

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 McConville, 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, ITA Liaison
- 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.
- MacKenzie Sinta, UIUC Student Committee
- Madison Gillis, , Cody Reyes, Sarah Esparza, Jacklyn Ovassappian, ISU Student Committee

Non-Voting Members Absent:

- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Dylan Dewitt, ISU Student Committee
- Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
- Maddie Martin, UIUC Tech Coordinator
- Lisa Lillig, Daniel Pozzebon, UIUC Krannert Staff
- Megan McCann, ISU/Local Arrangements - Program Coordinator
- Beth Ann Barber, ITA Liaison
- Allan Kimball & Kevin Long, ITA President & ITA President elect
- Aimee-Lynn Newlan, ITA
- Megan Cornyn, UIUC Krannert Staff

10:13 am Meeting was called to order

1. Introductions
 - 1.1 Committee Re-Introductions
 - 1.2 After two changes Karen Hall moved and Katie Apperson seconded to approve January Minutes. Motion Carried
2. Committee Orientation

Britnee showed and explained the Committee Only web page

The reps for the ITA are the face of the ITA

The ITA is a network of Theatre Artists from all groups across Illinois.

ITA 2nd Vice President approves all external communication

Some of the Items on the ITA Website include:

- ITA By-Laws

- Tips on Proof-reading

- Vendor Statements and W-2's

- Policies

- 2 years of Budgets

- Agendas, Minutes, Exit Reports, Mailings, and Webpages are all available

E-mail Amiee-Lynn if you are not able to get into your Festival E-Mail

ITA Gala / Meeting is August 25 & 26

All external communication from the committee should go first to the Executive Director and Amiee-Lynn.

3. Committee Reports

4. Executive Director Report

- 4.1 Key is student participation and having a valuable experience. Quality over quantity

- 4.2 Opening Ceremony Lyn-Manuel or Sutton Foster(back-up) and a revue/variety show featuring former IHSTF students who have gone on to professional

- 4.3 Program to be the same size, will decide later on whether to get more than last year

- 4.4 Annaliisa show 4 logo designs. Colors and design was discussed. More colors would add more cost for screens for logo wear. Annaliisa will send out the Logo when it is further along for comments.

- 4.5 Budget concerns were discussed: How to increase revenue to account for our higher expenses. We will not sell programs or increase number of attendees to add to revenue.

5. Local Arrangements

- 5.1 We were updated on what may be available and what is not available. ISR, Smith Music are not available. Levis Center will add about 5 spaces. Amory will hold about 200 with very uncomfortable chairs and is about a 10 – 15 minute walk. All of the Union rooms are reserved, lunch will be at the Union Ballroom – Will students go there?? YMCA unknown, is expensive and a much longer walk. University HS was discussed for showcase space

- 5.2 Currently there is no plan for background checks

- 5.3 . April Save-the-Date e-mail was discussed and items to add. A block of rooms are set at the Eastland Suites for the November Meeting. Audition spaces were discussed, - Union space?, large lecture hall with piano availability, we will look at spaces at June Meeting.

6. Mentors/Hospitality

- 6.1 Satellite space worked great last time. We need more support for new directors, possibly pairing a newbie with a director who has brought shows to Festival before? We need to put out a call for mentors. Hospitality and Play Selection will work together on this.

7. Technology

- 7.1 App response was positive. There were issues with Maps, acronyms need more clarification, places to eat on app?, Can the app help with capacity issues, is there ability to share schedules, or contact workshop leaders? Is there a way to find nearby workshops when one is filled or cancelled? Check-ins or QR codes? Is there an alternative to our Social Media wall to get less expensive?
8. All-State
 - 8.1 Both producers would like a credit card. Can they get one? Storage needs to be discussed. All-State interns are being re-branded as Mentors. E-mail is set-up and their contact list is currently over two hundred students that are interested in acting, tech, etc. They are working on their budget, but waiting on the company budget from Big Fish. Their hotel will be Eastland Suites. They still need a Music Director/Choral Director and Costumer. They are still looking for a set building location; a closing Catholic school is a possibility. Can Load-In be on Saturday 1/5? No ISU mentors will have night duty. What can we do about security during that time? (Parents, Security Guard??) Video auditions will be allowed, but not for callbacks.
9. Development
 - 9.1 Google form to track donations.
 - 9.2 Big Fish accepted!!
10. Workshops
 - 10.1 No background checks, what are alternatives for what to do when workshops are cancelled. We need more tech workshops. Tech Olympics was successful largest turnout in years. Rolling workshops will happen at U of I.
 - 10.2 Flying workshops – maybe if space is available. Allstate Improv, Actors Gymnasium, etc. possible but we need a way to pay for commissioned workshops.
11. Exhibits
 - 11.1 Exhibit Only Hour is not helpful. Passport Raffle was very successful this year. We need signs for “Not at Booth”. Can we combine Registration forms for Exhibits/Workshops, etc?
 - 11.2 Dates and deadlines were discussed. Final updated/corrected version is to be sent out and placed on website.
12. Auditions
 - 12.3 Get Accepted was discussed. We will be charged \$15/student 1st year and then \$30 the second year. We must sign a two year contract. U of I charged us \$13 /student currently. We have budgeted \$\$3,900 in income, \$1,600 in expenses and \$2,340 to U of I, netting a \$40 loss. Adding Get Accepted will increase that loss to \$2,965 for the first year and \$5,890 for the second year. To compensate we discussed increasing the audition fee. Michele made a motion to “Increase the audition fee by \$15 if we contract with Get Accepted”. Katie seconded and the motion passed.
13. Play Selection
 - 13.1 They have updated the forms and website info. An email was received regarding diversity and was discussed. Many questions were raised regarding spaces.
14. Lunch
15. Student Committee
 - 15.1 Housing – ISU students will be booked into hotel rooms for the days of the festival, if they wish to attend the invited drees on Wednesday night they will find their own rooms. The student committee needs more supplies (sharpies, tape, etc.)

- 15.2 A possible free DJ was discussed, but we will keep current budget if it doesn't work out. All backpacks must be left outside of the dance area. Cash sales for limited wrist bands at the dance.
- 16. Graduate Courses
 - 16.1 They will be no graduate courses offered this year
- 17. CPDU Credits
 - 17.1 CPDU credits will be offered this year as usual
- 18. Box Office
 - 18.1 Box office directors will monitor minutes but will not attend meeting until September meeting.
- 19. Promotions
 - 19.1 225 to 405 responses. A lot of Allstate gear was left.
 - 19.2 They want bigger designs. Other items were discussed, festivals buttons and other small items, undated items. Russ from Stars and Stripes was great to work with.
- 20. Historian
 - 20.1 A possible raffle game guessing the old festival theme with old t-shirts missing some words. Tips for proofreading copy in on website
- 21. ITA Rep
- 22. Budget
 - 22.1 The budget was adjusted and several line items were fixed. To increase revenue Ryan motioned that the registration fee be increased to \$55. Tom seconded and the motion carried. Mark motioned to approve the budget. Michelle seconded and the motion carried. After some more discussion regarding balance of budget, Mark motioned that Annaliisa will submit a balanced budget. Katie seconded and the motion carried.
- 23. Preparing April/May Web postings
 - 23.1 Annaliisa went over who was responsible for all of the web postings. Michelle motioned to adjourn. Katie seconded and the motion carried. Meeting was adjourned at 3:10 pm.