 6:11

Resume Regular Board Session

*Vote called for 3.2 Travel Policy: **Accepted as proposed***

End: 6:17

NEXT BOARD MEETING:

June 11th, 4:00-5:30 PM, 2024 (Zoom)