UTC Commission Minutes 9/9/13

Attendance:
UTC Coordinator- Alyssa Bickoff
UTC Director of Communications- Bethany Greenbaum
John Schnorrenberg- BET
Sarah Minkoff- BET
Erica Haas- BET
Noah Suchoff- Tymp
Helena Raffel- HTG
Jason Kasman- BK
Jason Haberman- Tymp
Chris Knight- BK
Jessica Pizzuti- Players
Zach Marlin- Players
Julie Bauer- HTG

Proposed Change to the UTC Constitution:
- Redefining what the coordinator is able to do, being involved in a show.
- Non-rehearsal/producer prod staff
- Will be discussed again and voted upon at a later date

Designer Meetings
- Have meetings so that designers know what’s happening
- Go-to person
- Designers required to go to at least one designer meeting
- Who’s in charge of each group?
- Choose people to be that person
- Send out email asking for people who might be interested or recommendations

Spingold has offered to have classes open to UTC, i.e. master class on lights
- What type of classes would we want?
- Leslie is working with Maria to organize
- Suggested professor: Seaghan McKay on vectorworks
- Directing workshops
Stage management
Master carps or set design: Chris?

Executive positions
What does it mean to be an exec?
Per case basis to make sure people are doing their job (everything needs to get done)
Good to have guidelines, bare minimum, what you must do, may have to do more
Go to prod staff meetings with certain frequency
On listserv, reading all rehearsal reports to be aware of all questions
Vocally present, actively engaged even if they are doing the actual work
Especially tech week!!! Be there.
What the person needs
Distinction between official exec, and person you can ask for questions
For people who are inexperienced, unfamiliar to UTC
Meeting with exec to gauge skills
Report the findings to producer or department head
Make google doc with Exec guidelines, to be edited by the UTC execs

Common auditions
When should they start?
They should start at 6.
Have 8-10 minute long slots
Try to have it right after activities fair, the week of
Reminders to everyone, directors included, about when everything starts
Directors should hold back on asking people do it differently, save it for callbacks
HTP should have their own auditions, so they don’t have people read a different monologue and so that they don’t have to sit through 3 hours of people not audition for them
Meeting of just directors and stage managers on how to run common auditions

Common casting
Only two reps for straight play, three for musical
Magnets
   Lot left, so take some, stick them anywhere

Flier policies
   Not in dorms, CA's get them in their mailboxes