

**41st ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**  
**Find Your Truth**

**MARCH MEETING AGENDA**

**Sunday, March 13, 2016 @ 10:00 AM**

**Glenbrook North High School**

**2300 Shermer Rd**

**Northbrook, IL 60062**

- I. Introductions
  - A. Introductions and changes to Committee
  - B. Update on contact sheet
- II. Committee Orientation – Aimee-Lynn Newlan
- III. Committee Reports – Focus on exit reports (2015 & 2016), survey results, preliminary tasks accomplished, and anticipated changes.
  - A. Executive Director – LaDonna Wilson
    - 1. Survey observations -
    - 2. Exit report observations -
    - 3. Tasks started/accomplished –
      - a. Budget established
      - b. Logo design
    - 4. Comments/Concerns -
  - B. Executive Emeritus/Development—Carm DeStefano
    - 1. Survey observations-
    - 2. Exit report observations-
    - 3. Anticipated action-
    - 4. Comments/Concerns-
  - C. Workshops –Liesl Krieger and Anna Jakubka
    - 1. Survey observations -
    - 2. Exit report observations -
    - 3. Tasks started/accomplished –
    - 4. Anticipated action –
    - 5. Comments/Concerns -
    - 6. Possible commissioned workshops
    - 7. Repeat popular workshops on Saturday?
  - D. Promotions –Ryan Lambert and Stacy Cunningham
    - 1. Survey observations –
    - 2. Exit report observations -
    - 3. Tasks started/accomplished –
    - 4. Anticipated action –
    - 5. Comments/Concerns -
  - E. All-State – Julie Ann Robinson, Suzanne Aldridge
    - 1. Exit report observations -

- 2. Tasks started/accomplished –
  - a. Tour of facilities
  - b. Budget
  - c. Updating of Audition forms
  - d. Rehearsal Schedule
  - e. Company plans
- 3. Anticipated action –
- 4. Comments/Concerns -
- F. Exhibits – Vic Pilolla and Gary Thorsky
  - 1. Survey observations –
  - 2. Exit report observations -
  - 3. Tasks started/accomplished –
  - 4. Anticipated action –
  - 5. Comments/Concerns -
- G. Auditions – Adam Miller and Jessica Mitilineos
  - 1. Survey observations –
  - 2. Exit report observations –
  - 3. Tasks started/accomplished –
  - 4. Anticipated action –
  - 5. Comments/Concerns -
  - 6. Juniors?
- H. Play selection –Tim Broeker and Michelle Bayer
  - 1. Survey observations –
  - 2. Exit report observations –
  - 3. Tasks started/accomplished –
  - 4. Anticipated action –
  - 5. Comments/Concerns -
  - 6. Liz Lerman response process

## LUNCH BREAK

- I. Technology - Thom Ringrose and Dennis Anastasopoulos
  - 1. Exit report observations –
  - 3. Tasks started/accomplished –
  - 4. Anticipated action –
  - 5. Comments/Concerns -
  - 6. Social Media wall?
  - 7. Achievement presentation before All-State?
- J. Local arrangements – Michelle Marquart
  - 1. Exit report observations –
  - 2. Tasks started/accomplished –
  - 3. Anticipated action –
  - 4. Comments/Concerns -
- K. Student representatives / Friday Activities –
  - 1. Survey observations –
  - 2. Exit report observations -

3. Tasks started/accomplished –
  4. Anticipated action –
  5. Comments/Concerns -
- L. Graduate Courses - Cyndee Brown
1. Evaluations of changes -
  2. Anticipated action –
  3. Comments/Concerns -
- M. Mentors / Hospitality – Judy Swiger
1. Evaluations of changes -
  2. Anticipated action –
  3. Comments/Concerns -
- N. Box Office – Allan Kimball
1. Evaluations of changes -
  2. Anticipated action –
  3. Comments/Concerns -
- O. Historian / Documentarian – Kurt Steinhauser
- P. ITA Liaison – Allan Kimball
- Q. ITA Office – Aimee-Lynn Newlan
1. Executive Director
  2. Associate Director of Development
- V. Budgets – Michelle Marquart
- A. Preliminary Financial Report from previous Festival -
  - B. Preliminary Budget for Current Festival
    1. Explanations of projected income and expenditures
    2. Comments/Concerns
    3. *Approval of a working budget.*
  - C. Approval of All-State Company Expense budget
- VI. Preparing April/May Web-Postings – items include:  
*All text must be proofread because it is all going online April 4<sup>th</sup>.*
- A. Cover Letter
  - B. Committee List
  - C. ITA Executive Director
  - D. Fest Gear
  - E. Registration Information
  - F. ITA Information
  - G. Play Selection Letter and Application Forms including dates
  - H. Respondent Interest Form/Link
  - I. Professional Development Opportunities
  - J. Workshop Letter and Application Form
  - K. Tech Olympics
  - L. All-State Information Update \*\*\*April
  - M. State-Wide Postcard Proof \*\*\*April

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

- A. Exhibits/Vendor Form
- B. Hotels (spring)
- C. Medical & Media release form -

IX. Other Concerns and New Business

X. Adjournment (will be before 4:00 PM)