

ASSOCIATION OF REGION THREE

ANNUAL MEETING AGENDA

APRIL 21, 2001
RADISSON HOTEL, AKRON, OHIO

Post-it® Fax Note	7671	Date	4/10/01	# of pages	3
To	Bob Kappan	From	K. Smith		
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1. Call to Order
2. Secretary's Report ... Minutes of 2000 meeting in Las Vegas
3. Treasurer's Report
4. Region Representative/AACT Report
5. Festival Host Report
6. Chair's Report
7. Old Business
 - a. Region III Festival Manual Supplement
 - b. Region Traveling Trophy
 - c. Other
8. New Business
 - a. Region Association Dues
 - b. Next Festival Site
 - c. Association Officers and Region Rep selections in 2003
 - d. Other
9. Next Meeting
10. Adjournment

Minutes

ART Meeting

April 21, 2001 in Akron, Ohio

Present: Ginny Morrison-Festival Chair (Ohio), Darrell Wagner (Green Bay, WI), Eleanor Smith-OCTA Exec Dir (Ohio), Travis Smith (Green Bay, WI), Jack Peck (Indianapolis, IN), Dottie Peck (Indianapolis, IN), Carolyn Miller (Ft. Wayne, IN), Jill Patchen (Grand Rapids, MI), Mary Olendorf (South Haven, MI), Joanne Barry (Bay City, MI), John Falkenbach (Columbus, OH), L. Ross Rowland (Muncie, IN), John Cornell (Warren, MI), Ted Robinson (Royal Oaks, MI), Jerry Zimmerman (Ohio), Bob Kafka (Wauwatosa, WI), Frank Peot (Sun Prairie, WI)

Bob Miller called the meeting to order at 9:08 p.m.

There was a brief review of the history of the association. Each of the five states in the region selects a representative to sit on the board. There was no representative from Illinois on the board at the meeting.

A motion to accept the minutes of the last meeting as distributed was made by Ross Rowland. Joanne Barry seconded the motion. Motion carried.

In the absence of treasurer Barb Elliott, Bob Miller gave her report. There is \$450 in the treasury. A motion to accept the report as distributed was made by Ross Rowland. John Falkenbach seconded the motion. Motion carried.

2003 in Connecticut. Joanne has (?) members of all regions (?)

Festival Chairman Report

Ginny asked that people fill out the evaluation forms and return them as soon as possible.

That the times for registration were not sent out ahead of time created a challenge. With over 30 walk-ins at the hotel, processing registrations created a bottleneck.

Ginny strongly suggests that each state festival needs to be held at least two weeks prior to the regional festival. With two weeks or less, it is difficult to get information to the groups in time.

A motion to thank Ginny Morrison, Eleanor Smith, and the Weathervane Playhouse for hosting an outstanding festival was made by Ross Rowland. Darrell Wagner seconded. Motion carried.

Traveling Trophy

Frank Peot is going to take the traveling trophy in to be updated. The large plate at the bottom is expensive to engrave each year (about \$100). The trophy will be made larger, and the large plate at the bottom will be replaced by individual plates (for each year) with space for additional festival winners to be added.

State Reports

Michigan

- The fall convention will be in Troy (a Detroit suburb) the last full weekend in September.
- Michigan held training for adjudicators hosted by Ross Rowland. Ross added that the work going on in Michigan is worthwhile and everyone should try to attend their conventions.
- The new Executive Secretary for the state organization is Nancy Peska.

Ohio

- The next festival is Labor Day Weekend in Worthington. The festival theme is 2001 a Magical Odyssey.

Wisconsin

- At the state festival, held in Madison in March, a new organization was formed. Since then the Wisconsin Association of Community Theater has been incorporated. The appropriate paperwork is being completed and everything is underway toward rebuilding the state network.
- The festival operated at a deficit of \$2562 and fund raising is a top priority.

Indiana

The Indiana Theatre League will be hosting workshops on Fundraising, Acting and Directing.

The ITL generates about \$3000 on their festival.

Illinois

- No representative was available from Illinois to report at this meeting. Discussion followed. Ross Rowland made a motion that a committee be formed of Dottie Peck, Hal Robinson, Darrell Wagner, Jerry Zimmerman, and Joanne Barry for the purpose of investigating and assisting the groups in Illinois with hosting a state festival for the next cycle. Joanne Barry seconded the motion. Motion carried. Contacting Barb Rowell in Quincy was suggested as a first step. Correspondence with Barb should be also sent (cc) to Wally Smith. Darrell will work with Hal to get a list together for the preparation of a letter to the groups in Illinois.

Old Business

Regional supplement to the festival handbook.

- Bob Kafka is working on the checklist for routing forms through the cycle. Clarification is needed on what forms go to which office and their deadlines.
- A Ross Rowland/Joanne Barry motion that in the 2003 cycle, each state be required to host their festival a minimum of three weeks prior to the regional festival unless accepted by the regional host. Motion carried.
- In the section on awards (in the handout), the words "will present" should be replaced by the words "may present". It is suggested that the specific awards be taken out of the sentence, leaving the festival chair and adjudicators/responders to make their own selections as appropriate at the time. The word trophy should be replaced by the word "award" in this section.

New Business

Finances and Dues

It was originally agreed that each state would contribute \$50 per year to the regional association. At the time of this meeting, contributions were as follows:

\$100 from Michigan

\$150 from Ohio

\$100 from Indiana

\$0 from Wisconsin

\$0 from Illinois

Ross Rowland made a motion that each state having paid in less than \$150 be sent an invoice for the amount they are in arrears. Joanne Barry seconded the motion. Discussion followed. Motion withdrawn. It was agreed that the association should continue to assess dues as originally agreed.

Bob Miller asked if the association wanted to give \$100 to the winner of the regional festival to help defray their expenses incurred going to the national festival. This issue should be added to the agenda for the next meeting.

The election of new officers will take place in 2002. Those in attendance were encouraged to begin thinking about selecting their regional representatives.

Meeting adjourned.

ASSOCIATION OF REGION THREE

FESTIVAL HANDBOOK SUPPLEMENT

This Festival Handbook Supplement is subject to the AACT Festival Handbook which will prevail.

SELECTION OF SITE OF REGION FESTIVAL

A. The location of Festivals of the Association of Region Three will be rotated among the five states in accordance with the schedule adopted by the Association Board of Directors. The Board has the authority under the By-Laws to make final determination of the Festival location. The rotation schedule is:

- | | |
|----------------------------------|-----------|
| 1. Calendar years ending in "1": | Ohio |
| 2. Calendar years ending in "3": | Wisconsin |
| 3. Calendar years ending in "5": | Michigan |
| 4. Calendar years ending in "7": | Illinois |
| 5. Calendar years ending in "9": | Indiana |

B. The selection is intended to be made by the Board of Directors one year prior to the Festival.

C. Theatre groups interested in hosting Region Festivals may submit bids through their state association or directly to the Board of Directors.

THE FESTIVAL HOST SHALL PROVIDE:

A. Evidence of liability protection for the Association, its officers and directors for the period of the Festival. This may be by having the Association named as an additional insured on the policy of the Host theatre group, or by having the insurer of the Host theatre group issue a hold-harmless agreement under their policy.

B. Space and time that is not in conflict with other Festival events for the Board of Directors of the Association to hold an open meeting during the Festival.

C. Liaison with the Board during the planning of the Festival.

SCHEDULE OF PRODUCTIONS

A. To maintain equal opportunities and treatment for each state, the sequence of productions at each Festival shall be in accordance with the formula adopted by the Board. The sequence will rotate each Festival cycle so that the production from the Host state will always be the last show of the Festival. The production from the state scheduled to next host the Festival will be next to last, and so on. Thus, the entry from the state that last hosted the Region Festival will be the first of the five entries. The schedule is:

Order	For Calendar years ending in				
	1	3	5	7	9
1	IN	OH	WI	MI	IL
2	IL	IN	OH	WI	MI
3	MI	IL	IN	OH	WI
4	WI	MI	IL	IN	OH
5	OH	WI	MI	IL	IN

B. When there is an additional entry from one state, it will precede all other entries. If there is an additional entry from a second state, it will come after the scheduled first state entry. A third additional entry will be placed after the regularly scheduled second state entry, and so on.

AWARDS

The Association of Region Three will present a traveling trophy to the company chosen to represent the Region at the AACT Festival. Additionally, the Host will present appropriate trophies for Outstanding Performances of actors in Leading Roles, in Supporting Roles, and for Outstanding Directing. Additional awards may be made at the discretion of the Host and the adjudicators.

RECORDS

- A. The Host will maintain and give to the Board after the Festival record copies of mailings made, of budget, of committee organization and other items which can be instructive to future Festival Hosts.
- B. An Association Festival Notebook will be kept by the Association to be presented to each successive Host for reference of prior Festival activities.