



## AGENDA FOR USITT BOARD OF DIRECTORS MEETING

January 28th\*, 2026, 2:00-3:30 PM Eastern, Virtual

\*rescheduled from January 30th

### 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.

**Attending:** K. Allee-Foreman, E. Alguire, J. Baldwin, J. Bazemore, A. Bellet, K. Corbett-Oates, P. Estell, L. Everett (Ex Officio), T. Honesty, S. Kelly, F. Sellers, J. Sherwood, J. Streeter, K. Williamson

**Board Mentees:** F. Charles

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

**Absent:** J. Allender-Zivic, J. Scheier

**Excused:** C. Gillett

**Guests:** J. Montgomery

*Begin: 2:06*

## MEETING AGENDA

### 1. Call to Order & Agenda Approval

#### 1.1 Announcements & Introductions

*Recognition of recent losses Brian Newman and William Byrnes*

#### 1.2 Amendments to the Agenda (New Business)

*Addition of new item for discussion as posted 1/26; New Business*

### 2. Corrections and Approval of Minutes from November Meeting

*Approved*

### 3. Consent Agenda (5 min)

3.1 Action Item. Rising Star Award 2026

3.2 Action Item. Architecture Award 2026

3.3 Action Item. Publications Awards 2026

3.4 Action Item. YDMT Awards 2026

3.5 Action Item. SAA 2026

3.6 Action Item. Rules of Order Clarification

3.7 Action Item. Gift Acceptance Policy Revision

3.7a Gift Acceptance Policy Revised

3.8 Action Item. Approval of Updated T&P Guidelines

3.8a USITT Tenure and Promotion Guidelines January 2026

*Not pulled; some grammatical issues to be addresses*

3.9 Action Item. Howard Kurtz Student Engagement Grant 2026

3.10 Action Item. BACKstage Grants 2026

3.11 Action Item. Alexandra B. Bonds Grant for Student International Endeavors

*2026; Noted: Alex v Alexandra B. Bonds as written on Request*

*All Approved*

#### 4. Governance Reports

##### 4.1 President's Update – Allee-Foreman

###### President's Report

*Strategic Planning Committee still interpreting data, working with Mission and Vision Committee; March is the midway point of the planning and Diaz Consulting will be joining us to bring in the rest of the Board on this discussion*

*Question: what was the general demographic represented in focus groups? Not well attended; survey results were from mostly middle to late career members, not many early career members. Attempting to streamline, though we do hope for input from the members*

*Some really exciting information that builds on previous information that will be shared in March.*

##### 4.2 Treasurer's Update – Honesty

###### 4.2a Preliminary Budget for 2027

###### 4.2b Budget Narrative for 2027

###### ***Cover Page with Action Item Request added 1/27***

*Full team effort– all staff and finance committee truly involved in budget planning and summary*

*This is preliminary; changes can still be made but this is the current trajectory*

*This focuses on Baltimore, which is the last pandemic contract holdover and the last of the previous approach to negotiation.*

*Question: New Regional Section Model and Expense Notes (6 and 13)  
More clarity on the budgetary effects from this?*

*Previously did not know what costs look like, volume, etc; Last year planned for 25,000 revenue and 25,000 planned expense (14,000 increase)*

*In future we may not hit that level of revenue– many larger events are not charging b/c they are focused on different objectives*

*Did not radically reduce expenses, only by 4000; staying conservative in the revenue line*

*This is not a revenue generator– this is core to our mission and important to us*

*This is only half a year into this change– more changes may be possible as we revisit later in the year.*

*There has been more communication and exchange on building events which hopefully will continue to grow more regions*

*Question: seems to be large changes in the projected budget?*

*Pretty big fluctuations, considering the gift from Randy Earle, and a few other contributive income sources. There are also some outstanding grant options that may affect the next budget discussion.*

*Employee retention tax credits are a one-time anomaly; will we still hit and balance with current grants outstanding? Confidence in this– 750,000 grants outstanding*

*Next year also includes the launch of a new membership and retention campaign.*

*Pulling allowed small % from investment earnings to cover the net asset deficit to avoid carrying accrued deficit year-over-year.*

*\*The PDF in the Board Packet has a small error which has been corrected in the current documents on file with the Treasurer, Finance Director, and Finance Committee.*

*Provisionary Budget Reviewed and Approved*

#### 4.3 Secretary's Update – Bellet

##### 4.3a Governance Committee Report

*Governance Entity: aspirational, initially imagined as a very heavy lift  
If Diaz is taking on Strategic Planning, Board Assessment– where does Governance function in this? Operations of the Board– how do we work  
Identifying when we need to bring in outside consultants  
Board Assessment– Diaz doing the data-mining, Governance does the interpreting*

*Training of new board members; perhaps we re-assess this committee on a regular basis as its identity and our governance model evolves*

~~4.3b Ethics Working Group Update\* (hopefully—this may come a bit late)~~

*Not included for this meeting*

4.3c For Review. Fellows Nomination and Election Procedure

*For review; does not need a vote for approval*

*The objectives of all those involved– Fellows, Staff, Members– needed to be addressed and these changes did so as described in the new procedure*

## 5. Operations Report

### 5.1 Operations Report from the Executive Director– Everett

5.1a Operations Report for BOD 28Jan26

5.1b USITT FY2026 KPI Tracking Sheet for BOD

*Trackable sheet with the Board Objectives that align with specific actions the Staff can trace*

*Note how various goals are linked to others in their processes and effects*

*Question: Brief update on Section Updates?*

*Need for scheduling, swag, irving information, strategic planning, etc*

*Some issues with METTS– the challenges came with travel to and the timing of the event; good feedback will help for next year*

*Still tying up a few loose ends with those that had previously been operating as separate entities*

*Seems like the funding plans are more clear and the desire to support has been received and understood*

*Partnering experienced sections with newer sections to help them organize– mentoring seems to be helping*

### 5.2 First 60 Days Long Beach (Presentation attached)

## 6. New Business

### 6.1 Conference Childcare Question– Gillett and Williamson

*Many members have a need for childcare at conference; have we considered how this affects our members not only through USITT but also across all professional events? Might commissions also consider this a topic for discussion?*

*The question is put to the Board for future discussion and solutions.*

*Affirm that this is operational question–*

*The issues surrounding it include insurance, legal, medical, contractual with the conference center, etc. Have been looking into this for years but issues are different in every state and at every location– the liability is way outside of what we can control.*

*We have actively and continuously tried to address this, and we will continue to look into it– however as a Board we should also help members understand how we have tried and the extent of the issue.*

*End: 3:44*

7. Executive Session (15m)

NEXT BOARD MEETING:

**(All Pacific Time)**

Board Retreat Tuesday, March 17th, 2026; **9:00 AM-5:00 PM; In-Person, Westin Hotel**

Board Meeting Wednesday, March 18th, 2026; 8:30 Breakfast, **9:00-10:45 AM Meeting**

Business Meeting: Friday, March 20th, 2026; **9:00 AM**

Regional Section Meetings: Friday, March 20th, 2026; **9:30 AM**