

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
PLANNING COMMITTEE MEETING MINUTES: CHANGE-OVER MEETING MINUTES
ISU Alumni Hall
1101 N. Main St. Normal, IL
Sunday, January 24, 2016
10:00 am**

Planning Committee (Voting Members) Present

Carmel DeStefano, Executive Director (2016)
LaDonna Wilson, Secretary/Executive Director (2017)
Gary Thorsky, Assoc. Director of Exhibits
Nathaniel Haywood, Assoc. Director of Workshops
Liesl Krieger, Assoc. Director of Workshops
Victor Pilolla, Assoc. Director of Auditions
Allan Kimball, Assoc. Director of Promotions
Tim Broeker, Assoc. Director of Play Selection
Thom Ringrose, Assoc. Director of Technology
Kurt Steinhauser, Historian/Documentarian
Dennis Anastasopoulos, All-State Director 2016
Theresa Shepherd, Co-Producer All-State 2016
Christine Haines, Co-Producer All-State 2016
Marty Lunch, Assoc. Director of Auditions
Judy Swiger, Assoc. Director of Hospitality/Mentors

Planning Committee (Voting Members) Not Present

Brian Alexander, Executive Director Emeritus
Ryan Lambert, Assoc. Director of Promotions
James Crow, Assoc. Director of Exhibits
Ann Witting, Assoc. Director of Play Selection

Non-Voting Members Present

Megan McCann, ISU Program Coordinator
Aimee-Lynn Newlan, ITA Executive Director
Karen Hall, Assoc. Director of Box Office, ITA Liason
JW Morrisette, UIUC: Department of Theatre Representative
John Litanzi, UIUC: Student Representative
Cyndee Brown, ISU: Department of Theatre and Dance Representative
Molly Triveline, ISU: Student Committee
Dan Esquivel, ISU: Student Committee
Shannon Doering, ISU Student Committee
Natalie Kozelka, ISU Student Committee

Non-Voting Members Not Present

Marty Jean Goughnour, Assoc. Director of Development /Public Relations
Johnathan Meier, ITA Liason
Dinah Barthelmess, ITA President
Daniel Browder, ISU Department of Theatre

I. Carmel DeStefano called the meeting to order at 10:02 am.

II. 2016 BUDGET: Megan McCann and Kurt Steinhauser felt that the budget was on track and they would have more specific information at the next meeting.

VI. EXIT REPORTS 2016

A. Executive Director (2016)

1. Carm noted that the opening ceremony went well.
2. She tried to expand the Committee, but some people had challenges following through with their duties.
3. There were some challenges with registration as schools thought they were registered when they were not. Carm suggested adding another reminder as the deadlines approached.
4. The programs were very professional, but there was concern that the turn around time was too soon as they needed to be done before Christmas, but then were not worked on for a few weeks which would have allowed for more time for specific editing.
5. Carm still feels that the Critical Response caused issues and would like to form a committee to continue to work on this issue.
6. Expo Hour went well, but some exhibitors suggested one for Saturday morning, perhaps between 9 and 10 am.
7. As for the new app, it was well received, and it would be nice to add even more on the app.

B. Associate Directors of Workshops

1. Nathaniel and Liesl noted that there was great feedback and that numbers were consistent with numbers two years ago. There were lots of full workshops.
2. Student Monitors were awesome! Building monitors were very effective.
3. More tech workshops were requested. Panels were still not as well attended as they should have been. **Maybe a box around them in the program***
4. Carm suggested that maybe popular workshops could repeat for two days (or four times) if they are super popular.
5. A suggestion was made to add a workshop where students could learn about creating good tech portfolios.

C. Associate Directors of Promotions

1. Items sold well (weather report was helpful).
2. The location next to the swap desk was effective for making money as students purchased things as they stood in line.
3. The monitors made set up super fast.
4. Working with the company Stars and Stripes went well, they were personable and wanted to make sure everything went well.
5. As far as sizing, many asked for extra-small (or youth large) sizes.
6. Students loved the ducks, too!

D. All-State Director and All-State Producers

1. Carm was extremely helpful. It was also great that Theresa is a business woman, not a creative person.
2. Most cast members were from District 2 and 3, but that is where most of the auditioners came from so it is not surprising.

3. Dennis suggested that there be an EMT for the entire week of rehearsal.
4. Vertigo was extremely helpful.
5. Labor Day rehearsals continue to be a problem.
6. Doubletree was an exceptional site for housing students as they had hot breakfast, and they gave up the entire 5th floor for company meetings.
7. Dennis also noted that it would be great to form some corporate sponsors that could help with lumber, transportation, and busing.

E. Associate Directors of Exhibits

1. Exhibitors loved the personal communication they received, and the space.
2. Gary suggested a table in the exhibit room that was informational for the exhibitors and those there to see the exhibits.
3. The suggestion was made to have the raffle at a different time than the expo hour.

F. Associate Directors of Auditions

1. There was a really good turn out and tech auditions had a bit more time in each slot.
2. Talking to college reps right after the auditions helped, and Marty suggested that happen again in the future.
3. Auditions actually didn't need as many monitors after tech auditions, but the tabulation went great and posting callbacks went smoothly.
4. A suggestion was made to do a portfolio review at All State Rehearsals for Tech and include NIU on this day.

G. Associate Directors of Play Selection

1. Tim noted that Play Selection is not a one person job.
2. There were 21 Full Lengths and 10 Showcases adjudicated.
3. 12 Full Length and 5 Showcases presented at the Festival, but we clearly needed more, especially Friday morning.
4. Tim also noted that Showcases were using a lot more tech, something to consider next year at UIUC.
5. Again there was a call to set up a committee to consider CRP.
6. Tim also wanted to thank Carm for seeing so many shows.

H. Associate Director of Technology

1. A great deal was added into the position, but the expansion of the app was well-received.
2. A huge volume of information was out to the participants before the Festival started (100,000 viewed before Dec 23-Jan 9, and 3000 people installed the software).
3. "My Schedule" was used often.
4. Guidebook is set up for three years.
5. Social Media wall was a huge success (#igotonthewall).

I. Student Committee Representatives

1. The Student Committee really liked the buttons for the outside of coats, they worked well for inside and out.
2. Four committee members stationed themselves strategically and were available at all times.
3. This committee used Google Docs for everything and will transfer it to the UIUC Student Committee.

4. Life-sized games were a huge hit and need to be continued.
5. This committee suggested eliminating Vrooman and Schrader from the buildings used as they were hard to find and monitor.
6. Monitors noted that workshops were often at capacity and that the CPA and Bone needed bathrooms cleaned more often.
7. The committee also noted that the satellite desk needed signage and ticketing Capen was challenging for the All Fest Improv show.

J. Associate Director of Hospitality/Mentors

1. The food from ISU was so much better this year, Judy thanks Megan for asking for more consistent re-stocking.
2. Judy is worried that the budget has not changed for years and the cost of food has risen.
3. She also noted that Gluten Free items were a big hit.

K. ISU Local Arrangements

1. Dan and Pete are both retiring which is a little scary for Megan.
2. Students crowding the hallway in Metcalf was a problem.
3. Megan thanks the student monitors for their excellent work!

L. Cyndee Brown, ISU Dept. of Theatre and Dance Rep

1. Cyndee is still having trouble getting people registered for the course, but the class will remain open until everyone gets in.

M. J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.

1. JW was pleased with the great relationship between students from both universities.

N. Associate Director of Box Office

1. Karen wanted the Committee to know that they are out of ticket supplies. Card stock will be around \$300.
2. Karen also noted that there needed to be more Friday morning performances.
3. Box Office needs to meet with the monitors that are house managers to discuss their jobs with them individually.

VII. FAREWELL TO THE TROOPS:

Carm DeStefano voiced her concerns over Rackspace and suggested going to a Google format instead. She also asked that everyone send her information so that she can send out personalized thank you cards.

WORKING LUNCH WITH COUNTERPARTS FOR 2017 (Noon) 2016 Committee members met with 2017 Committee members, sharing their concerns and triumphs.

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PLANNING COMMITTEE MEETING MINUTES: CHANGE-OVER MEETING

ISU Alumni Hall

1101 N. Main St. Normal, IL

Sunday, January 24, 2016

10:00 am

VIII. 2017 FESTIVAL COMMITTEE CONVENES (and reconvene) – 1:00 PM

IX. INTRODUCTIONS –

VOTING MEMBERS IN ATTENDANCE

- A. LaDonna Wilson, Executive Director (2017)
- B. Carmel DeStefano, Executive Director Emeritus (2016)
- C. Nathaniel Haywood, Secretary/Executive Director (2018)
- D. Liesl Krieger, Assoc. Directors of Workshops
- E. Stacy Cunningham, Assoc. Directors of Promotions
- F. Vic Pilolla & Gary Thorsky, Assoc. Directors of Exhibits
- G. Jessica Mitilineos, Assoc. Directors of Auditions
- H. Michelle Bayer & Tim Broeker, Assoc. Directors of Play Selection
- I. Thom Ringrose & Dennis Anastasopoulos, Directors of Technology
- J. Judy Swiger, Assoc. Director of Hospitality/Mentors
- K. Carm DeStefano, Assoc. Director of Development (Doing Double Duty)
- L. Kurt Steinhauser, Historian /Documentarian
- M. Julie Ann Robinson, All-State Director
- N. Suzanne Aldridge, All-State Producer

NONVOTING MEMBERS IN ATTENDANCE

- O. Michelle Marquart, U of I/Local Arrangements - Program Coordinator
- P. Megan McCann, ISU/Local Arrangements - Program Coordinator
- Q. J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
- R. Cyndee Brown, ISU Dept. of Theatre and Dance Rep
- S. Student Committee Representatives – Need Names
- T. Aimee-Lynn Newlan, ITA
- U. Karen Hall, ITA Liaisons
- V. Krannert Center Staff – Lisa Lillig, Daniel Pozzebon, Kate Henry, Matthew Brooks, Nicole Bromley

VOTING MEMBERS ABSENT

Anna Jakubka, Play Selection
Ryan Lambert, Promotions
Adam Miller, Auditions

NONVOTING MEMBERS ABSENT

Sandra Smycz, Box Office
Jonathan Meier, ITA Liaison
Dinah Barthelmess, ITA President

X. GUIDING PRINCIPLES

- A. How can we improve?
 - 1. Exit Reports
 - 2. Surveys

- a. **ACTION ITEM: Review both exit reports and surveys from 2017 AND 2016 to maximize positive changes and adjustments**
- B. Work Efficiency
 - 1. It is acceptable to multitask during meetings as long as attention is paid to the discussions taking place in the meeting.
- C. Continuing to go greener – app and program
 - 1. Major point for discussion this year – reducing the number of programs so that there is not a program for each student. Programs are needed for certain things (maps, etc.) but the schedule itself is used most frequently on the app. Need to settle on a good number of programs by the March meeting.
- D. Full-state inclusion
 - 1. **ACTION ITEM: Focus on including ITA Regions 4, 5, and 6 within each Subcommittee of the Festival.**

XI. THEME: “Find Your Truth”

- A. Executive Director’s Vision – EXPLAINED BY LADONNA
- B. Committee: How can this theme tie into each area of the Festival?
 - 1. Each Subcommittee has the freedom to incorporate the theme as they see fit. Panel Presentation workshops are good ideas but have been poorly attended by students. Brainstorming needs to occur on how to make these more visible and better attended.
- C. Art direction
 - 1. Discussion occurred on the look and color of the logo and theme of “Find Your Truth.”
 - a. Could use some splashy font for some of the words
 - b. Potential for outlining some of the words to make them stand out more.
 - c. Be aware of the primary background color (students tend not to buy Fest Gear that has primarily vibrant colors)

XII. PROOF CONTACT INFORMATION SHEETS

- A. For all schools in our files – NOT DONE AT THIS MEETING
- B. For the committee
 - 1. **ACTION ITEM: Executive Director will complete a contact sheet to send out to the Committee. Any adjustments to name spelling should be sent to Secretary (Nathaniel Haywood).**

XIII. SPACE ISSUES

- A. Are all traditional spaces available? Any spaces not available to us?
 - 1. As of January 25, all spaces that are typically available at UIUC are available for IHSTF 2017. No students are scheduled to be on campus or in Krannert during the Festival time period.
 - 2. Krannert Center is not available on Monday, January 2nd 2017. This is a concern for All-State. The set should ideally be loaded in during the December 19-22 time frame. Krannert closes at 7pm on each of those days. Krannert has already scheduled All-State for that adjusted December time frame and will contact Sue Aldridge with specifics.
- B. Any new spaces to utilize?
 - 1. None at this time.

XIV. BUDGET

- A. Look carefully at your section
 - 1. Budget is not currently fully complete. It is awaiting finalization of All-State expense estimates.

2. Parking will not be free at Krannert, as usual.
- B. Emailing each sub-committee before March meeting
 1. **ACTION ITEM: Michelle and/or LaDonna will email the subcommittees their section of the budget to review. It will also be on the Committee Only hidden website. Pay special attention to line items that need to be significantly changed or eliminated.**
- C. We must have a balanced budget by the end of the March meeting including the All-State Production & Student Involvement Budgets to be presented to the ITA Board
 1. In the past, there has been issues with the use of other spaces (pricing, usage, etc.). No change has currently been made in those areas as of this time.
 2. Communication with the facilities outside of Krannert has improved and will be more ongoing during the Festival this year.
 3. Computer and projector ability is extremely limited in Krannert and the cost to provide it can be prohibitive. Workshop presenters and the Committee needs will need to be provided by the presenters/committee members themselves.
 4. **ACTION ITEM: A line item needs to be added for the Technology Subcommittee for the Social Media Wall, creating Interior Maps of Buildings, and other technology needs for the Exhibit Space in Krannert. Aimee-Lynn suggested a \$700 addition.**

XV. DUTIES

- A. Just what should each Associate Director be doing?
 1. **ACTION ITEM: Each Subcommittee should look at the Committee Only hidden website (see email from Aimee-Lynn) for documents and links related to their individual subcommittee.**
 2. **ACTION ITEM: Carm will update the Chronologies by the March Meeting.**
 3. **ACTION ITEM: Aimee-Lynn will decide and provide information on what Committee email platform will be used for 2017 (Rackspace, Gmail, or other)**
- B. What information do you need to do your job?
 1. See Committee Only hidden website (noted earlier in the minutes).
- C. What can we do to leave this Festival a little better than how we found it?
 1. Enhanced communication is vital; when issues arise, they can only be resolved if they are communicated to the Executive Director and the full Committee.

XVI. ALL-STATE: *Sweeney Todd*

- A. Concept introduction
 1. The concept is in the process of being developed. Sue (producer) and Julie Ann (director) are in the process of finalizing the production staff.
 2. Dark, grungy, grimy, and stark differences in class are among the ideas being emphasized.
 3. Bob Schramm (Broadway Costumes) will be working with All-State again this year.
 4. **ACTION ITEM: Bass singers are needed for this production. A harp player is also needed for the pit. Communication on any leads for basses or harp players should be passed along to Julie Ann and Sue.**
- B. Audition/interview information
 1. Full State Inclusion is important for this show. Information needs to be disseminated to lower income schools and southern schools about the details and needs of the show so that students know that they can and should audition.
- C. Rehearsal/build schedule discussion – NOT DISCUSSED
- D. Set up tour of the theatre – NOT DISCUSSED

XVII. NUTS & BOLTS

- A. UIUC Conference Services – INTRODUCTIONS ONLY
- B. Meeting Dates
 1. Sunday, March 13 – Glenbrook North HS (10:00am – 4:00pm; Daylight Savings)

2. Friday, June 17 – UIUC
 3. Sunday, Sept. 18 – Glenbrook North HS (10:00am – 4:00pm)
 4. Saturday & Sunday, Nov. 19 & 20 – UIUC (8:00am – 6:00pm; 9:00am – 4:00pm)
 5. Wednesday Jan. 4- UIUC (Pre-fest Meeting – 8:00pm)
 6. Thursday-Saturday Jan. 5-7 - The Festival at UIUC
 7. Sunday January 22 - UIUC Changeover to 2018 (10:00am – 3:30pm)
- C. Online Web-Posting or Postcard Mailing – How/when copy should be submitted. –
REFERENCED ONLY

XVIII. ITA - Other ITA concerns

- A. **ACTION ITEM: All Committee members must check their membership and ensure that it is current.**
- B. February 6-7 is the ITA Auditions date and attendance is low. Spreading the word about it is appreciated.

XIX. OTHER BUSINESS

- A. Exhibits plans to address Exhibit Hall concerns from 2015. A new setup will allow for more exhibit tables and take away the need to place any exhibitors in the lower levels of Krannert. Vic Pilolla has a ground plan (made using Vectorworks) that he will share with all necessary parties.
- B. Workshops plans to commission some workshops to tie in with the theme. Albany Park Theatre Project is a particular theatre company of interest for commissioned workshops and/or productions.
- C. Play Selection has determined that scheduling will be strictly enforced. If schools run over their load-in time or their show runs too long, they will be cut off at the end of their scheduled time.
- D. Student Representatives plan to review the exit reports and plan for adjustments for the 2017 Festival. Friday Night Activities was discussed (improv in particular).
- E. Promotions has already determined what items to discontinue (sunglasses, stars) and they have ideas for new items (“Sweeney Beanie”). The capacity for the Dance was confirmed to be 1,000 (900 overall with 100 going in and out).
- F. Historian/Documentarian asked for contact information for companies that are used. It is confirmed that the paper mail and mail addresses are needed for postcards and other physical mailings to sponsors and exhibitors.
- G. **ACTION ITEM: Kurt & LaDonna will be completing a comprehensive list of responsibilities and due dates for the March meeting. All-State will send their dates to Kurt so the list can be completed.**
- H. **ACTION ITEM: Consider what should be improved for the Festival – for your subcommittee or other subcommittees – and bring it to the March meeting.**

XX. XVIII. ADJOURNMENT

- A. Moved: Judy Swiger
- B. Seconded: Thom Ringrose
- C. Time: 2:22pm