

## **January Pre-Fest Meeting Minutes**

**Wednesday, January 7, 2015, 8:00 pm**

**Studio Theatre – Krannert Center for the Performing Arts**

**500 South Goodwin Ave., Urbana, IL 61801**

**University of Illinois in Urbana Champaign**

### Planning Committee in Attendance:

Brian Alexander, Executive Director (2015)

Carmel DeStefano, Secretary/Executive Director (2016)

Demetrios Pappageorge, Executive Director Emeritus

Adam Miller, Assoc. Director of Exhibits

Tom Skobel, Assoc. Director of Exhibits

Christopher Thomas, Assoc. Director of Workshops

LaDonna Wilson, Assoc. Director of Workshops

Allan Kimball, Assoc. Director of Auditions

Marty Lynch, Assoc. Director of Auditions

Sandra Smycz, Assoc. Director of Play Selection

Nathaniel Haywood, Assoc. Director of Play Selection

Julie Ann Robinson, Assoc. Director of Promotions

Michael Stephensen, Assoc. Director of Promotions

Kurt Steinhauser, Historian /Documentarian

Judy Swiger, Assoc. Director of Hospitality/Mentors

Andy Sinclair, All-State Co-Producer

Laura Gilbert, All-State Co-Producer

### Non-Voting Committee in Attendance:

Annaliisa Ahlmann, Assoc. Director of Box Office

Aimee-Lynn Newlan, ITA Executive Director

Michelle Marquart, UIUC/Local Arrangements - Program Coordinator

Marty Jean Goughnour, Assoc. Director of Development

Sami Kosinski, KCPA Technical Coordinator

Daniel Chaim Pozzebon, UIUC/Krannert Center

J.W. Morrisette, UIUC Department of Theatre Representative

Lisa Lillig, KCPA

Kate Henry KCPA

Matthew Brooks, Production Coordinator

David Mor, Student Volunteer Coordinator

Kyle Kolling, ISU Student Committee

Katie Apperson, ISU: Student Coordinator/Friday Night Events

### Voting Members Absent:

Karen Hall, All-State Director

### Non-Voting Members Absent:

Cyndee Brown, ISU Dept. of Theatre and Dance Representative

Tom Korder, Director of Production, KCPA

Valli Hammer, UIUC/Local Arrangements

Megan McCann, ISU Local Arrangements

Jonathan Meier, ITA Liaison

Dinah Barthelmess, ITA President

Terri Ciofalo, Assoc. Production Director, KCPA

Molly Trieline, ISU Student Representative

Daniel Esquivel, ISU Student Coordinator, 2016

Shannon Daring, ISU Student Committee, 2016

The meeting was called to order by Brian Alexander at 8:03 pm.

- I. The minutes from the November 22<sup>nd</sup> and 23<sup>rd</sup> were emailed to the Committee and corrections were submitted. No additional corrections were made. Demetrios Pappageorge moved to accept the minutes. Marty Lynch seconded. Minutes were accepted.
- II. Exit Report Format – Bran Alexander requested that the Committee members use the Festival Feedback format that he sent to each committee member along with the November minutes. These reports should be submitted to Brian by January 15, 2015.
- III. Update on Registration – Report given by Michelle Marquart
  - A. 149 schools registered
  - B. 519 sponsors
  - C. 3,375 students
  - D. 3,994 total participants
- IV. Proof Festival Program Booklet – Michelle Marquart requested that the members proof the program for omissions.
- V. Procedures for Festival updating of changes and cancellations
  - A. Aimee-Lynn Newlan will post all updates on the Facebook page and Twitter.
  - B. Dennis Anastasopoulos will send out push notifications for the Festival App.
- VI. Committee Reports
  - A. Executive Director – Report given by Brian Alexander
    1. Committee Meals procedure – Michelle Marquart requested that Committee members submit receipts as soon as possible.

2. Brian Alexander reported on the order of presentation during the Sponsors' Reception
  - a. Welcome given by the head of U of I Drama Department
  - b. Brian Alexander will present the Administrator's Award,
  - c. Dinah Barthelmess will give a welcome from the ITA,
  - d. Carm DeStefano will announce the 2016 All-State Director and the 2017 Executive Director.
3. Opening Performance – Brian reported that On the Fly is already here and are rehearsing. They have created a show to highlight the theme of the Festival.
  - a. The Committee members will enter stage right from the second floor. There will just be a walk across at the first performance. The Committee will attend the second presentation.
  - b. The All-State Company will walk across during the first performance.
- B. All-State – Karen Hall reported to Brian that they had a run-through during the day and are ready for tomorrow's performances.
- C. Auditions – Report given by Allan Kimball
  1. Allan and Marty will meet with each group of students when they come in to audition or interview and give a bit of an introduction.
  2. Allan requested that they should be able to get into the rooms today.
  3. There are 126 registered for acting auditions and 28 for tech.
  4. If some of the students can't arrive until Friday morning, there are open blocks from 3:30 to 4:10.
- D. Exhibits – Report given by Tom Skobel
  1. 137 slides were submitted for the power point of shows.
  2. There are 62 exhibitors and no cancellations.
  3. Power has been amped up in Orchestra Rehearsal Room for the Lighting exhibits.
  4. Brian reminded everyone that sponsors' names not be released to vendors.
- E. Hospitality/Mentors – Judy Swiger reported
  1. There are ten new sponsors. Judy contacted them with information about Festival.
  2. The food for the hospitality room is all arranged.
- F. Play Selection – Report given by Sandra Smycz.
  1. The December technical meeting at U of I for the directors for the chosen showcases and Full-Lengths went well.
  2. Sandra passed around a sheet for Committee members to sign up to give out plaques.
- G. Box Office – Annaliisa Ahlmann reminded all Committee members to be ready at 9:00 am on Thursday in order to complete tasks need by Festival registration at 4:00 pm.
  1. Annaliisa requested the house manager and stage manager reports be turned in to her. She also asked that the front of house reports include how many of those attending had tickets.
  2. If there is a conflict with auditions and the All-State performance, there is a small number of All-State tickets available.

- H. Swap Desk – Kurt Steinhauser reminded David Mors that 8 monitors would be needed for the first shift on Friday morning (7:30 – 9:00 am).
- I. Promotions – Julie Ann Robinson reported.
  - 1. Julie Ann will get bags for packing purchases.
  - 2. David will assign the student volunteers for set up and sale at FestGear.
  - 3. Demetrios Papageorge stated that he would demonstrate how to program and use the cash registers.
- J. Workshops - LaDonna Wilson and Chris Thomas reported.
  - 1. There were 129 workshops, but some have cancelled. Michelle Marquart will email a list of changes and cancellations to David and Workshops
  - 2. Chris requested that Workshops speak to the monitors at the beginning of the Monitor meeting on Thursday.
  - 3. Michelle has made sure that all buildings and rooms will be opened well in advance of our scheduled use.
- K. Local arrangements – Michelle Marquart reminded Committee members that the deadline for turning in receipts is the changeover meeting on January 25<sup>th</sup>, but they can also be turned in by the end of Festival.
- L. Student Reps – David Mors stated that all the meal, transportation and special needs has been arranged. Brian reminded David that the monitors are the face of the Festival.
- M. Graduate Courses – Cyndee Brown was not in attendance, but Demetrios Pappageorge stated that meeting would be at 4:30 pm in the CAD lab for those taking the course.
- N. Development – Marty Jean Goughnour reported. The Committee was reminded that any “In kind” donations, especially, for All-State, should be sent to Marty Jean.
- O. ITA Rep – Aimee-Lynn Newlan reported.
  - 1. The procedure for distribution of the CPDU form might be a different this year because of changes in the state rulings.
  - 2. Lanyards, ribbons, and pins are ready to go.
  - 3. Aimee-Lynn reminded Committee members to use the tax-exempt form for expenses they have from volunteering for Festival.
- P. Secretary/Festival 2016 Executive Director – Carmel DeStefano reported that she is finalizing the 2016 Executive Committee. The list of perspective members will be submitted to the ITA Board for their Saturday meeting.
- Q. Security – Michelle Marquart stated that there will be two groups of student patrols to watch and help Festival participants.
- R. The Thursday work session will start at 9:00 am. Everyone except those setting up FestGear needs to report to the Studio for ticketing. The entire Committee needs to be back by 3:45 and dressed professionally for the opening of Check-in.
- S. Emergency Procedures
  - 1. There will be two nurses stationed in the Krannert Box Office.
  - 2. All outside emergencies or incidents need to be reported to those at the Festival Headquarters’ desk.
- T. Post-Fest Meeting will take place in the Studio Theatre after the 2:30 All-State performance. The after-Festival dinner will be at Destihl Restaurant at 7:00 pm.
- U. Other Items –

1. Kurt Steinhauser suggested solidifying a policy for school cancelation and releasing of All-State tickets.
  - a. No refunds for school cancellations
  - b. If a school misses their All-State performance, it is unlikely that they will be rescheduled.
  - c. If a school cancels, a student from that school may not attend Festival without his or her sponsor.
2. Sandra will put a ticket with the plaques for those Committee members presenting them.
3. Chris asked for two people to moderate the panel at 12:00 on Friday or 10:00 on Saturday.
4. Aimee-Lynn requested that any photos of the Festival be sent to her at [Aimee-Lynn@illinoistheatre.org](mailto:Aimee-Lynn@illinoistheatre.org)
5. Michelle has parking tags for Committee members. She reminded everyone to read the blue sheet and pick up a tag for Thursday and/or Friday.

Demetrios Pappageorge moved to adjourn the meeting. Judy Swiger seconded the motion. The meeting was adjourned at 9:07 pm.