

## 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