

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL PLANNING COMMITTEE

MEETING: March Meeting

Niles North High School, 9800 Lawler Avenue, Skokie, IL 60077

Sunday, March 11, 2018, 10:00 am

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
- Andy Simon & Jason Stevens, Assoc. Directors of Exhibits
- Michelle Bayer & Clare McConnville, Assoc. Directors of Auditions
- Mark Begovich & Joey Fitzpatrick, Assoc. Directors of Play Selection
- Teslen Sadowski & Michael Karrasch, Directors of Technology
- Susan Gorman, All-State Director
- Karen Hall & Ryan Lambert, All-State Co-Producers
- Kurt Steinhauser, Historian /Documentarian

Voting Members Absent:

- Kevin Vernon, Assoc. Director of Development

Non-Voting Members in Attendance:

- Judy Swiger & Britnee Kenyon, Assoc. Directors of Hospitality/Mentors
- Britnee Kenyon & Beth Ann Barber, ITA Liaisons
- Michael Vetere, ISU Dept. of Theatre and Dance Rep
- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- J.W. Morrisette and Tom Mitchell, U of I Dept. of Theatre and Dance Rep.
- Mercedes Sinta, UIUC Student Committee
- Madison Gillis, Dylan Dewitt, Cody Reyes, Sarah Esparza, ISU Student Committee
- Megan Cornyn, Lisa Lillig, Daniel Pozzebon, UIUC Krannert Staff
- Allan Kimball & Kevin Long, ITA President and ITA President (elect)

Non-Voting Members Absent:

- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
- Maddie Martín, UIUC Tech Coordinator
- Megan McCann, ISU/Local Arrangements - Program Coordinator
- Aimee-Lynn Newlan, ITA

1. Introductions

- 1.1. Committee Re-Introductions
- 1.2. Approve minutes from January meeting

2. Committee Orientation – Aimee-Lynn Newlan

- 2.1. Illinois Theatre Association
 - 2.2. Overview
 - 2.3. Bylaws
 - 2.4. IHSTF as a Standing Committee of the ITA
 - 2.5. Important Policies and Procedures
 - 2.6. Website
 - 2.7. Email Accounts (Gmail)
 - 2.8. Other?
3. Committee Reports – Focus on exit reports (2017 & 2018), survey results, preliminary tasks accomplished, anticipated actions, and theme integration.
- 3.1. Executive Director – Annaliisa Ahlman
 - 3.1.1. Survey observations
 - 3.1.2. Exit report observations
 - 3.1.3. Updates
 - 3.1.4. Budget
 - 3.1.5. Logo design
 - 3.1.6. Opening Ceremonies
 - 3.1.7. Program Update (size, sign-up via registration)
 - 3.1.8. Comments/Concerns/Other
4. Technology - Teslen Sadowski & Mike Karrasch
- 4.1. Survey & exit report observations
 - 4.2. App Spreadsheet Needs by Committee (workshops, auditions, play selection, exhibits)
 - 4.3. Updates: Social Media Wall, Slideshow, Misc. Responsibilities
 - 4.4. Anticipated actions
 - 4.5. Theme Integration
 - 4.6. Comments/Concerns/Other
5. All-State – Susan Gorman, Karen Hall, Ryan Lambert
- 5.1. Exit report observations
 - 5.2. Tasks started/accomplished
 - 5.3. Update on Concept/Theme Integration
 - 5.4. Production staff update
 - 5.5. Tour of facilities
 - 5.6. Auditions (dates, forms, process, etc.)
 - 5.7. Rehearsal Schedule
 - 5.8. Company plans
 - 5.9. Budget (Discussion during Section V)
 - 5.10. Anticipated actions
 - 5.11. Theme Integration
 - 5.12. Comments/Concerns/Other
6. Development – Kevin Vernon
- 6.1. Exit report observations

- 6.2. Potential sources of development
- 6.3. Sponsorship alternatives to program ads
- 6.4. Anticipated actions
- 6.5. Theme Integration
- 6.6. Comments/Concerns/Other
- 7. Workshops –Tom Skobel & Kate Apperson
 - 7.1. Survey & exit report observations
 - 7.2. Potential for commissioned workshops
 - 7.3. Setup Changes (repeat popular workshops on Saturday, check-in changes, etc.)
 - 7.4. Anticipated actions
 - 7.5. Theme Integration
 - 7.6. Comments/Concerns/Other
- 8. Exhibits – Andy Simon and Jason Stevens
 - 8.1. Survey & exit report observations
 - 8.2. Anticipated actions
 - 8.3. Theme Integration
 - 8.4. Comments/Concerns/Other
- 9. Auditions – Michelle Bayer and Clare McConnville
 - 9.1. Survey & exit report observations
 - 9.2. Technology Integration – Going Greener
 - 9.3. Anticipated actions (Power cord pricing/purchase, etc.)
 - 9.4. Theme Integration
 - 9.5. Comments/Concerns/Other
- 10. Play Selection – Mark Begovich and Joey Fitzpatrick
 - 10.1. Survey & exit report observations
 - 10.2. Response Process (updates, number of respondents, committee responsibility, etc.)
 - 10.3. Anticipated actions
 - 10.4. Theme Integration
 - 10.5. Comments/Concerns/Other
 - 10.6. Potential for Faculty Show?
- 11. LUNCH BREAK
- 12. Local arrangements – Michelle Marquart
 - 12.1. Survey & exit report observations
 - 12.2. Update on space limitations
 - 12.3. Anticipated actions
 - 12.4. Comments/Concerns/Other
- 13. Student representatives / Friday Activities
 - 13.1. Survey & exit report observations

- 13.2. Anticipated actions (recruitment; building monitors; work with UIUC students)
- 13.3. Theme Integration
- 13.4. Comments/Concerns/Other
- 14. Graduate Courses – Jimmy Chrismon
 - 14.1. Evaluations of changes
 - 14.2. Anticipated action
 - 14.3. Comments/Concerns
- 15. CPDU Credits – Aimee-Lynn Newlan
- 16. Mentors / Hospitality – Judy Swiger and Britnee Kenyon
 - 16.1. Evaluations of changes (multiple rooms for sponsors, etc.)
 - 16.2. Anticipated action
 - 16.3. Comments/Concerns
- 17. Box Office – Dennis Anastasopoulos and Wendy Taylor
 - 17.1. Evaluations of changes
 - 17.2. Anticipated action
 - 17.3. Theme Integration
 - 17.4. Comments/Concerns
- 18. Promotions – Dori Foster and Jessi Lim
 - 18.1. Survey & exit report observations
 - 18.2. New Products/Product Changes
 - 18.3. Anticipated actions
 - 18.4. Theme Integration (All-State-themed Fest gear, etc.)
 - 18.5. Comments/Concerns/Other
- 19. Historian / Documentarian – Kurt Steinhauser
- 20. ITA Liaison – Allan Kimball / Britnee Kenyon / Beth Ann Barber / Aimee-Lynn Newlan
- 21. Budgets – Michelle Marquart & Aimee-Lynn Newlan
 - 21.1. Preliminary Financial Report from previous Festival
 - 21.2. Preliminary Budget for Current Festival
 - 21.3. Explanations of projected income and expenditures
 - 21.4. All-State Production Budget (Susan, Karen, Ryan)
 - 21.5. Comments/Concerns
 - 21.6. Approval of a working budget.
 - 21.7. Approval of All-State Company Expense budget
- 22. Preparing April/May Web-Postings – items include:
 - 22.1. All text must be proofread before it goes online
 - 22.2. Cover Letter (Annaliisa)
 - 22.3. Committee List (Annaliisa)

- 22.4. IHSTF Executive Director (Annaliisa)
- 22.5. Fest Gear (Dori & Jessi)
- 22.6. Registration Information. *Will go online in August.*
- 22.7. ITA Information (Aimee-Lynn)
- 22.8. Play Selection Letter and Application Forms including dates (Mark & Joey)
- 22.9. Respondent Interest Form/Link (Mark & Joey)
- 22.10. Professional Development Opportunities (Jimmy)
- 22.11. Workshop Letter and Application Form (Tom & Katherine)
- 22.12. Tech Olympics (Tom & Katherine)
- 22.13. All-State Information Update (Susan, Karen, Tim)
- 22.14. State-Wide Postcard or web-posting Proof (Susan, Karen, Tim)
- 22.15. Hotels (spring) (Michelle)
- 22.16. Highlight Interest in Future Festivals (All-State Director and Planning Committee Members)

23. Looking Ahead To The Fall “Web-Posting”

- 23.1. Exhibits/Vendor Form
- 23.2. Medical & Media release form

24. Other Concerns and New Business

25. Adjournment (will be by 4:00 PM)