

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL PLANNING COMMITTEE MEETING: March Meeting

East Leyden High School, 3400 Rose Street, Franklin Park, IL 60131

Sunday, March 10, 2019, 10:00 am

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 & Kim White, Assoc. Directors of Promotions
- Jason Stevens & Geoff Epperson, Assoc. Directors of Exhibits
- Andy Simon & David Morrison, Assoc. Directors of Auditions
- Ryan Lambert & Danny Yuska, Assoc. Directors of Play Selection
- Mike Karasch & Hector Hernandez, Assoc. Directors of Technology
- Michelle Bayer & Paul Dombrowski, Assoc. Directors of Hospitality/Mentors
- Marty Lynch , 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
- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Cody Rogers, Madison Gillis, Sarah Esparza, Dylan DeWitt ISU Student Committee (Via Skype)
- Aimee-Lynn Newlan, ITA
- Kevin Long, ITA President

Voting Members Absent:

- TBD, Historian/Documentarian

Non-Voting Members Absent:

- Kevin Vernon, Assoc. Director of Development
- Britnee Kenyon, ITA Liaison
- J.W. Morrisette, and Tom Mitchell, U of I Dept. of Theatre and Dance Rep.
- MacKenzie Sinta and Jacklyn Ovassapian, UIUC Student Committee
- Wendy Taylor & Mark Wayne, Assoc. Directors of Box Office
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep

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 (2018 & 2019), survey results, preliminary tasks accomplished, anticipated actions, and theme integration.
 - 3.1. Executive Director
 - 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. Comments/Concerns/Other
4. Technology
 - 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 –
 - 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 –
 - 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 –
 - 7.1. Survey & exit report observations
 - 7.2. Setup Changes (repeat popular workshops on Saturday, etc.)
 - 7.3. Anticipated actions
 - 7.4. Theme Integration
 - 7.5. Comments/Concerns/Other
8. Exhibits –
 - 8.1. Survey & exit report observations
 - 8.2. Anticipated actions
 - 8.3. Theme Integration
 - 8.4. Comments/Concerns/Other
9. Auditions –
 - 9.1. Survey & exit report observations
 - 9.2. Technology Integration – Going Greener
 - 9.3. Anticipated actions
 - 9.4. Theme Integration
 - 9.5. Comments/Concerns/Other
10. Play Selection –
 - 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
11. LUNCH BREAK
12. Local arrangements –
 - 12.1. Survey & exit report observations
 - 12.2. Update on space
 - 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. CPDU Credits – Aimee-Lynn Newlan

15. Mentors / Hospitality –

- 15.1. Evaluations of changes
- 15.2. Anticipated action
- 15.3. Comments/Concerns

16. Box Office –

- 16.1. Evaluations of changes
- 16.2. Anticipated action
- 16.3. Theme Integration
- 16.4. Comments/Concerns

18. Promotions –

- 17.1. Survey & exit report observations
- 17.2. New Products/Product Changes
- 17.3. Anticipated actions
- 17.4. Theme Integration (All-State-themed Fest gear, etc.)
- 17.5. Comments/Concerns/Other

18. Historian / Documentarian –

19. ITA Liaison –

20. Budgets –

- 20.1. Preliminary Financial Report from previous Festival
- 20.2. Preliminary Budget for Current Festival
- 20.3. Explanations of projected income and expenditures
- 20.4. All-State Production Budget (Allan, Nathan)
- 20.5. Comments/Concerns
- 20.6. Approval of a working budget.
- 20.7. Approval of All-State Company Expense budget

22. Preparing April/May Web-Postings – items include:

- 21.1. All text must be proofread before it goes online
- 21.2. Cover Letter (Executive Director)
- 21.3. Committee List (Secretary)
- 21.4. IHSTF Executive Director
- 21.5. Fest Gear
- 21.6. Registration Information. *Will go online in August.*
- 21.7. ITA Information (Aimee-Lynn)
- 21.8. Play Selection Letter and Application Forms including dates
- 21.9. Respondent Interest Form/Link (Play Selection)
- 21.10. Professional Development Opportunities (?)
- 21.11. Workshop Letter and Application Form

- 21.12. Tech Olympics (Workshops)
- 21.13. All-State Information Update
- 21.14. State-Wide Postcard or web-posting Proof (All State)
- 21.15. Hotels (spring) (Megan)
- 21.16. Highlight Interest in Future Festivals (All-State Director and Planning
Committee Members)

- 22. Looking Ahead To The Fall "Web-Posting"
 - 22.1. Exhibits/Vendor Form
 - 22.2. Medical & Media release form

- 23. Other Concerns and New Business

- 24. Adjournment (will be by 4:00 PM)