



AGENDA FOR USITT BOARD OF DIRECTORS MEETING

May 14th, 2026, 3:30 PM - 5:00 PM Eastern Time, Virtual

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, J. Allender-Zivic, E. Alguire, J. Baldwin, J. Bazemore, A. Bellet, P. Estell, L. Everett (Ex Officio), T. Honesty, S. Kelly, F. Sellers, J. Sherwood, J. Streeter, K. Williamson

Board Mentees: F. Charles, J. Sheier

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

Absent:

Excused: K. Corbett-Oates

Guests: L. Bennett, J. Funderburk, M. Hefter, J. Montgomery, T. Shackelford

Start: 3:32 Eastern

MEETING AGENDA

1. Call to Order & Agenda Approval

1.1 Announcements & Introductions

1.2 Amendments to the Agenda (New Business)

2. Corrections and Approval of Minutes from March Meeting

Addition of C. Gillett to attendance; removal of A. Glover's duplication

Approved

3. Consent Agenda (5 min)

3.1 Action Item. Recommended Practices and Guidelines (RP&G) Policy

Revisions

3.1a RP&G Policy

3.1b RP&G Committee Policy

3.1c RP&G Procedure

3.1d RPG Flowchart

3.1 Removed from Consent Agenda

3.2 Action Item. Research and Creative Endeavors

3.3 Action Item. Awards Committee Policy Revisions

3.3a Awards Committee Policy

3.4 Action Item. International Activities Committee Revisions

3.4a International Activities Committee Policy

3.2-3.4 Approved

4. Governance Reports

4.1 President's Update – Allee-Foreman (15 min)

4.1a President's Report

*Dates and location for August retreat have been finalized; please don't book travel until the office contacts you so we can go through their system
Strategic plan: there will be work for people to do between June and August; please be prepared for this–
Members who are rolling off who desire to remain part of the strategic planning conversation are invited to do so–
Compensation Committee and Review: Comments from the Board survey will be shared and reviewed by the committee in the coming month
Board Service Agreement: in future, when elected, board members need to be ready to pass off other leadership positions in the Institute in order to prioritize their Board service*

4.2 Treasurer's Update – Honesty (10 min)

4.2a Treasurer's Report

*Conference numbers are still rolling in and balancing as listed in the report
Working to align 2027 budget with Baltimore plans and year 1 of Strategic Plan
Question: Comparison of revenue numbers from registration numbers in March v May; this current number includes discounts while the March number was net
Final reconciliation of conference budget takes about 2 months*

4.2b Statement of Financial Position

4.2c Budget v Actual, March 31st 2026

4.3 Secretary's Update – Bellet (15 min)

4.3a Secretary's Report– Verbal

Posting Board Agendas

Where would it be posted?

Internal v external budget?

Awards etc would remain confidential

*Making sure clarity is the priority in all written reports and minutes
Complications with having the working budget public
Possible Idea: If submitting a report, submit a public summary?
Recommended Practices, Notes from K. Corbett-Oates (In Basecamp)
K. Corbett-Oates: Research funding– possible entertain this conversation
in August as part of Strategic Plan
Current research application process
New Board Member Orientation 1/2nd week of June?*

5. Operations Reports

5.1 Executive Director's Update – Everett (15 min)

5.1a Operations Report

Regional section leadership meeting: both Kasey and LL attended; much better understanding and communication, general feeling of support overall

Successful conference

Working on deliverables and priorities for next fiscal year

All reports stand as submitted

Training ground with Oregon Shakespeare, Costume Symposium, additional training programs this summer

5.2b Conference Report – Blackmon

Presentation: PDF attached

Comparison of regionals from Columbus to California

Largest conference attendance: 6212 attendees; only 159 non-members

Reputation/Word of Mouth, ROI, Content are all factors– major engagement on all digital platforms

Do numbers show that 1 and 2-day registrations rising? 160 LB v 65 in Columbus

We will continue tracking–

Less square footage sold, but highest booth sales– more made on Expo sales

Asked why people attend? there to attend Stage Expo

Can we compare the regionals from Columbus to CA? 2000 v 1700

Though we are a national conference, we are always a regional event,

bringing the most attendees from those closest to the conference location

Last 30 days before conference– we were still gaining registrations

6. New Business

6.1 Updates for August Retreat, dates and location, travel expectations

6.2 Resolution

Jeff Baldwin; *Approved*

Addition of New Business: K. Corbett-Oates:

New business - Procedure revisions, Committees of the Corporation structure generally a) I've noticed on multiple procedure revisions that committee membership does not specifically list a member from the BoD. Should the Board be represented on all/most committees? For example: Awards, Recommended Practices & Guidelines, International Activities, Membership (from memory). b) Some of this committee work is core to USITT's mission. Should there be a Board representative? Probably not all committees fit this.

With a smaller Board, it has been discussed that there aren't enough directors to be on every single committee and make up all the Board committees; however we do have several that are strategically placed. This can be an ongoing discussion.

End: 4:48 Eastern

7. Executive Session (10 min)

End: 4:53 Eastern

NEXT BOARD MEETING:

Thursday June 25th, 3:30-5:00 PM Eastern, Virtual