

# Iowa Thespian Chapter Board

October 20, 2019 Minutes

**Location:** University of Northern Iowa

**Time:** 10:30 AM - 3:30 PM



**IOWA  
THESPIANS™**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

## ***Voting Members:***

DeLacy, Stephanie	Student Leadership	<b>P</b>
Hansen, Elizabeth	Membership	<b>P</b>
Hunter, Michael	Treasurer	<b>P</b>
King Powers, Elizabeth	Communications	<b>(A)</b>
Stephens, Tom	Secretary	<b>P</b>

Hammer, Taylor	Vice-Chair	<b>P</b>
Latham, Miles	Communications	<b>P</b>
Luebke, Will	Special Projects	<b>(A)</b>
Matta, Julie	Advocacy	<b>P</b>
Myatt, Anna	Junior Thespians	<b>P</b>
Schute, Amber	Membership	<b>P</b>
Scott, Casey	Secretary	<b>P</b>
Stoefen, Joie	Chair	<b>P</b>

## ***Non-Voting Members and Guests:***

Baumgartner, Kate	Tech Challenge	<b>P</b>
Clark, Brandon	Student Festival Coord.	<b>(A)</b>
Dean, Aaron	IE's and Registration	<b>P</b>
Duranleau-Brennan, Helen	Advocacy	<b>P</b>
Howard, Katie	Hospitality	<b>(A)</b>
Jensen, Lynn	Hall of Fame	<b>(A)</b>
Suzie Jones	Special Projects	<b>P</b>
Kole, Tange	UNI Dept. of Theatre	<b>(A)</b>
Kintigh, Stacie	Workshops	<b>P</b>
LaCorte, Leslie	Festival Co-Chair	<b>P</b>
Lange, Eric	UNI Dept. of Theatre	<b>P</b>
McGlaughlin, Katy	UNI Dept. of Theatre	<b>P</b>
Myatt, Christina	Scholarships	<b>P</b>
Peck, Kristi	Studios	<b>(A)</b>
Poellet, Shawn	GBPAC	<b>P</b>
Stecklein, Allie	Mainstage	<b>(A)</b>

**CALL TO ORDER:** 10:38 AM

I. 2019 Iowa Thespian Festival

A. Review & finalize festival schedule

- Changes have been adjusted for length of mainstages, dining locations, etc. Room assignments are still being finalized.
- On Thursday night we will have a meeting and dinner at 5:30 (at Country Inn and Suites) and will arrive at SWT around 7:00 to stuff bags and then transfer materials to GBPAC.

B. Coordinator Reports:

1. Student Board

a. Special projects

- Each STO brought a basket for the auction and will write a description
- The podium script has been written and will need to be finalized with schedule specifics.
- Studio and Mainstage directors will get a reminder email to bring an auction item and drop it off at the auction table
- Reminder: music for Minute to Give It should be given to Shawn ahead of time (day of is fine, but just not at the time of the event).

b. Leadership Lunch plan

- Will likely be in CBB 03; the event will include assigning an STO "buddy" to each candidate, an ITO workshop, and work on leadership skills with students attending the lunch but not running for STO this year.

2. Registration (Aaron)

a. Delegates

- 794 students and 119 adults (913 total) from 35 schools
- Student numbers are slightly down from last year (by about 50)

b. Guest Artist

- 54 registered guests this year

3. All-State Cabaret (Steph)

- 41 students and 6 technicians are participating. Music (Katie), choreography (Steph), and script have all been sent out via Google Drive.
- There will not be live music this year
- There will be some tech work between scenes – Shawn will arrange for technical staff to facilitate load-in and prep
- Should have access to 22 body mics
- Katy has arranged for BMT, APR, and potentially WRC or West Gym as rehearsal spaces

4. Sponsors/Exhibitors (Liz King Powers)

- 8 sponsors
- 16 colleges
- Exhibitor map will be created by UNI / Brandon and finalized
- Our 2 vendors need to complete UNI's financial agreement paperwork

5. Individual Events (Aaron)

- Registration is up this year and will need 7 rooms
- Short Film has been pulled out as FilmWorks
- STOs have been given to the *draft* IE schedule so they can begin planning their schedule flow chart
- Shawn will get a list of IE Showcase needs on Saturday morning

6. Mainstage (Allie)

- Allie has been in contact with Shawn over mainstage needs. All three schools have submitted contracts. The pit will be open for Carrie, so we will cut rows AA or BB for the entire weekend. Shawn will have steps in place on one side from the stage to the house. Leslie will print guest badges for UNI faculty to attend mainstage performances.

7. Studio Theatre (Kristi)

- The schedule is set and judges have been secured. The stage space has been communicated to directors.
8. Hall of Fame (Lynn)
    - The HoF meal/reception will happen in Davis Hall on Saturday for lunch. Hans from EdTA will be with us for that event.
    - We did not receive any HoF nominations this year, but we are hopeful that the changes in the nomination process will yield nominations next year.
  9. Tech Challenge (Kate)
    - Ellen from ETC has once again agreed to supply prizes. We had a few new options this year, but will likely stick with what's been done in the past in order to best fit school's inventories.
    - We have 15 teams registered
    - The event will again be in the West Gym
  10. Hospitality (Katie)
    - Katie is working on a troupe director gift (sweatshirt) and will pull sizes off the registration website. She was able to get them for about \$14, which is in line with previous years' gifts
    - Katie has received info for plaques for mainstage and studio, but still needs Michael Peitz award information.
    - Katie needs a list of people who need gift bags
  11. Workshops (Stacie)
    - 30 workshops currently registered (plus our ITO will present); we will leave the form open for one more week by link access only to see if we can add a few more (last year we had 34 workshops)
    - Low numbers of tech workshops, but the ones registered look good. Tom Goodall is willing to do a painting workshop and will be asked.
  12. Scholarship Auditions (Christina)
    - There are currently 36 students and 16 colleges participating. Christina and Aaron are finalizing information packets that will be given to schools.
    - The schedule of who is adjudicating the morning session will be worked on this afternoon.
    - All students should be available for the college fair (Bingo) except four from Pleasant Valley who will be loading in Carrie. Christina will get things started but we will need an adult volunteer to monitor this block of time.
    - Students should eat during the college fair (instead of going to Piazza), but college reps should not be eating this food. UNI will discuss placement and labeling of this food location.
    - Current STOs who are auditioning should be scheduled earlier to allow flexibility for schools who don't need to be on campus before 9:30.
    - Students who can't make the college fair (STO, Cabaret, mainstage, etc) will be given alternate directions to complete the Bingo card before callbacks.
    - There are three \$1000 scholarships that can be given to any combination of education, performance, and tech. We may want to clarify this policy and wording for the future.
  13. Open Jar Auditions (Tom)
    - Open Jar is attending again this year and will do a separate workshop (Friday) and audition (Saturday) process.
    - Open Jar will be in GBPAC 10
  14. Special Projects (Liz H and Suzie)
    - Special projects made roughly \$4000 last year and we can do better. STOs need to think about how to really promote the baskets – they are the featured items that should be driving income.
    - There will also be auction items for donated tickets from several performance venues, but GBPAC won't participate.
    - Broadway Cares flea market will be back this year.
    - Ribbons will be sold again this year (over \$500 last year)

- T-shirt grab bag will also return – this is very popular (over \$600 last year); UNI will donate some old Thespian shirts. Try to roll/wrap with a rubber band with the size tag showing.
- The silent auction will end at 4:55, directly before the IE showcase/Cabaret mainstage. This should be communicated in the program. Suzie is bringing at least one Pella basket – possibly two. Other schools are encouraged to bring community specific baskets.
- We can accept credit cards using Square. Mike will look at PayPal to see if that's a better option for us.
- Special projects would like 10 tables from UNI. Some of these can be shared with registration Friday morning and then pulled over to SP.

15. State Thespian Officer Elections (Aaron)

- There are 11 candidates this year. The tentative schedule has been shared. Potential locations are GBPAC 30, Fishbowl, or a classroom. Katy and Aaron will finalize. Interviews should start at

16. Michael Peitz Leadership Award Nominees (Aaron)

- Due to no applicants, we will open the submission window for one more week.

17. T-Shirts (Leslie)

- Need artwork for sponsors (Liz)
  - Numbers are finalize and shirts are ready to roll.

18. Communications (Liz King Powers)

- Badges
- Website
- Festival Program
  - UNI would like to have a lunch for potential theatre educators
- Photography

C. Background Checks

- Liz H. is willing to coordinate this again. It's helpful to have county of residence provided to speed up the process.
- A .pdf will be saved with a date stamp to make sure we have a record of the background checks.

II. . Committee Work Session – 12:50 PM

A. Student Board

- Rehearse pre-curtain speeches
- Prepare for leadership lunch
- Create open mic game plan
  - Chris Howard will referee; Nik La Maack will emcee
  - Devise submission process/clear rules; submit for program
- Create a list of needed materials for festival
- Update Festival Flow Chart with who is going to be where/when

B. Adult Board

- Review itinerary for Thursday, November 7
- Review food plan (DOR Contract)
- Review Festival Flow Chart (who is going to be where and when)
- Finalize festival supplies and purchases needed
- Finalize t-shirt orders
- Work on festival coordinator duties

III. General Session – 2:07

- A. Financial Report (Mike)
  - A lot of checks have come in for Festival already. Mike moved to spend approximately \$500 for an iPad and two card readers to be used at Festival, seconded by DeLacy; motion passed.
- B. Student Report (STO)
  - STO's assigned buddies for STO candidates, planned the Thursday night work session, planned Leadership Lunch after consulting with our ITO, prepared pre-curtain speeches for studios, and discussed an Instagram takeover to promote Festival and opportunities.
- C. Advocacy Report (Helen)
  - A report will be shared soon.
  - Helen will serve on the ALN committee for advocacy and one additional committee.
  - Helen would like to again sponsor an Iowa student to attend the national arts advocacy event in DC in March.
  - Helen would like to advance our work as theatre mentors and be a greater voice for theatre educators by using handouts, posters, etc. What can we provide for educators?
  - An advocacy fundraiser ("it's a grand night for singing") will happen in Bettendorf. There are no financial needs at this time based on donations of space and services. Helen still needs a director for the event, which would be a one day commitment.
- D. Site Committee Report (Tom)
  - Three potential hosts are coming to visit festival (Ames CVB, Think Iowa City, and Experience Waterloo)
  - Bids are due by December 1
- E. Chapter Director Report (Aaron & Leslie)
  1. Membership Update
    - We have remained steady for the past year at 53 troupes in the state
  2. Board Election Update
    - Candidate information will be released on Friday. There are two candidates for Secretary (Michael Peitz and Tom Stephens) and one candidate for Communications (Alan Strait). Voting occurs during the two weeks prior to Festival.
  3. ITO Program Review Update
    - ITO travel is on hold while they revise guidelines, but we will be having an ITO attend our Festival. We can use the new guidelines (once they are ready) to inform our STO policies.

#### IV. 2019 Leadership Day

- A. Review financial update (income and expenses)
  - We made \$812 on the event
- B. Post-Mortem (what worked and what could be improved)
  - The space worked well for the event.
  - If we serve salad again, we need to make sure we have utensils.
  - Info for STO candidates should be a working lunch rather than a separate "sit and get" session.
  - Attendees felt the workshops were very good.

#### V. 2020 Junior Thespian Festival

- A. Saturday, March 28
- B. Waukee Theatre Arts Center
- C. Game plan
  - We will try to provide more tech opportunities for students, including a possible tech challenge for middle school students to get hands-on experience.
  - Aaron would like the current STOs to develop a theme for the event rather than waiting for January when the new board would begin discussions.

VI. New Business

A. Discussion and Voting on Motions

1. Advocacy Budget

- Helen moved to approve a 2020 advocacy budget of \$4000, Joie seconded; motion passed.

VII. Pre-Curtain Speech Rehearsals

- A. Opening Ceremonies
- B. Post-Mainstage #1
- C. Friday Evening
- D. Post-Mainstage #2
- E. Saturday morning
- F. Post-Mainstage #3
- G. Saturday afternoon
- H. Closing Ceremonies

VIII. Meeting Wrap-Up

**MEETING ADJOURNED:** 3:26 PM

**UPCOMING BOARD MEETINGS:**

- Thursday, November 7 (night before festival), beginning at 5:30 Comfort Inn and Suites in Cedar Falls

**Tentative 2020 Board Meetings**

- Saturday, January 4      TBD      transition meeting
- Saturday, March 28      Waukee      Junior Thespian Festival
- June 22-27      Bloomington, IN      International Thespian Festival
- Monday, July 27      TBD
- Saturday, August 1      TBD      Leadership Day
- Sunday, October 18      TBD
- Nov. 12-14      Cedar Falls      Iowa Thespian Festival