

January Change Over Meeting Minutes
ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
PLANNING COMMITTEE MEETING: CHANGE-OVER MEETING
UIUC – Krannert
500 South Goodwin Ave., Urbana, IL 61801
Sunday, January 25, 2015
10:00 am

Planning Committee in Attendance:

Brian Alexander, Executive Director (2015)
Carmel DeStafano, Secretary/Executive Director (2016)
Adam Miller, Assoc. Director of Exhibits
Tom Skobel, Assoc. Director of Exhibits
Christopher Thomas, Assoc. Director of Workshops
LaDonna Wilson, Assoc. Director of Workshops/Secretary/Executive Director (2017)
Allan Kimball, Assoc. Director of Auditions
Sandra Smycz, Assoc. Director of Play Selection
Nathaniel Haywood, Assoc. Director of Play Selection
Kurt Steinhauser, Historian/Documentarian
Judy Swiger, Assoc. Director of Hospitality/Mentors
Karen Hall, All-State Director/ITA Representative
Laura Gilbert, All-State Producer
Annaliisa Ahlmann, Assoc. Director of Box Office
Dennis Anastasopoulos, Assoc. Director of Technology/All-State Director 2016

Non-Voting Committee in Attendance:

Michelle Marquart, UIUC/Local Arrangements - Program Coordinator
Valli Hammer, UIUC/Local Arrangements
Sami Kosinski, KCPA Technical Coordinator
Daniel Chaim Pozzebon, UIUC/Krannert Center
J.W. Morrisette, UIUC Department of Theatre Representative
Teri Ciafalo, UIUC Department of Theatre
Lisa Lillig, KCPA
Kate Henry KCPA
Matthew Brooks, Production Coordinator
Cyndee Brown, ISU Department of Theatre Representative
Katie Apperson, ISU: Student Coordinator/Friday Night Events
Molly Triveline, ISU Student Committee
Megan McCann, ISU Local Arrangements-Program Coordinator
Ryan Lambert, Assoc. Director of Promotions 2016
Theresa Shepherd, All-State Producer 2016

Voting Members Absent:

Andy Sinclair, All-State Co-Producer
Demetrios Pappageorge, Executive Director Emeritus
Marty Lynch, Assoc. Director of Auditions

Julie Ann Robinson, Assoc. Director of Promotions
Michael Stephensen, Assoc. Director of Promotions

Non-Voting Members Absent:

Aimee-Lynn Newlan, ITA Executive Director
Marty Jean Goughnour, Assoc. Director of Development
David Mor, Student Volunteer Coordinator
Kyle Kolling, ISU Student Committee
Jonathan Meier, ITA Liaison
Dinah Barthelmess, ITA President
Daniel Esquivel, ISU Student Coordinator, 2016
Shannon Daring, ISU Student Committee, 2016

The meeting was called to order by Brian Alexander at 10:06 am.

- I. The minutes from the January Pre-Festival meeting minutes were emailed to the Committee and corrections were submitted. No additional corrections were made. Judy Swiger moved to accept the minutes. Nathaniel Haywood seconded. Minutes were accepted.
- II. 2015 BUDGET: The working budget was displayed for the Committee to peruse and the following items were discussed.
 - A. Michelle Marquart stated that the anticipated income was not realized in the following areas: school registration, exhibits, and/or sponsorships.
 - B. Some major bills will come in during February and March.
 - C. Lisa Lillig said the Dance Rehearsal Room needs to be stripped and refinished because of damages caused by beverages spillage.
- III. EXIT REPORTS 2015
 - A. Executive Director: Brian thanked everyone for making the theme work throughout the Festival. He was very happy with each aspect of the Festival. He focused on the following items from the exit report.
 1. The separation of the vendors did not go as planned. Since The Studio Theatre may be an option for 2017.
 2. The Executive director should be involved in all aspects of contracting the performers for the Opening Ceremony.
 3. There was a discussion of the 15% each Festival contributes to the ITA to help procure grants. Karen Hall will go back to the ITA and explain the belt-tightening the Festival is feeling so the ITA may address this issue.
 - B. Associate Directors of Workshops – Christopher Thomas mentions the following items from the exit report.
 1. Games, improv, dance, and make-up workshops are the best attended.
 2. The Panel Discussions were successful but not well attended.

3. There was an ongoing concern about the dedication of many of the student monitors. JW Morrisette pointed out that there are only 94 undergraduate theatre students at UIUC, so it is challenging to get the needed number of volunteers.
 4. Because of some possible problems, more supervision was suggested for the Friday dance.
 5. Lisa Lillig made a suggestion to workshops to have more make-up removal items at the workshops.
- C. Associate Directors of Promotions –
1. Brian Alexander reported that all FestGear was sold out.
 2. There was a need for more smalls in flannel pajamas and larger sizes in sweatshirts.
 4. There were some issues in working with Weiskamp this year. Promotions needs to find a new company for 2016.
 5. Promotions display methods were successful.
- D. All-State Director and All-State Producers Karen Hall and Laura Gilbert reported on the following exit report items.
1. The fabulous experience working with Actor's Gymnasium.
 2. Changing costumers was successful. A costume crew of six built the entire show.
 3. Using Google forms were incredibly helpful.
 4. Having a dedicated credit card was extremely helpful.
 5. The Audition Registration needs to be changed to a Google form.
 6. The \$450 registration fee inneeds to be increased. Over half of the students had their fees is by their schools or other sources.
 7. Karen congratulated Andy and Laura on stretching a dollar
- E. Associate Directors of Exhibits
1. Adam reported that the tech underground was a good idea, but it was challenging to get people down there; signs and raffles were not quite enough.
 2. There was some confusion with vender registration. Michelle suggested an email blast when the postcards go out as a reminder.
 3. Lisa Lillig said that some of the corporate sponsors needed more power and fewer tables. Daniel suggested including more specific questions on the registration form.
- F. Associate Directors of Auditions
1. Allan said monitors didn't show up until the second session of the auditions. He suggested keeping the same 20 monitors the whole time.
 2. Allan stressed that all audition results need to go to the student and not the chaperoning teacher.
 3. Marty was scheduled for a workshop during audition tabulation. Alan recommends that workshops for the audition committee members be limited to Saturday slots.
 4. Alan suggested using the Music Building Auditorium in 2017.
- G. Associate Directors of Play Selection

1. 37 shows submitted and 21 performed. There were fewer showcases submitted this year.
2. There were difficulties finding respondents in the Rockford area and the borders of the state; otherwise, went well.
3. Nathaniel suggested that we adhere to the two respondents required, three 'suggested'.
4. Nathaniel said that there needed to be more specificity about the set up and load out time. The greatest problem was with the Playhouse.
5. It was great to have the U of I personnel this year at the November meeting to assist in assigning the spaces. Sandra said is crucial that Dan Browder be there at the play selection meeting next year.
6. The UIUC Krannert staff suggested that the December 7 meeting is the time to clarify all performance information and sign documents, especially in regards to weapons. There was a school that didn't declare they had a 'firearm' this year and was denied permission to use it.

H. Associate Director of Technology

1. Dennis reported on the success of the use of the IHSTF App this year. Over 1000 people downloaded the App before the Festival.
2. He noted that the App has the ability to have evaluations forms and orders for such things as FESTGEAR.
3. He suggested that next year's technology chair create a YouTube video demonstrating on how to use the App. It was also suggested that there could be a short video run during Opening Ceremony.
4. There was difficulty in using all the different spreadsheets from each committee. He will share the forms he created with the next Committee.
5. Michelle emphasized that the program printing has to be the priority over getting the App programed.
6. The Workshop Committee felt the Push notifications could have happened more often. Dennis suggested that a designated person be at the Committee table the whole time to do all notifications.
7. The UIUC Krannert staff suggested that an informational kiosk in the middle of the lobby might also be helpful. Screens that would have information available might also be useful.
8. Dennis remarked that there could be links from the exhibitor or college to their actual webpage directly on the App, as well.

I. Student Committee Representatives

1. Brian referred everyone to David Mor's exit report that was sent out to the IHSTF committee. It was noted that David was unaware of the guideline/timeline sheet on the ITA website. JW said that none of the UIUC representatives were aware of that link. It has been a challenging transition for their staff as Nick Zazal and Tom Mitchell had much of the information "in their head."

2. The Krannert production staff also enjoyed not using the Studio Theatre for productions as it gave more time for their staff to focus on other theatre spaces
 3. Sami reported that there were some continuing communication issues, specifically with other venue heads at Smith and Foellinger.
 5. Tech staff would have also liked bagged meters since they had to be there earlier than other IHSTF Committee members to set up for All-State, etc.
 6. Since the tech staff shirts were often covered by coats, Sami suggested ordering long sleeve t-shirts for them or issuing unique name badges that would make them easier to spot.
 7. The Fire Marshall requested to meet the theatre staff ahead of time and to send out important information to accepted schools sooner.
 8. She also noted that the monitors should show up half an hour before their scheduled times.
 9. Student reps asked that they be cc'd on more emails.
 10. They would like Google forms instead of paper forms.
- J. Associate Director of Hospitality/Mentors
1. Judy thought hospitality went well and would like to continue with information about mentoring in fall and spring mailings.
 2. Judy noted a few things to improve the sponsors' room: gluten-free items and a coat rack in the hospitality room for security purposes.
 3. There is still a big difference between the food items offered at ISU and Krannert.
 4. Judy wants to develop forms or notes that new directors who have never taken students to Festival can send to their students.
 3. Michelle recommends a hanging sign and one on the hospitality room door.
- K. University of Illinois Local Arrangements
1. Michelle said we saved \$1,000 dollars by not putting in workshop descriptions in the program.
 2. Having a designer create the whole program and just take out the pages covered by the app was a much easier plan this year.
 3. Having the November meeting before Thanksgiving gave more time to complete the program. Michelle request that any updates be accompanied with a note via Google docks to eliminate confusion.
 6. All information for Workshops needs to be proofed before being submitted for the program.
 7. She suggests that we try to price things in multiples of \$5 in FESTGEAR, if possible, for change purposes.
 8. Parking went much smoother this year, particularly with Lot 9. The Festival cut down on the bag meters, but that will need to be reviewed again for 2017.
 7. Lisa said that someone from the Festival Committee with access to students' records, needs to stay in the Krannert until all students are gone on Friday night.
- L. Cyndee Brown, ISU Dept. of Theatre and Dance Rep

1. Cyndee said it is hard to find students who want to be at all the meetings from June to January. She, like JW, is worried about the number of monitors.
2. She reiterated how pleased ISU is to be a part of the Festival.
- M. J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
 1. JW asked that the Committee look at David's email to see if there is more that we can do to facilitate the job of student monitor committee member.
 2. UIUC would like to open up communication with the Education department, perhaps, to request other UIUC students, not just theatre majors.
 4. JW said there needs to be more communication at the December 7th meeting with the other venues.
 5. Kate Henry will be the person running the 2017 Festival from their end.
 6. UIUC staff would like to have Drama Rehearsal Room available for load-ins. This may be a problem for Workshops.
- N. Associate Director of Development/ Public Relations
 1. Brian reported that there was \$5,000 of ad space sold this year. There were some in-kind donations, as well.
 2. Brian asked that people tell Development and the Executive Director when they receive any in-kind donations.
- O. Historian / Documentarian—nothing to report
- P. Associate Director of Box Office
 1. Analiisa says thank you to those who helped her, especially Karen and the house managers at Krannert.
 2. She suggested using FedEx again to cut tickets.
 3. Everyone who wanted to see the Opening Ceremony and All-State show were able to do so because of the weather cancellations.
 4. The swap desk opening time made it hard it difficult to see the 8:30 am performance.
 5. There seemed to be fewer students at the swap desk this year, in general. Dennis said students were using the App and hashtags to swap tickets.
- Q. ITA President—no report
- R. Executive Director Emeritus (2014)—no report
- S. Secretary and Executive Director (2016)
 1. Carm said recording the minutes for the past year was a great form of training for Executive Director.
 2. She would also like to have a manual for the Executive Director position established. There will be a committee to work on this. Brian and Karen volunteered to assist.
- T. FAREWELL TO THE TROOPS: Brian Alexander, Executive Director 2015, gave a final thank you to everyone and adjourned the meeting at 12:03 for a working lunch for new committee members to talk to their counterparts.
- U. WORKING LUNCH WITH COUNTERPARTS FOR 2016

IV. 2016 FESTIVAL COMMITTEE CONVENES (and reconvene) – 1:00 PM

Carmel DeStefano called the 2016 Festival Committee meeting to order at 1:07 pm.

Planning Committee in Attendance:

Carmel DeStefano, Secretary/Executive Director (2016)
LaDonna Wilson, Assoc. Director of Workshops/Secretary/Executive Director (2017)
Allan Kimball, Assoc. Director of Promotions
Ryan Lambert, Assoc. Director of Promotions
Nathaniel Haywood, Assoc. Director of Workshops
Liesl Krieger, Assoc. Director of Workshops
Vic Pololla, Assoc. Director of Auditions
Kurt Steinhauser, Historian/Documentarian
Karen Hall, ITA Representative/Assoc. Director of Box-Office
Dennis Anastasopoulos, All-State Director 2016
Theresa Shepherd, All-State Co-Producer 2016
James Crow, Assoc. Director of Exhibits
Thom Ringrose, Assoc. Director of Exhibits

Non-Voting Committee in Attendance:

Michelle Marquart, UIUC/Local Arrangements - Program Coordinator
Valli Hammer, UIUC/Local Arrangements
J.W. Morrisette, UIUC Department of Theatre Representative
Teri Ciafalo, UIUC Department of Theatre
Matthew Brooks, Production Coordinator 2017, UIUC Student Representative
Cyndee Brown, ISU Department of Theatre Representative
Molly Triveline, ISU Student Committee
Megan McCann, ISU Local Arrangements-Program Coordinator

Voting Members Absent:

Brian Alexander, Executive Director (2015)
Kim White, Assoc. Director of Play Selection
Tim Broeker, Assoc. Director of Play Selection
Christine Haynes, All-State Co-Producer
Marty Lynch, Assoc. Director of Auditions
Judy Swiger, Assoc. Director of Hospitality/Mentors

Non-Voting Members Absent:

Aimee-Lynn Newlan, ITA Executive Director
Marty Jean Goughnour, Assoc. Director of Development
Jonathan Meier, ITA Liaison
Dinah Barthelmess, ITA President
Daniel Browder, ISU Dept. of Theatre

Pete Guither, Dean's Rep from the College of Fine Arts at ISU
Daniel Esquivel, ISU Student Coordinator, 2016
Shannon Daring, ISU Student Committee, 2016

V. INTRODUCTIONS

- A. Carm started by stating how happy she was that there are so many different people to infuse something new into this upcoming Festival. She had everyone present introduce him/herself and say what his/her responsibility would be in the 2016 Festival.
- B. UIUC personnel JW, Teri, and Matthew Brooks stayed to learn more about the process.
- C. After the introductions, Carm expressed the need for someone to be the Director of Technology for this year's committee.

VI. GUIDING PRINCIPLES

- A. After reading exit reports, Carm had the following items she would like to stress and or implement.
 - 1. To make the most of the time we have together, issues that aren't making progress will be tabled to keep the meetings moving along swiftly.
 - 2. Everyone on Committee should use the same Google spreadsheet. Workshops need to check with Dennis about which fields to include.
 - 3. Workshops and Auditions need to look at monitor issues.
 - 4. There seems to be a problem with respondents not being versed in Liz Lerman response method. An examination of the process will be discussed during the March meeting.
 - 5. Festival should expand the use of the App for FESTGEAR pre-orders and immediate feedback in the form of surveys for workshops and activities.
- B. Work Efficiency
 - 1. A method for proofing the program more efficiently needs to be developed.
 - 2. There was only 166 students were in shows at noon. Play Selection should look into look perhaps revising the schedule.
 - 3. The Committee members need to look at the chronologies and work on meeting set deadlines. Also, many of the chronologies need updating.
 - 4. A policy of looking ahead to deadlines instead of waiting until the last minute needs to be instituted.

VII. THEME: Dare to Dream – Executive Director's Dreams for Festival 2016:

- A. Find new workshops where students can take risks and plays about those who took chances to follow their dreams. The All-State *RENT* was chosen because the characters, even when misguided, are following their dreams.

- B. An Opening Ceremony that asks students to think about their dreams and a closing ceremony that asks them to reflect on their accomplishments.
- C. Find ways to include more elements from the International Thespian Festival into our Festival.
- D. Committee members think about the theme and how it can be incorporated into the Festival.
- E. Work on the Festival logo has begun.

VIII. TEAM “NORMS”

- A. Clear, consistent communication is important. Carm promises to email back in 24 hours. If she doesn’t, it means she didn’t receive the email. She would like a return on an email within 48 hours.
- B. Aimee-Lynn will offer an orientation for new people at the March meeting.
- C. All Committee meetings will start on time.
- C. Everyone should proof spreadsheets information soon after it’s entered.
- D. Megan McCann sent around guidelines for how to submit receipts.

IX. PROOF CONTACT INFORMATION SHEETS

- A. Kurt said we are going to proof participating school information at the March meeting.
- B. The Committee members checked their information for the contact sheet.

XI. SPACE ISSUES

- A. Megan reported no new spaces. Church wasn’t used in 2014 but is a possibility for 2016. Capen is still tentatively available. Megan will keep the Committee updated.
- B. Cyndee says the Gallery, a huge space with a cement floor, is now a new space for Workshops.

XII. BUDGET

- A. Megan asked that everyone look carefully at their portion of the budget for the March meeting.
- B. Carm will conference with each Sub-Committee about their portion of the budget before the March meeting.
- C. We must have a balanced budget by the end of the March meeting including the All-State production and student involvement budgets.
- D. Kurt said the budget does not include the participation fees for All-State, so that the 15% ITA fee is not assessed on that money.
- G. IHSTF budget needs to be presented to the ITA Board on April 26th.

XIII. ALL-STATE: *RENT: School Edition*

- A. Dennis said the school edition of *RENT* still has the heart of the original show.
- B. Audition/interview information
 - 1. Dennis is going with the same audition process that Karen Hall used.

2. Auditions will be June 18th and 19th at Hinsdale South and June 20th at ISU. June 24th will be callbacks at Hinsdale South. Students can get online in April to begin the process at rentproducers@ihstf.org.
- C. Rehearsal/Crew schedule discussion
 1. Proposed dates are August 4-6, Labor Day weekend, Columbus Day weekend, Thanksgiving weekend, and three days between Christmas and New Year's (Dec 27-29).
 2. They hope to move the set to ISU on January 2nd, 2016, and have the students arrive Monday the 4th.
 3. Medical release forms will be submitted at the time of the auditions. Megan asked that the chronology be updated so she gets this information sooner.
 4. Jim Crow asked about home-schooled students. Karen said that those students use their parents as their principals. Carm included that the All-State company is registered as a school. Those students do not need to be with another school.
- D. The design staff is visiting ISU on February 14th for a tour.

XIV. NUTS & BOLTS

- A. ISU Conference Services (Megan McCann)
 1. Megan asked that people copy her on all emails, so she can be in the loop. She will not respond if the information isn't relevant to her.
 2. Megan explained that going through her with emails is the best bet, and she will make sure the appropriate people get the information needed, especially Dan Browder.
 3. Megan asked when Pete and Dan needed to be at meetings. Carm asked that they be there the entire first day of the November meeting.
- B. Meeting Dates

1. Sunday, March 22	Reavis HS
2. Friday, June 19	ISU
3. Sunday, Sept. 13	Reavis HS
4. Friday & Saturday Nov. 21 & 22	ISU (November)
5. Wednesday Jan. 6	ISU (Pre-fest Meeting)
6. Thursday-Saturday Jan. 7-9	The Festival at ISU
7. Sunday January 24 (TBA)	ISU Changeover to 2017

XV. ITA

- A. Aimee-Lynn was contacted by phone. She sent an email about how to get on the Committee page of the ITA website.
- B. Karen showed everyone how to get on the ITA link and pointed out that the ITA Second Secretary has to see everything that goes out to the public from the IHSTF.
- C. Karen also noted that the IHSTF Committee is an ad-hoc ITA Committee, so it is important that everyone look at the by-laws that

are listed for the Festival. She asks that we all look at the document “Policies and Best Practices.” Chronologies, minutes, and exit reports are there to look at, as well.

- D. Karen Hall or Jonathan Meyer will be at every meeting if she is not as a liaison and/or advocate for us to the ITA.
- E. Kurt explained that the budget needs to be approved early to obtain cancellation insurance.

XVI. OTHER BUSINESS

- A. Megan wanted to say that the ISU students were great in 2014 and suggested that student monitors contact them as a resource.
- B. Teri says there is not a chronology for the student tech reps. Sami and Matthew will build a chronology that can be adapted in future years.
- C. Cyndee and JW will also create one for the faculty student advisors.
- D. The All-State company budget was again addressed and a motion was made by LaDonna Wilson to raise the All-State participation fee from \$450 to \$500. Vic Pillola seconded the motion. After some discussion, the motion passed.
- E. Kurt established a sheet of deadline dates for the upcoming Committee. Carm will confirm dates with each subcommittees when she talks to them about budgets.

XVII. ADJOURNMENT—Vic motioned to adjourn the meeting, Liesl seconded. Meeting adjourned at 2:54 pm.