



Leicestershire and Rutland Drama Festival

Minutes from *The Leicestershire and Rutland Drama Festival* Committee Meeting

18 July 2016

<p>Present Carrie Peters (CP) Sandra Sutcliffe (SS) Ben Thomas (BT) Steve Cutler (SC) Jackie Sellwood (JS) Paddy McNair (PM) Lyn Fox (LF) Ray Collins (RC) Stewart Wale (SW)</p>	
<p>Apologies Linda Daniel, Harry Bladon and Arran Smith</p>	
<p>Minutes of The Last Meeting Minutes and the action points from the last committee meeting were read by BT and were agreed by the committee that it shows a true record.</p>	<p>ACTION POINTS</p>
<p>Matters Arising Cherry Stephenson sent an email to CP informing her that she is resigning from the committee. After many years of service, ongoing support and commitment CP thanked CS for all her hard work and sent CS best wishes for the future. PM has tracked down and brought back a few trophies (which were still outstanding from the Full Length Play Festival). There are still a couple of trophies outstanding: Shelia Bladon Rose Bowel (Best Director at Whetstone) and The Best Actress Award at Whetstone. CP suggested to the committee that we should get the trophies from the 2016 festival back from current winners a month before the 2017 festival to reorganise them and make sure they are in a presentable manner.</p>	<p>CP to send a formal letter thanking CS for her many years of service BT to send a card and bouquet of flowers to CS on behalf of committee BT and CP to chase Best Director and Best Actress at Whetstone BT to catalogue the trophies CP to organise trophy return date</p>
<p>Introduction to New Treasurer & Finance Report SW attended the meeting to present the committee with current bank balances. In our Current Account we have £3,830.25 In our Deposit Account we have £619.33 with these accounts added together, the festival has a healthy balance of £4,449.58. There hasn't been any payments out currently this year, apart from the rent for the AGM Meeting night, which cost £36.00. SW left the meeting after this point. SC mentioned that he currently doesn't have access to the bank accounts as he is not a signatory yet, but this is currently being worked on. SS asked if it would be worth changing our banking over to Lloyds to make the system easier and process more efficient.</p>	<p>SC to arrange signatory transfer SC to look at Lloyds bank accounts for the festival</p>
<p>2017 Preliminary Round The date for The Leicestershire and Rutland Drama Festival 2017 will be held from the 29 March – 1 April 2017. The technical rehearsals will be on the 26 & 27 March 2017. PM suggested, have two technical rehearsals depending on the number of entrees, committee was in agreement. SS suggested the perfect number for the festival this year would be 14 entries, this would help The Little Theatre to gain from the Festival. <i>Adjudicator for the festival</i> - There was a discussion about who could adjudicate the 2017 festival. The committee discussed this in great detail. In previous years we have had Cherry Stephenson and Arthur Aldrich, both have adjudicated wonderfully, but it was felt by the committee that we need a change this year. CP found 3 semi local adjudicator's: Robert Clarke, Scott Marshall & Jennifer Reed. SS would like to invite a couple of Nottingham Drama Groups into the festival and the committee agreed. SS suggested to SC that they need to arrange a meeting at The Little Theatre with Martin.</p>	<p>BT to amend the poster and email out to committee ready for advertising the festival with The Little Theatre SS to email entry pack to BT for uploading onto the website SS to email the 3 adjudicators asking if they are free and asking for quotes SS to write to a couple of Nottingham Drama Groups about entering the festival SS & SC to organise a date for to meet at The Little Theatre</p>
<p>2017 Quarter Final The date for The Quarter Final 2017 will be held on the 9 April 2017 and will be at The Little Theatre. There will be 3 plays from Warwickshire and 3 from Leicestershire. There will be a technical on the morning of the 9 April 2017.</p>	<p>SS to organise times for the technical rehearsal</p>
<p>Fundraising Event There was a big discussion about the Fundraising Event. There were several suggestions about holding it in different locations and offering different entertainment. A couple of new locations were suggested: Yesim (<i>a Turkish restaurant</i> on Narborough Road), Chef & Spice (<i>an Indian, Chinese & British restaurant</i> on Hinckley Road) and Cheikhos (<i>an Italian restaurant</i> in Oadby). There were a couple of suggestions about different entertainment: Magicians, Quizzes.</p>	<p>LF to email locations and gather information to deliver back to committee BT to start advertising Fundraising Event once date</p>



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<p>There are 2 possible dates for the fundraising event: 3 Oct 2016 and 19 Oct 2016. The committee were all in agreement for these dates and happy for LF to investigate. CP thanked LF for all her hard work on the fundraising event.</p>	<p>and location have been finalised</p>
<p>AETF Representative CS was the representative for The Leicestershire and Rutland Drama Festival. CS has now resigned from the committee, which means we need a new representative. LF came forward and said she would like to become the representative for the committee. The committee were all in agreement and CP thanked LF.</p>	
<p>AOB <i>Publicity</i> – BT explained that the new website is now live to the public. SW in the meantime is taking down the old website. BT has created with the help of SC a committee portal to store PDF versions of: Committee Meeting Minutes, AGM, Financials, AETF Documents, Trophy Catalogue & 2017 Festival Documents. The portal is password protected and the committee now has the username and password to access. BT mentioned about the logo and heading. PM, SS and RC all stated that they like the logo and heading, this was agreed by the committee. PM and RC would like to see the logo bigger if possible. RC acknowledged BT for his input on publicity and creating the new website. Bringing a modern and youthful approach to the committee. The committee thanked BT for his hard work. SC queried about whether we could introduce a host for the festival. Does this happen in any other festival? There was a discussion about introducing a host and two members of the committee would be willing to host (RC & BT). The committee agreed this was a good idea and to be added to the agenda for the next meeting. BT would like to organise the trophy insurance forms, ready for the 2017 festival. Currently CS has the masters and the current forms.</p>	<p>SC to add LRDF.co.uk to google</p> <p>BT to enlarge logo</p> <p>BT to add Host to next agenda</p> <p>BT to email CS re trophy insurance forms</p>
<p>Date of Next Meeting Committee Meeting – Wednesday 24th August 2016 19:30 at 38 Howard Road, Glen Parva, Leicester</p>	