

# Region III AACT Board of Directors' Meeting

## Minutes

July 10, 1999

### Cigar Room -- Marriott Hotel Memphis, TN

**Members Present:** Bob Miller, Chair and Region III Representative; Frank Peot, Secretary and Wisconsin Representative; Joanne Berry, Michigan Representative; Barbara Rowell, Illinois Representative; Ross Rowland for Craig Monk, Indiana Representative; Eleanor Smith for John Falkenbach, Ohio Representative. Ex-officio Barbara Elliott, Treasurer

#### I. Call to Order

The Board of Directors' of Region III AACT was called to order by Chairperson Bob Miller at 11:50 A.M. in the Cigar Room of the Marriott Hotel in Memphis, Tennessee.

#### II. Secretary's Minutes

**MOTION Rowland/Berry** The motion was made by Ross Rowland and seconded by Joanne Berry to accept the minutes of the April 10, 1999, Board of Directors' Meeting. The motion passed.

#### III. Treasurer's Report

**MOTION Rowland/Berry** The motion was made by Ross Rowland and seconded by Joanne Berry to receive the Treasurer's Report as of June 30, 1999. The motion passed.

The report showed a net income of \$13.25. We have received \$150.00 (\$100.00 from Michigan and \$50.00 from Indiana) in donations from the various states in the region. We are still looking into new banks with lower or no service charges.

**MOTION Rowland/Smith** The motion was made by Ross Rowland and seconded by Eleanor Smith to authorize the President and Treasurer to change banks as needed after examining the various options. The motion passed.

#### IV. Regional Representatives Report

Regional Representative Bob Miller reported on state organizations within Region III. We have two states with very active organizations -- Michigan and Ohio. Two states with inactive organizations -- Wisconsin and Illinois. Indiana is in the process of divorcing itself from its umbrella organizations and reorganizing strictly as community theatre.

A successful festival was held in Muncie. Our representative to the national festival is "Forever Plaid" from Kalamazoo, Michigan.

## VI. Old Business

- a. Contributions from the different states was discussed. So far two states have made a contribution to this organization. It was decided that annual reminders will be sent to each state in June. The treasurer will send a billing statement. This is the best way so states have an actual statement/bill to pay from.
- b. The Region III Supplement to the Festival Manual was handed out by Chairperson Bob Miller. This is meant to supplement the national handbook only. It deals with some items which are strictly relevant to Region III at this time. It was decided that no action would be taken to approve this supplement at this time until the representatives have time to examine it more carefully and discuss it with the members of their state organizations. Further action will be taken at the next meeting.
- c. One-on-one adjudication was discussed. This will be experimental at the next regional festival in Ohio. We will need to get evaluations from the companies participating to see what their feelings are about this procedure. The one-on-one adjudication would have to be following the final performance and decision making by the adjudicators. This type of evaluation could possibly be offered as a option to the company. It would be a opportunity provided but not required.

## VI. New Business

- a. The "Harv Thompson Traveling Trophy" was discussed. The name plate is now filled. We need to either get a new trophy or redesign the old one. Frank Peot had looked into the costs and found that simply replacing the board with a larger one would be most cost effective. No matter what we do we will need some money. Barbara Elliott announced that Jill Patchin and she have contributed \$10.00 each toward redoing the trophy. Other members of the board and those present contributed to the trophy. In all, \$150.00 was collected toward redoing the trophy.

**MOTION Rowland/Smith** The motion was made by Ross Rowland and seconded by Eleanor Smith to authorize Frank Peot to deal with the traveling trophy revisions. The motion passed.

- b. The Region III AACT Fest 2001 was discussed. Ginny Morrison from Ohio will be the chairperson of this event proposed to be in Akron, Ohio, pending approval of the Ohio Community Theatre Association at their next meeting.

**MOTION Peot/Rowland** The motion was made by Frank Peot and seconded by Ross Rowland to have the Region III AACT Fest 2001 in Akron, Ohio. The dates would be April 20 - 22, 2001. The motion passed.

- c. We will need a new Region III Representative to the AACT Board of Directors beginning in 2000. Eleanor Smith announced that Ohio has two interested persons -- John Falkenbach and Jerry Zimmerman.

**MOTION Rowland/Berry** The motion was made by Ross Rowland and seconded by Joanne Berry to authorize the secretary to conduct a mail ballot election for the new Region III Representative. The time for this election is up to the discretion of the secretary. The motion passed.

It was decided that a mail ballot would be sent to each state representative along with a resume of each of these persons. The mailing would be done by the secretary and results would be mailed to the board as soon as the election is complete. The new representative would officially take over the Region III Representative position at the New Board of Directors' Meeting in New York City.

- d. Chairperson Bob Miller reminded us that each state needs to appoint or reappoint their representative to this board in the year 2000. The appointment of the representative is up to each state.

Ross Rowland asked if the present officers would be willing to serve again if asked. All said they would be willing to serve.

- e. The booklet of festival information was passed on to Ginny Morrison from past regional festivals. She was asked to add to this booklet as she prepares for the next regional festival and pass it along to the next regional festival chairperson.
- f. The next meeting of the Region III AACT organization will be held in New York City in June of 2000. Time and place to be announced.

## VII. Adjourn

**MOTION Berry/Smith** The motion was made by Joanne Berry and seconded by Eleanor Smith to adjourn the meeting. The motion passed.

The meeting of the Board of Directors of Region III AACT Organization was adjourned at 12:45 P.M.



Frank Peot, Secretary

# Region III AACT

## Update

**Memo to:** Member of Region III AACT Board and others

**From:** Frank Peot, Secretary

**Re:** Updates to the Minutes of the July 10, 1999, meeting.

Here are some additions to the minutes of the July 10, 1999, minutes which are being sent along with this memo.

1. From Minutes Item VI. b. At the September meeting of the Ohio Community Theatre Association, Ginny Morrison was approved as the Chairperson of the Region III AACT FEST 2001.
2. From Minutes Item VI. c. Although we had two persons from Ohio interested in becoming the new Regional Representative, John Falkenback later withdrew his name. After contacting several board members it was agreed that Jerry Zimmerman should be appointed the new Region III Representative to begin his term in June of 2000.
3. As most board members will be attending the AACT Board Meetings In Las Vegas in February, those present will meet to discuss the Region III Supplement to the Festival Manual and any other pertinent items.

# **REGION III - AACT ASSOCIATION**

## **REGION III SUPPLEMENT TO AACT/FEST HANDBOOK**

**Approved by the Board of Directors of  
Region III - AACT Association  
on (date)\_\_\_\_\_**

**This Supplement to the AACT/Fest Handbook has been compiled to specify actions to be taken at the Region Festival. In the event of a discrepancies with the AACT Handbook, the Handbook will prevail. This is in keeping with the Board resolution noted at the April 5, 1997 meeting of the Board stating that the Board, by mail ballot, had adopted the AACT/Fest Handbook for use in the forthcoming Region Festival.**

# **REGION III-AACT ASSOCIATION FESTIVAL HANDBOOK SUPPLEMENT**

## **1. SELECTION OF SITES FOR REGION III FESTIVALS**

- a. Final approval of the site will be made by the Association's Board of Directors.**
- b. Location of Festival will be rotated among the states of the Association in accordance with the tradition of having Ohio host the festival in any year ending in "1", Wisconsin in years ending in "3", Michigan in years ending in "5", Illinois in "7" years and Indiana in "9." This is in keeping with a resolution of the Board on June 19, 1997.**

## **2. PROVISION OF LIABILITY PROTECTION FOR ASSOCIATION**

**The Festival Host is required to provide evidence of liability protection for the officers and board members of the Association. This may be accomplished by having the Association be an additional insured on the policy of the Host for the period of the Festival. The alternative would be to have the Host's insurer issue a "hold harmless" clause relative to the Association, its officers and board members. Evidence of the ability of the prospective host location to provide the needed liability protection shall be presented to the Board prior to selection of site.**

**Evidence of the protection agreed to by the Host's insurer should be mailed directly to the Board by the insurer as soon as**

possible, and before the time that the Host sends out any information about the festival.

### **3. SPACE REQUIREMENTS**

The Festival Host will provide space to hold an open meeting of the Board of Directors of the Association on Saturday morning of the Festival weekend.

### **4. ADJUDICATION**

- a, **Adjudicators for Regional Festivals will be sought from individuals residing outside the Region whenever possible.**
- b. **Names of potential adjudicators will be passed by the Board so that it has the opportunity to decline an individual adjudicator when such action is deemed necessary for an equitable festival by the Board.**
- c. **Three (3) adjudicators shall be used at Region III Festivals.**
- d. **Each adjudicator shall have 7 minutes to speak to each production.**
- e. **A representative of the Region III Board of Directors shall be present at the adjudicator's orientation.**

## **5. BUDGET AND REGISTRATION FEES**

**The Host will inform the Board prior to setting fees or adopting a final budget. The Board will review the information and indicate its approval or disapproval as soon as possible and prior to any information about the Festival being sent out by the Host.**

## **6. PERFORMANCES**

- a. Region III adopted, on May 18, 1996, the rule of allowing each state which had 10 or more productions at its festival to send two shows to the Region Festival**
- b. Performances will begin within one minute of completion of set-up.**
- c. Performance time slots for the entrants will be determined by a drawing to be held at a meeting of the Board in even numbered years (one year before Festival). Due to the absolute impossibility of knowing how many productions will eventually be eligible at the Region, several drawings will be conducted; one each if there are 5 or 6 or 7 or ...**

## **7. AWARDS**

- a. Awards to be made at the Region III Festival are as follows:**
  - 1)**
  - 2)**



**b, The Region III traveling trophy will be presented to the winning Region entry. The winner will also receive a permanent trophy**

## **8. TECHNICAL MEETINGS**

**Technical meetings should be held on Friday morning of the Festival weekend. Though preferable to be done for all at one time, circumstances may require that one or more productions receive orientation at another time which must be before the group's rehearsal time.**

## **9. REGION III FESTIVAL GUIDELINES**

**Each Festival Host will cause to be placed in the Region III Festival Guidelines notebook such information, forms, budgets, organization and other items which may be of assistance to future Region hosts. This book is divided into 5 sections for insertion of information by the most recent 5 festivals Hosts. The book will be delivered by the Board to the next selected Host who will insert appropriate material and return the book to the Board as soon after the Festival as practicable.**

# Bob

# Kafka

2418 North 111th Street #2  
Wauwatosa, WI 53226  
(414) 774-4768  
bobkafka@execpc.com

Frank Peot  
Wisconsin Representative -- Region III  
1747 Pennsylvania Avenue  
Sun Prairie, WI 53590

July 29, 1999

Dear Frank,

I've been looking over the proposed Region III supplement to the AACTFest handbook and would like to share some thoughts/suggestions/concerns with you.

### **Specific items:**

**4-d Each adjudicator shall have 7 minutes to speak to each production.**

This is a decision best left to the hosting group, dependent on the time schedule. Setting a minimum perhaps would be a good idea, say no less than 5 minutes.

**4-e A representative of the Region III Board of Directors shall be present at the adjudicator's orientation.**

This is in conflict with the AACTFest Handbook which spells out precisely who may attend the adjudicator's orientation. To allow this would require a rule change at the national level.

**6-b Performances will begin within one minute of completion of setup.**

This seems to be micro management. It's possible that in some facilities, it may not be possible to get lighting/sound people to the control booth(s) in 1 minute. There's also a potential problem in that this would establish a rule governing a group's production at only one level. This could create a problem with the AACT Festival Commission as it would mean that the Region III entry had to compete under different rules to get to nationals which violates the principal of a level playing field.

**8 Technical meetings should be held on Friday morning of the Festival weekend. Though preferable to be done ...**

Again, leave this scheduling to the host. This subject would be better served by specifying "at a convenient time for the participating companies". And while it really shouldn't be necessary, as a technical meeting is required by the national handbook, it might not hurt to repeat that it's required. Having this meeting might have been beneficial at the Muncie fiasco.

## **General Comments**

This addendum specifies that the Region III board control/approve quite a few festival functions without making any contribution to the festival. This is especially true in areas 4-b and 5. I know if I were a host I would not be happy being second guessed by people with nothing at stake. In other words you want to pick the songs but you want someone else to put the money in the jukebox.

## **Additions**

I have suggestions for two additional items due to problems with the festival in Muncie, one small, one not. The small suggestion should not even be necessary but ... Specify that the host group is responsible for returning the scripts to the performing companies. Our group did not get any of our scripts back until I wrote Muncie a letter requesting them. They then returned one of the four scripts. When we asked them to reimburse the cost of replacing them we received one more script with a rather rude note informing us that it was "ludicrous" and not their responsibility. My other point is fairly serious and I would hope it would be given careful consideration and discussion before taking action one way or the other. Muncie Civic Theatre made major and quite blatant attempts to use their position as host to give their group an advantage at the last regional festival. I would suggest that we have a rule that the regional host not be allowed to enter the festival cycle. Not only would this prevent a host from taking unfair advantage, it would allow them to concentrate all their efforts on producing the festival -- a focus that was sorely lacking in Muncie.

I am, of course, available to discuss any of these items if you should so desire.

Sincerely,

Bob Kafka

		2	3
281	Region III / AACT FEST		
1	1/20 Transportation for Adjudicators	625.55	
2	1/20 Craig Gibson - difference for Ron Cameron's travel	37.40	662.67
3	1/22 Postage AACT Fest Mailing	86.53	749.20
4	2/12 " " " "	6.93	756.13
5	3/13 Vader - gets	95.97	852.16
6	4/2 Ron Cameron	200. <sup>00</sup>	1052.16
7	4/2 Janet Speer	200. <sup>00</sup>	1252.16
8	4/2 Mary Britt	200. <sup>00</sup>	1452.16
9	4/3 AACT Fest Entry Fee Reimbursement	50. <sup>00</sup>	1502.16
10	4/3 AACT Fest Winning Entry Fee	65. <sup>00</sup>	1567.16
11	4/3 John Freeman - Plane - Juneau	66. <sup>00</sup>	1627.16
12	4/15 2 to pick up + return adjudicators 2 round trips to Indy Airport @ 32¢ }	96. <sup>00</sup>	1723.16
13	4/15 Pizza for Tech Staff Fri 14.43 15.57 16.00	16.00	1739.16
14	4/15 Plastic ware - food	28.31	1767.47
15	4/17 Phoenix Design - T-Shirts + Hats FestWear	445.50	2212.97
16	4/17 Festival Photographer	200.93	2413.90
17	4/17 Red copy paper - Gibson	7.30	2421.20
18	4/17 Mid States Concession - Toilet paper	63.65	2484.85
19	4/17 Postage - Mary Britt's tax	7.80	2492.65
20	4/17 Melinda Bard - Morning Hospitality	61.99	2554.64
21	4/17 Robert Dirden - Mirrors 1	16.68	2571.32
22	4/17 Melinda Bard - Cups -	10.99	2582.31
23	4/17 Botkin Trophies	86. <sup>00</sup>	2668.31
24	4/17 Gary Addison - Name Badges Stock	18.86	2687.17
25	4/17 Radisson Hotel Roberts	4321.71	7014.88
26	Done Banquet Service - 4/10 1282.32		
27	Awards Breakfast Buffet 4/11 2722.59		
28	Mary Britt's tax 158.40		
29	Janet Speer's tax 158.40		
30	4/17 Plastic Ware (Crouse bill)	28.31	7043.19
31	4/17 PJ Crouse transport/pickup <sup>adjudicators, trophies</sup> Program	125.76	7168.95
32	4/17 Eric Bills Bk paint, spike tape, gaff tape	230.35	7399.30
33	4/17 Patty Cash Postage AACT - 22¢ stamps	11. <sup>00</sup>	7410.30
34	4/17 Postage AACT	66. <sup>00</sup>	7476.30
35	4/17 First Aid Supplies - Crouse	34.20	7510.50
36	4/17 Wall Decorations - Crouse	180.20	7690.70
37	4/17 Jacks - AACTFEST Display Case	9.95	7700.65
38	4/17 Farrow's Cleaners <sup>brushes, tape, plywood, cords, flashlights</sup>	205.88	7906.53
39	5/7 Festival: We Had a Val <sup>Janet Speer's cleaning</sup> permit	73.16	7979.69
40	5/7 " " " " " "		
	5/7 Masha Swartz: 31 lights, batteries <sup>RC car, fireworks</sup>	49.91	8029.60



National® Brand

45-604 Eye-Ease®

45-304 2-Pack

Made in USA

Prepared By	Initials	Date
Approved By		

	1	2	3	4
	<i>Region III / AACTFEST</i>			
1	5/11	Bal forward		7874.02
2	5/13	Programs CFS -350	404.00	8278.02
3	5/13	First Merchants Ins. Service	50.00	8328.02
4	5/13	Spaghetti Supper <del>Spaghetti</del>	592.00	8920.02
5	5/13	Spaghetti Supper Caterer	1230.00	10150.02
6	5/13	Hospitality km. Expenses	168.40	10218.42
7	5/13	Phone + Postage + FAX upmt	250.00	10468.42
8	5/13	Silent Auction PAYOFF	4	
9	5/13	/		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

1999

Prepared By	Initials	Date
Approved By		

	1	2	3	4
	Region III AACT Festival			
1	173 inclusive tixs @ \$50.	8650 <sup>00</sup>		
2	13 Friday tixs @ 10.	130 <sup>00</sup>		
3	28 Sat. tixs @ 30.	840 <sup>00</sup>		
4	57 Sun tixs @ 15.	855 <sup>00</sup>		
5			Total Income	10492 <sup>00</sup> <u>10492<sup>00</sup></u>
6			- Total Expense	10468 <sup>42</sup> <u>238</u>
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				