USITT
POWERING LIVE ENTERTAINMENT

AGENDA FOR USITT BOARD OF DIRECTORS MEETING

March 18th, 2026, 9:00 AM - 11:00 AM Pacific Time, In-Person

Centennial Ballroom D, Westin Hotel, Long Beach, CA

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. Bazemore, A. Bellet, K. Corbett-Oates, P. Estell, L. Everett (Ex Officio), C. Gillett, T. Honesty, F. Sellers, J. Sherwood, J. Streeter, K. Williamson

**Board Mentees:** F. Charles, J. Sheier, S. Thompson

**Staff:** F. Taylor

**Absent**:

**Excused**: J. Baldwin attending part of the meeting*, S. Kelly attending virtually*

**Guests**: L. Bennett, R. Calder, H. D'Amico, C. Ford, A. Glover, E. Grand, K. Jensen, M. Mehler, J. Montgomery, A. Nava, M. Ramshur, M. Shanda

**Begin: 9:01**

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 December Meeting

3. Corrections and Approval of Minutes from January Meeting

    *Approved*

4. Consent Agenda (5 min)

    4.1 Action Item. Recommended Practices and Guidelines Policy Revisions

        4.1a Recommended Practices and Guidelines Policy, Committee Policy, Procedure, and Flowchart

        *Pulled for Discussion; Returned to Committee for Revision*

        *Questions/Clarifications:*
        *Inconsistencies in referencing policies and procedures: pg 3 of procedure– talks about 5.4.3: public review– relates to 5.8*
        *Make sure the numerical outline is consistently referenced*
        *More information about public review: how long between submission to committee (expect within 45 days of review public review will happen)*
        *No info on how the public info gets to the committee– all the info at once, or do they get a few questions every week?*

*Policy: 3.0 Structure Task Group are assembled by the Chair of Project Group– but no Chair of Project Group*
*Section Project Group Membership– How are members chosen? (Needs reference to procedure)*
*Much of the procedure is modeled after Standards making– in 1.2 on maintenance review and act every 5 years– modeling on ANSI cycle– is this too onerous for our timeline? Is this an unintentional burden?*
*The spirit of this is to keep an eye on things, not necessarily to set a time 'limit' on the guidelines provided*
*4.4 meeting procedures– guests are required to register– how are they going to register?*

5. Governance Reports

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

5.1a President's Report, Verbal

*Successful Retreat*
*Continuing to solicit feedback throughout conference– want to make sure we are evolving in the ways our members need and want to evolve*
*Mission and Vision and Strategic Planning Task Forces– Lots of work has been done*
*Please make sure to introduce, invite, and share the USITT spirit all week*

5.2 Treasurer's Update – Honesty (10 min)

5.2a Treasurer's Report, Verbal

*USITT is currently in good financial health*
*Donations and grants we have received will be discussed in more detail at the annual meeting on Friday*
*As of 9:15 PM Tuesday: 6145 registrations, $1,220,544*
*5065 Members; highest membership in USITT's history*
*Please note your handout– consider taking USsies / selfies as a way to pledge to USITT; QR code takes you directly to the USITT fund*
*Anonymous Donor will match the first $1000*

5.2b Statement of Financial Position

5.2c Budget v Actual, January 31st 2026

5.3 Secretary's Update – Bellet (15 min)

5.3a Bylaws Committee Report

5.3b Review and Discussion Item. Code of Conduct Procedure Review

5.3b.i USITT Code of Conduct Procedure for Investigating and Resolving Concerns

*Questions/Clarifications:*
*10 days for Appeals*
*Information Collection: Who is doing this and how?*
*Investigative Group should be different from the Appeals Group*
*Points of Contact?*
*Who would the Alternate? Offering some definition of who that alternate might be– of the Board, Office, etc*
*Question regarding documentation; written/recorded/where kept – all will go back to committee*

6. Operations Reports

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

6.1a Operations Report

*Hi, we're at conference!*
*Continued meetings with Section Leadership– eager for Friday's meetings*
*Transition is challenging but we have had some success*
*Goal: By the end of fiscal year, all sections will function like committees financially and logistically*
***La Jente: and Guillermo: MXITT**– creation of regional section in Mexico*
*Collaboration with institutions to translate safety manuals*
*Also: facilitation of job fairs especially for bilingual labor forces*
*MXITT will be meeting on Friday with the regional sections*

*Working on exchange memberships– ESA, ESTA, EDTA*
*Addition of training opportunities across the Board*
*NAMM in Anaheim as well*
*USITT can't offer certifications and standards; however ESTA and ESA can– their opportunities plus our audience together make a good combo*

*Federal Job Codes and Workforce Survey Partners ESTA, ESA, NAMM*
*Continued Strategic Planning Process continues*
*Sandy Bonds– $50,000 pledge completed*

*Conference Registration: Wednesday is historically our biggest day*
*Thank you to the Office Staff, to Fran, and to all those working on the Conference*
*Future Board Agendas will include the **Goals***
*We only have one empty booth space on the Expo as of today*

*Retention Campaign*
*M. Blackmon will offer a more complete picture at (hopefully) the May meeting; This is our first official retention campaign.*

6.2 Research Activities Committee – Baldwin

6.1a Research and Creative Endeavors Committee Report (RCE)

*Grants are back– we have awarded some this year*
*Next question for the Board: which funds do we want to release so that we can plan for the next grants to open*

7. New Business

7.1 Setting Dates for August Retreat; suggesting 8/3-8/7 or 8/10-8/14

*August 3rd-7th; early in the week for the Board Retreat*

7.2 Continued Discussion of Townhalls

*Can we ask members here this week–*
*Townhalls, attend Boards, etc? HOW would they like to engage?*
*What did they enjoy, what did they struggle with?*

7.3 ASTC Partnership with USITT

*Survey for Performing Arts Restrooms*
*Count facilities, interval times, gender access, etc*

7.4 Resolutions for the Board

*Kimb Williamson*
*Cary Gillett*
*Pinky Estell*
*Ashley Bellet*

**End: 10:20**

8. Executive Session (1 hr, 20 min)

NEXT BOARD MEETING:

**Thursday May 14th, 3:30-5:00 PM Eastern, Virtual**