

44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
Take Flight

PLANNING COMMITTEE JANUARY MEETING MINUTES

Sunday January 27, 2019, 10am

Orchestra Rehearsal Room, Krannert Center for the Performing Arts

Voting Members in Attendance:

- Annaliisa Ahlman, Executive Director (2019)
- Nathaniel Haywood, Executive Director Emeritus (2018)
- Vic Pilolla, Secretary/Executive Director (2020)
- Tom Skobel & Katherine Apperson, Assoc. Directors of Workshops
- Dori Foster & Jessi Lim, Assoc. Directors of Promotions
- Jason Stevens, Assoc. Director of Exhibits
- Michelle Bayer, Assoc. Director of Auditions
- Mark Begovich, Assoc. Director of Play Selection
- Teslen Sadowski & Michael Karasch, Assoc. Directors of Technology
- Karen Hall, All-State Co-Producer
- Susan Gorman, All-State Director
- Kevin Vernon, Assoc. Director of Development

Non-Voting Members in Attendance:

- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Megan McCann, ISU/Local Arrangements – Program Coordinator
- Jenna Keefer, UIUC Assistant Production Coordinator
- MacKenzie Sinta and Jacklyn Ovassapian, UIUC Student Committee
- Lisa Lillig, Daniel Pozzebon, Andrew Almeter, David Krupla, UIUC Krannert Staff
- Cody Rogers, Madison Gillis, Sarah Esparza, ISU Student Committee
- Maddie Martin, UIUC Tech Coordinator
- J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
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Voting Members Absent:

- Joey Fitzpatrick, Assoc. Director of Play Selection
- Andy Simon, Assoc. Director of Exhibits
- Ryan Lambert, All-State Co-Producer
- Kurt Steinhauser, Historian/Documentarian
- Clare McConville, Assoc. Director of Auditions

Non-Voting Members Absent:

- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Aimee-Lynn Newlan, ITA
- Dennis Anastasopoulos & Wendy Taylor, Assoc. Directors of Box Office
- Judy Swiger, Assoc. Director of Hospitality/Mentors
- Kevin Long, ITA President
- Tom Mitchell, U of I Dept. of Theatre and Dance Rep.
- Dylan Dewitt, ISU Student Committee

- I. 2019 COMMITTEE called to order @ 10:11 AM
 - A. Kurt is stepping down from committee duties
- II. 2019 BUDGET: Michelle Marquart

All state is currently under budget in both company and production, waiting for Krannert bill, mainly labor. We have a good estimate of student labor, but no idea about student tech staff labor. We saved some money with the use of new buildings, maybe we should use them again in 2021. We saved money on smaller programs and printed less. We probably should have printed even less than we did. We should have a surplus in the overall budget. One big reason is development raised more than was budgeted. Kudos to Development!!
- III. EXIT REPORTS 2019
 - A. Executive Director (2019) - Annaliisa was pleased and proud of all of the work, thanks to all. One comment from a teacher - "everyone was a guest at Disney" at this festival. 4459 participants (300 less than 2017). Only 8 schools that were waitlisted were not allowed in. Good opening ceremony.
 - B. Associate Directors of Workshops - All went well. Tech Olympics wants 100 teams next year. Only 13 workshops cancelled this year the exact same number as the last two years. Wished we were able to use Vertigo to "Take Flight". Great monitors
 - C. Associate Directors of Promotions - Sold out of everything except dance wristbands. Need to find a solution on what to do with the fest gear shelving on a permanent basis. Vic has it temporarily, but cannot keep it until next year.
 - D. All-State Director and All-State Producers - Proud of all state inclusion and being under budgets. Added parent meeting on the first Sunday, suggested that this should always be there. All students that needed a scholarship received one. Strike was longer than planned, one issue was lack of enough hard hats that must now be worn by everyone on stage during strike. Kids that stayed late had hotel rooms for the night. No students that stayed late drove home that night. We should have a letter with the tax-exempt form for the costumer.
 - E. Associate Directors of Exhibits - 64 exhibitors (42 were colleges) 7000 snapchats.
 - F. Associate Directors of Auditions - Electronics still an issue as some colleges wanted paper. Steven Larsen did a great job as accompanist. Monitors were great
 - G. Associate Directors of Play Selection - Created master docs, sent instant responses to the directors as soon as respondents filled out form. Proud of slate and all regions were in. Revamped chronology.
 - H. Associate Director of Technology - App was used more than ever. Free Media Wall. Tried Interact. Need to create chronology. There is none currently. Does Technology need to be at every meeting or should they be like Box Office?
 - I. Student Committee Representatives - UIUC: 95 volunteers. 10 Building monitors were great. We need # of monitors for each area at the November meeting. We included monitors from other colleges beside U of I & ISU. ISU: Housing all of the monitors at the same hotel was great.
 - J. Associate Director of Hospitality/Mentors - Food was great, positive atmosphere, good round tables.
 - K. University of Illinois Local Arrangements - 4th time Michelle did IHSTF and despite space challenges this was the easiest festival. Next time there will be no UIUC credit card at fest gear. ITA will need to provide a way to accept credit cards.
 - L. Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep - Nothing new
 - M. J.W. Morrisette, U of I Dept. of Theatre and Dance Rep. - Great comradery between U of I & ISU. We need to talk about possibly allowing Student Committee members to attend Upstate meeting telephonically.

Krannert Staff: All State - will provide good tech rider with checkpoints from both Krannert rules and OSHA rules. They will send a Krannert TD to All State build weekend to advise on problems with sets. They will send the same tech form to Productions. They will need pictures of the front and back of all sets that are responded to. Load in for showcases should start 45 minutes before showtime. 15 minutes for load-in, 15 minutes for safety check, 15 minutes to allow the audience in.

Non-Krannert Staff: Great tech staff that now knows what needs to be changed and fixed. Added an ASM to Playhouse, Wants to add a TD to all off site venues or at least a floater TD. They want to add a quick change booth with minors changing backstage, Need to talk about rigging issues and dead hangs.

N. Associate Director of Development/ Public Relations - Needs to start development/PR earlier.

O. Historian / Documentarian - Absent

P. Associate Director of Box Office - Absent - See Exit Report

Q. ITA President - Absent

R. Executive Director Emeritus (2018) - Farewell

S. Secretary and Executive Director (2019) - Hello

IV. FAREWELL TO THE TROOPS: Annaliisa Ahlman, Executive Director 2019 - Thanks to all!! So proud of all of the work!

V. WORKING LUNCH WITH COUNTERPARTS FOR 2020 @ NOON

A. Basic duties of the job

B. Important points/recommendations from the exit report

C. Important Contacts

D. Parting words of wisdom

I. 2020 FESTIVAL COMMITTEE CONVENES @ 1:00 PM

Voting Members in Attendance:

- Vic Pilolla, Executive Director (2020)
- Annaliisa Ahlman, Executive Director Emeritus (2019)
- Judy Klingner, Secretary/Executive Director (2021)
- Katherine Apperson & Jessica Keuth - Rahtjen, Assoc. Directors of Workshops
- Jessi Lim, Assoc. Director of Promotions
- Jason Stevens & Geoff Epperson, Assoc. Directors of Exhibits
- David Morrison, Assoc. Director of Auditions
- Danny Yuska, Assoc. Director of Play Selection
- Mike Karasch & Hector Hernandez, Assoc. Directors of Technology
- Michelle Bayer & Paul Dombrowski, Assoc. Directors of Hospitality/Mentors
- Kevin Vernon, Assoc. Director of Development
- Nathan King, All-State Producer
- Allan Kimball, All-State Director

Non-Voting Members in Attendance:

- Megan McCann, ISU/Local Arrangements – Program Coordinator
- Mark Wayne, Assoc. Director of Box Office
- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Jenna Keefer, UIUC Assistant Production Coordinator
- MacKenzie Sinta and Jacklyn Ovassapian, UIUC Student Committee
- Cody Rogers, Madison Gillis, Sarah Esparza, ISU Student Committee
- J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.

- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep

Voting Members Absent:

- Kim White, Assoc. Director of Promotions
- Andy Simon, Assoc. Director of Auditions
- Ryan Lambert Assoc. Director of Play Selection
- Marty Lynch, Assoc. Director of Development
- Kurt Steinhauser, Historian/Documentarian
- Clare McConville, Assoc. Director of Auditions

Non-Voting Members Absent:

- Britnee Kenyon, ITA Liaison
- Aimee-Lynn Newlan, ITA
- Wendy Taylor, Assoc. Director of Box Office
- Kevin Long, ITA President
- Tom Mitchell, U of I Dept. of Theatre and Dance Rep.
- Dylan Dewitt, ISU Student Committee

II. INTRODUCTIONS

III. GUIDING PRINCIPLES

A. Continuing to Make the Festival Better

1. Exit Reports
 2. Surveys
- ### B. Challenging the Status Quo
1. Current Procedures & Policies
 2. Separate telephonic meeting with Exec Director before each meeting
 3. Your agenda ideas
- ### C. Working Smarter, Not Harder
- ### D. The greenest we can be / Digital Transformation
- ### E. Full-state Inclusion - Let's reach out to schools that haven't participated in the past and encourage them to come to the festival, bring a show, participate in All-State, etc.

IV. THEME: "I STILL BELIEVE..."

- ### A. Executive Director's Vision
- ### B. Opening ceremony ideas – Under the Street lamp – Some original members of the cast of *Jersey Boys*. Add a Master Class for them to do in the future. Cut down on speeches. Keep walk across for committee and All-State. Add a walk across for past Executive Directors. Need to find something for them to do. Still working on the cost.
- ### C. Committee: How can this theme tie into each area of the Festival?
- ### D. Logo & Artwork – Needs color. Need to consider ratios for versions that can be square, rectangular, etc.

V. ALL-STATE: *AIDA*

- A. Concept introduction – Celebrate diversity. Connect to the theme.
- B. Audition/interview information – Monologue, musical selection, and a choreography piece (online and in person) Glenbard North June 8/9, June 15 (University High), Callbacks Glenbard North June 15; Tech interviews in person if possible. Musicians- likely recorded auditions
- C. Rehearsal/build schedule discussion Aug. 5-10, Sept. Labor Day, Oct. Columbus Day, Thanksgiving, Jan. 3-5, Load –in Jan. 6.
- D. Hotels for production staff for rehearsals/ Saturday Night? Funding is a concern. If budget can handle it, we will include production staff rooms for Saturday night. Question came up about All-State students' rooms for Saturday night.

VI. SUB-COMMITTEE ROLES

- A. Duties of each position
- B. What information do you need to do your job?
- C. Theme integration
- D. What one thing do you want to change? Bring ideas to the next meeting.
- E. Important Contacts

VII. PROOF CONTACT INFORMATION SHEETS

- A. For all schools in our files – To be completed at the March meeting.
- B. For the Committee – To be sent out before the March meeting.

VIII. SPACE UPDATE

- A. Available / unavailable spaces – CVA 110 – new space for Tech Olympics
- B. New & Potential Spaces – None as of today.

IX. BUDGET UPDATE

- A. Sub-Committees: Review your section
 - 1. Considerations: What expenses to you foresee? What new ideas need financial support? In what ways can you economize?
 - 2. Consider paying responders? Discussion re: What would be appropriate compensation? Maybe mileage above 50 miles? Could there be compensation other than financial?
 - 3. Consider adding a question to registration about those interested in responding to plays.
 - 4. Let's get 30% of plays selected to be from schools that have not brought a play to the festival in the past.
- B. Sub-Committee Budget Decisions: Due before Spring Meeting
 - 1. \$1,336 hotel and honorarium for Improv (Kenny Metroff)
 - 2. Box Office cost question
 - 3. Discussions regarding each sub-category of the budget.
 - 4. Add in sign language interpreter (\$1,000)
 - 5. Take out \$150 from College Auditions
 - 6. Add \$50 more to Snapchat budget

7. Allow schools to pay for registration using a credit card (including a 4% fee). Discussion to be continued at the March meeting.
- C. Balanced Budget: Required at Spring Meeting (including the All-State Production & Student Involvement Budgets to be presented to the ITA Board)

X. FUTURE MEETING DATES & DEADLINES

A. Confirm Meeting Dates

1. Sun., March 10 @ East Leyden HS (Spring Meeting)
2. Fri., June 21 @ ISU Where??(Summer Meeting - Workshop & Play Selection tour of spaces in the morning)
3. Sun., September 8 @ East Leyden HS (Fall Meeting)
4. Sat., November 16 & Sun., November 17 @ ISU Alumni Center (Pre-Thanksgiving Meeting)
5. Wed., January 8 @ ISU Alumni Center (Pre-Festival Meeting)
6. Thurs., January 9 – Sat., January 11 @ ISU (Festival)
7. Sun., (To Be discussed) @ ISU Alumni Center (Change-Over Meeting)

B. Online Web-Posting or Postcard Mailing Deadlines & Info

XI. ISU CONFERENCE SERVICES – UPDATES & REQUESTS –

1. Reimbursement information
2. Renovation at the Bone Center should not be an issue
3. There will be some new restaurants in the Bone
4. Jeremy Jenkins – Tech guidelines have been approved.
5. Background checks for every adult on campus – Checking into this.

XII. ITA UPDATES, ISSUES, & CONCERNS

1. Philosophy for the Committee – ITA is our parent organization.
2. Every committee member should be an ITA member.
3. ITA website contains history of the Festival including exit reports, past budgets, etc.
4. Britnee Kenyon is the Secondary ITA liason.

XIII. OTHER BUSINESS

1. Apperson moved to adjourn.
2. Vernon seconded.

XIV. ADJOURNMENT (2:30 PM)