

**USITT Board of Directors Meeting**  
**Meeting No. 60**  
**Friday, June 3, 2011**  
**Web Conference**

**Present**

Board of Directors: J. Aldridge, B. Browning, D. Culhane, J. Darling, T. DeCastro, D. Denhart, P. Dennis, L. Essig, E. Gill, M. Gros, M. Hefter, D. Krajec, C. Lefko, P. Leung, M. Marking, J. Maurer, M. Mehler, B. Reed, C. Satter, M. Shanda, J. Uthoff, M. Weinzapfel, D. Will, S. Young  
Excused: A. Bonds, M. Heilman, K. Scott, K. Williamson  
Executive Director: D. Grindle (non-voting)  
Staff: C. Carrigan, T. Davis, M. Merritt, S. Hoerger, B. Lucas, J. Lucas  
Guests: L. Asbell-Swanger, M. Fantova, J. Feivou, D. Hazlett, J. Knott, A. Lyons, M. Moore, K. Pragman, T. Paget, K. Rigdon, D. Rodgers, L. Schreiber, J. Tilford, S. Wagner-Henry, H. Willard

**I. Call to Order and Announcements:** President Joe Aldridge called the Friday, June 3, 2011 Board of Directors Web Conference Meeting to order at 1:30 p.m.

Announcement: August Board of Directors meeting moved to August 26, 2011. An e-mail will be sent with further details.

**II. Corrections and Approval of Minutes of Previous Meeting:**

Motion to approve the minutes of the Tuesday March 8 and Friday March 11, 2011, Charlotte, North Carolina meeting.

Correction- Page 4, Action Item: Finance Committee

Motion: To amend item #3 of the Samuel H. Scripps International Fund Policy ( 3. Any annual disbursements from this fund on a fiscal year basis will not exceed 15% *if* ... change “if” to “of”

Motion to approve minutes as corrected.

Motion seconded.

**Motion approved.**

**III. Action Items and Interest Items**

J. Aldridge reported on the Rigging Safety Initiative:

14 schools have applied.

Committee will be vetting and awarding the grants.

Over 35 companies have applied to be inspectors.

Starting campaign to solicit support from other members of the industry for funding.

D. Will reported on Future Conference sites:

Contracts with Milwaukee March 20 -23, 2012 are being completed.

2014, search includes Austin, Fort Worth, and Portland; Denver and Tampa dates lost.

Arlington, Texas and sites on the West Coast suggested.

D. Grindle provided an update of review of operations for the past year.

Financially solid and solvent, despite some financial challenges. USITT is finishing the year under budget.

Membership - J. Lucas and M. Merritt are following up with non-renewal members. J. Lucas is researching and recruiting membership in the area of the upcoming Conference.

Positive feedback on Member Benefits, airlines and super shuttle service discount, etc.

Rigging Safety Initiative has brought back lapsed members, as well as attracting new members.

Exploring new revenues for earned income. Example FedEx; as more members use this shipping benefit it lowers costs for the Institute.

Encourage members to use affiliate links from the website generating income for the Institute.

Online bookstore

Shipping costs are actual instead of estimated.

Logo merchandise is now available.

Downloads and pdfs, 100% profit to the Institute.

Marketing:

Window clings to keep USITT's name visible.

Revised staff job descriptions and job titles:

Compared USITT staff number vs budget to other organizations.

USITT's history of volunteer members working with the staff provides an efficient operation for the Institute.

Thanked everyone for the past year.

Questions:

Is there a plan for major initiatives for the coming year?

Continue to develop member opportunities and experiences.

Is the Executive Director targeting grant opportunities, foundation, and government support?

Working with D. Dorn, T. Kelly and the Fellows for a better defined focus on development.

#### IV. New Business

Complimentary Membership:

Discussed Complimentary Memberships rights

Use "Courtesy Membership" or "Affiliate Membership" for trade members and contractors and Complimentary Membership as a means to see what USITT is about.

Clarify Bylaws, Article III, Section 1, or establish a Membership Policy

Establish a new membership category.

M. Marking was asked to research and report back to the Board in August.

Committee Assignments:

List of individuals who want to volunteer was presented

Committee roster was presented by J. Aldridge

Reaffirm Chairs of Committees not addressed in the Bylaws

Motion to appoint Dan Culhane as Chair of Audit Committee

Motion seconded.

One abstention – D. Culhane

**Motion approved.**

Motion to appoint Debra Krajec as Chair of Awards and Resolutions Committee

Motion seconded.

**Motion approved.**

Motion to appoint Marketa Fantova as Chair of International Committee

Motion seconded.

**Motion approved.**

Motion to appoint Martha Marking as Chair of Membership Committee

Motion seconded.

One abstention – M. Marking

**Motion approved.**

Motion to appoint Mark Shanda as Chair of Publications Committee  
Motion seconded.  
One abstention – M. Shanda  
**Motion approved.**

Committee chairs asked to review, update, and return their roster to the President. Committee rosters will be distributed at the August Board Meeting.

Policy discussion on Nomination by Petition:

Document presented by J. Montgomery asks for clarification on Nominations by Petition.  
There is no requirement for Nominations by Petition in New York State.  
Document sent to all Board Members to review for further discussion at the August 2011 Board Meeting.

#### **V. Announcements:**

Those going to Prague are urged to have a good time.  
Pledges still being accepted for the Long Reach Riders.  
Fall Board Meeting, Syracuse, New York, November 10-13, 2011  
New web conference service, GoToWebinar, noted as being very user friendly.

#### **VI. Adjournment**

Motion to adjourn.  
Motion seconded.  
**Motion approved.**