

PLANNING COMMITTEE MEETING: AFTERNOON CHANGEOVER MEETING
ISU Alumni Center
1101 North Main Street, Normal, IL 61761
Sunday, January 26, 2014

Planning Committee in Attendance:

Brian Alexander, Executive Director (2015)
Demetrios Pappageorge, Executive Director Emeritus
Carmel DeStefano, Secretary/Executive Director (2016)
LaDonna Wilson, Assoc. Director of Workshops
Tom Skobel, Assoc. Director of Exhibits
Adam Miller, Assoc. Director of Exhibits
Allan Kimball, Assoc. Director of Auditions
Sandra Smycz, Assoc. Director of Play Selection
Nathaniel Haywood, Assoc. Director of Play Selection
Judy Swiger, Assoc. Director of Hospitality/Mentors
Kurt Steinhauser, Historian /Documentarian
Karen Hall, All-State Director
Andy Sinclair, All-State Co-Producer
Laura Gilbert, All-State Co-Producer

Non-Voting Committee in Attendance:

Michelle Marquart, UIUC/Local Arrangements - Program Coordinator
Daniel Chaim Pozzebon, UIUC/Krannert Center
Sandra Zielinski, ISU School of Theatre Rep
Cyndee Brown, ISU Dept. of Theatre and Dance Rep
Tom Mitchell, UIUC Department of Theatre Rep
J.W. Morrisette, UIUC Department of Theatre Rep
Aimee-Lynn Newlan, ITA
Megan McCann, ISU Local Arrangements

Voting Members Absent:

Christopher Thomas, Assoc. Director of Workshops
Michael Stevens, Assoc. Director of Promotions
Julie Ann Robinson, Assoc. Director of Promotions
Marty Lynch, Assoc. Director of Auditions

Non-Voting Members Absent:

Analiisa Ahlman, Assoc. Director of Box Office
Jonathan Meier, ITA Liaison
Kristen Mackie, ITA President
Marty Jean Goughnour, Assoc. Director of Development

- I. The meeting was called to order at 1:20 pm by the Executive Director Brian Alexander.
- II. As this was the first meeting of the 2015 Planning Committee, no minutes were presented.
- III. Introductions were made.
- IV. Executive Director's Report: Guiding Principles
 - A. Surveys: Brian Alexander requested that everyone check the survey feedback on the ITA website. Aimee-Lynn Newlan reported that she will set up password-free access to the survey site for Committee members.
 - B. Opening Ceremony: Because of the number of All-State performances required at UIUC (5), Brian feels an opening ceremony will be used for the 2015 Festival. He is looking into Nick Offerman for this performance.
 - C. Going Green: Brian suggested that the descriptions of workshops be removed from the program. This would cut out 28 to 30 pages of printing. He suggested developing an app that would be the program and list all descriptions as well as changes and announcements. LaDonna Wilson volunteered to work with Chris Thomas to set up the app. Lisa Lillig cautioned that internet access is very limited in the Krannert Center. Lisa suggested requesting hard-line set-ups for the registration desk and the Studio Theatre.
 - D. Brian wishes to continue encouraging the involvement of Region 6 in the Festival and requested all Committee members to extend invitations to schools in that region.
 - E. Policies and Procedures: Brian Alexander and Aimee-Lynn Newlan reminded the Committee members to review all policies and procedures, especially those policies for raising money and securing funds. Aimee-Lynn then explained how to log on to Committee information in a method that was amended before the end of the meeting. Aimee Lynn then emailed a link to each committee member.
 - F. Brian Alexander reminded the Committee members to check the Chronology of Duties.
- V. Team Norms
 - A. Communication: Brian requested that Committee members respond to emails within 24 hours. Demetrios Pappageorge added that even if you can't complete the project requested, at least let the sender know you received the message.
 - B. Attendance and Punctuality: Brian stressed that it is paramount to be at all meetings and on time.
 - C. Detail: Responses need to be complete and address the questions and concerns presented.
 - D. Receipts: Submit receipts to Michelle Marquart as you receive them. Don't wait until after Festival to submit receipts.

VI. Proof Contact Sheets: Brian Alexander passed out the proposed contact sheet for perusal and correction.

VII. Theme: Ignite the Passion Within

- A. Brian Alexander remarked on how difficult it was to find a unique theme.
- B. He reminded everyone to try and incorporate the theme into every area of the Festival.
- C. Preliminary artwork was presented.
 - 1. In recognition of the 40th anniversary of the Festival, a variation on the ITA Festival logo would include a star and the number 40.
 - 2. The 2015 Festival logo will be red, orange, and yellow flames on a black background.

VIII. Space Issues

- A. All the spaces used in past Festivals are available.
- B. There is a possibility of using new spaces for performances. It was suggested that the rehearsal rooms could be used as performance spaces.
- C. The limited space in the Krannert lobby continues to be a problem for exhibits. Austin Lynn suggested moving all the Tech exhibits to the 2nd level. Daniel Chaim Pozzebon said that he would send drawings of the rehearsal spaces on that level.

IX. The Preliminary Budget for Festival 2015 was distributed by Michelle Marquart. She asked for changes for specific budget lines. The Committee offered the following suggestions:

- A. Line 96 - Karen Hall said the cost for All-State tickets has to be funded at the 2013 Festival level.
- B. Line 76 - Aimee-Lynn Newlan suggested returning the monitor food budget to \$300.00.
- C. Line 93.5 – The Committee wishes to set aside funds this year for the Festival App.
- D. Line 88 – Michelle Marquart suggested this line item be removed because we have not needed mailing envelopes for the past three year. Michelle Marquart deleted line 88 and add a cost for the design of the postcard.
- E. Line 192 – Increase this line item to cover costs for the design of the postcards.
- F. Line 153 – Tom Skobel requested change from “festival poster” to “printing raffle cards”.
- G. Line 154 - “Printing” was removed from line 154.
- H. Line 159 - LaDonna Wilson requested \$3000 for special workshops.
- I. Brian Alexander then went through a list of line items he had questions on.
 - 1. Will audition fees (line 16) stay the same?
 - 2. Exhibits: Are the numbers for ITA members (line 20/21) accurate?
Aimee-Lynn Newlan said that she has that information and will pass it on to Brian.
 - 3. Exhibits: Did we receive many late fees?
 - 4. Parking: Michelle Marquart suggested that since we are not allowed to resell parking tags to the exhibitors and workshop presenters, we should

instead raise the fees by \$11.00 for Friday and Saturday to cover the parking expense. Karen Hall suggested that we have a Campus Parking rep at registration to sell the parking tags. Michelle Marquart also reported that we had problems with buses parking in Lot D9.

5. Monitors: Do we need hotel rooms for ISU kids? Sandra Zielinski responded with a resounding "Yes." (Line 74)
 6. Will FlyHouse donate shirts again this year? Allan Kimball said that he would check on it. (Line 75) Lisa Lillig said she would have to check with the Krannert Center about the student staff wearing the shirts if they display a company logo.
 7. Brian reported that Heyworth H.S. will cover the cost for printing the Opening Ceremony program. (Line 95)
 8. Certificates will be posted online again like last year, so Line 117 can go to \$0.
 9. Lines 41 and 179 should zero each other out.
 10. Line 148: if we use the same kind of wristbands as last year, at \$.23 apiece, the amount needs to be changed to \$230.00.
 11. Change line 39, Program Ads, to \$5,000.00.
 12. Zero out line 154 - goodie bags. We will not offer them this year.
 13. Demetrios Pappageorge mentioned money for videography. Brian Alexander wasn't sure if we would have one since we won't have a closing ceremony. Aimee-Lynn Newlan said we should make one for an archival record of the Festival anyway.
 14. Any other budget changes are to be sent to Brian Alexander by March 5th.
- C. Aimee-Lynn also introduced the question of alcohol at the sponsors' reception. The discussion was tabled for a later meeting.

X. Duties

- A. Aimee-Lynn is responsible for updating the chronologies on the website. Kurt Steinhauser will input changes and Demetrios Pappageorge and Jonathan Meier will review them.
- B. Brian Alexander mentioned that he sent the 2013 exit report to each Committee member for his/her review. Brian also reported the suggested changes in Workshops and All-State.
 1. Andy Sinclair asked if there is a location close to Krannert where meals could be brought in. Lisa Lillig suggested the Music Hall
 2. Lisa Lillig also said that there is a problem with late seating in the Studio Theatre. Because of the configuration of the theatre, those arriving late create a disruption to the performance. It should be on the tickets that no late seating will be allowed.
 3. All signage for promotions needs to be hard-backed and easy to hang.
- C. Michelle Marquart reviewed purchase procedures with the reminder that she can help facilitate any expenses through using either a university charge or a purchase order with advance notice.

- D. Both Megan McCann and Michelle Marquart voiced problems with incomplete registrations (missing forms, payments, or signatures).

XI. All-State: *Pippin*

- A. Karen Hall, All-State Director, expressed the hope that the design concept for *Pippin* will involve elements similar to the recent Broadway revival. The design team will consult with KCPA staff.
- B. Andy Sinclair said that the audition and rehearsal/crew call dates are set.
- C. LaDonna Wilson asked if the participation fee for All-State Company students is usually set by the producers. That budget is requested and approved by the Committee at the March meeting.

XII. Nuts & Bolts

- A. Meeting Dates
 - 1. Sunday, March 16 Maine East HS
 - 2. Friday, June 20 UIUC
 - 3. Sunday, Sept. 14 Maine East HS
 - 4. Friday & Saturday, Nov. 22 & 23 UIUC (week before Thanksgiving)
 - 5. Wednesday, Jan. 7 UIUC (Pre-fest Meeting)
 - 6. Thursday-Saturday, Jan. 8-10 The Festival at UIUC
 - 7. Sunday, January 25 UIUC Changeover to 2016
- B. On-Line web-posted will be posted March 31st. All copy needs to be finalized/proofed at the March 16th meeting.
- C. Kurt Steinhauser requested a few volunteers to form a sub-committee for the 40th anniversary of the Festival. The committee would invite former Executive Directors and plan a reception for them. Judy Swiger, Demetrios Pappageorge, and Greg Chew agreed to be on the committee.

XIII. ITA Business - Aimee-Lynn Newlan sent an email to each Committee member with access to the Committee page and surveys.

XIV. The meeting was adjourned at 3:40 pm.

- A. Judy Swiger moved to adjourn the meeting
- B. The motion was seconded by Allan Kimball.

Minutes respectfully submitted by Carmel DeStefano, January 28, 2014