



Leicestershire and Rutland Drama Festival

Minutes from The Leicestershire and Rutland Drama Festival

Annual General Meeting 21 May 2018

Blaby Civic Centre 7:30pm

<p>Present Jackie Sellwood (JS), Sandra Sutcliffe (SS), Harry Bladon (HB), Paddy McNair (PM), Nicky Voyle (NV), Ray Collins (RC), Ben Thomas (BT) and Steve Cutler (SC)</p>	
<p>Members of The Public in Attendance Adam Jones, Mary Jones and Maureen Chamberlin</p>	
<p>Apologies Carrie Peters (CP) Linda Daniel (LD) Lyn Fox Cherry Stephenson also sent her apologies</p>	
<p>Minutes of the Last Annual General Meeting The minutes of the 2017 Annual General Meeting were read out by the secretary BT. The minutes were agreed by the committee to be a true representation of the meeting and then signed by the vice chair JS.</p>	<p>ACTION POINTS</p>
<p>Matter's Arising SS expressed that the criteria was sent out to groups in advance. The festival adjudicator Robert Clarke – SS sent in a report to the Guild of Adjudicators and this was followed up by GoDa. It has come to our attention, which nationwide entries for festivals have been down. A question we then asked ourselves was, is this going to be tread for future festivals? How can we combat this? The Bradgate Players – SS and SC both have tried to contact them, but unfortunately neither have received a response back, so we are unsure whether they will enter the future festivals.</p>	
<p>Review of the 2018 Festival @ The Little Theatre SS sent out all correspondence to previous and potential new groups, back in September. John Foreman sent his two entries to SS. SS had a deafening silence for a long time. Then it all started to come together and get busy. Then we reached nine entries. Unfortunately, Kirby Muxloe dropped out and a little later so did Market Harborough, their adult society. The original plan was to have, three plays on Thursday, three plays on Friday and three plays on Saturday. The Little Theatres group, Leicester Drama Society, came to our rescue and offered to put in a one act. This was not to be adjudicated. The following figures, have been received from The Little Theatre: <u>Thursday Night Audience</u> – 31 <u>Friday Night Audience</u> – 76 <u>Saturday Night Audience</u> – 95 The free tickets which were given: <u>Thursday Night</u> - 12 <u>Friday Night</u> - 19 <u>Saturday Night</u> – 26. In total we had 259 audience members over three nights. The committee all agreed this was an improvement on last year and we look forward to improving on this next year. This year the communication with the box office, was a little tricky once more. SS and BT will work with Martin Scott to help improve this for future festivals. This year the festival only had 5 opting entries, and our adjudicator was Keith Phillips. Keith gave good constructive feedback to all entries, opting and non-opting. As always our adjudicator stayed over at the Premier Inn, over the road, near the train station. But this year, it was a disappointment, due to there being a lack of water due to unfortunate circumstances. A sincere apology was given to Keith for this and he was given a token amount of £50.00 for his inconvenience. SS and SC has been thinking about how we can support our entries, with funding. The funding will support them moving forward into the Quarter Finals. SC suggested about contacting delivery vans etc. The Little Theatre as a whole and of course Martin Scott has been extremely helpful and the festival committee are extremely grateful. This year the tickets were £10.00. Martin Scott suggested last year that we should put the price up and this has helped significantly. There is now a £1 booking fee, which is added onto the overall price. Mary Jones, explained that if you print the tickets off at home, you don't pay the booking fee. BT will communicate this on our website and social media, SS will communicate this to all groups via email who are participating and buying tickets etc. This unfortunately, a few members could not find any information on The Little Theatre website. This was pointed out to SS and immediately contacted Martin Scott, who very quickly got onto the issue and apologised for the hiccup.</p>	<p>SS and BT will work closely with Martin Scott @ The Little Theatre, to help improve communication with the box office</p> <p>BT to add this onto the next committee meeting agenda</p> <p>BT to add this onto the next committee meeting agenda</p>



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<p>SS has personally thanked Martin Scott for his extremely amazing work, SS also thanked Andy Crooks and Tim for their kind and hard work, plus cakes and teas.</p> <p>We received Front of House training once more. This year, SC, RC, Martin Peters (Festival Volunteer) and Amie Davis (Festival Volunteer) received the training.</p> <p>PM would personally like to thank Arran (AS) for his hard work backstage, for climbing up ladders etc etc.</p> <p>The committee also wanted to thank Stewart Wale for his continued support, and a thanks was given to NV, who donated all the raffle prizes.</p> <p>RC wanted to add a point, since we have been at The Little theatre, there has always been much confusion with the volunteers at the theatre, about the roles which need to be filled. This year, was no exception, volunteers turned up in great numbers, but the volunteer manager and already gave us the roles. This action makes us feel guilty for taking away roles which they give up their time for. We need to work out, how we can work alongside them next year. SS and BT will communicate this with Martin Scott. SS suggested we should give preference to the theatre volunteers, this was agreed by the committee.</p> <p>SS explained that we were reprimanded a little by the adjudicator Keith Phillips, as he had asked to meet the cast for each play beforehand, and he didn't get a chance too. Apparently, we are in the minority, as most festivals up and down the country, allow time for their adjudicator to speak with the cast, roughly 10 minutes a piece.</p> <p>JS our vice chair, who regrettably missed the festival this year, personally wanted to thank our chair CP (who unfortunately couldn't be here tonight) for her amazing work and we all wish to see her soon.</p>	<p>BT to add this to the next committee meeting agenda</p> <p>BT to add this onto the next committee meeting agenda</p>
<p>Chairperson's 2018 Report</p> <p>Due to unforeseen circumstances, the chairperson CP could not attend tonight's AGM meeting. The committee wished CP well and we look forward to welcoming her back at the next committee meeting.</p>	
<p>Treasurer's 2018 Financial Report</p> <p>SC addressed the committee and handed around a set of accounts to the committee and the public in attendance. SC talked briefly through the accounts.</p> <p>Overall the festival made another surplus, we are most defiantly self-sufficient.</p> <p>Currently in our account we have £5,102. SC suggested he that he would like to make a safe reserve and would like to address this in the next committee meeting.</p> <p>This year's agreement with The Little Theatre was a fixed cost of £250 and 50% of all ticket proceeds. This agreement gives both parties an incentive to sell tickets as many tickets as possible and to advertise the event. This agreement also does lessen the risk for us, as we don't have a big pay out.</p> <p>SC suggested if we could maybe get another fixed cost for the next few years, SS agreed.</p> <p>This year have taken out insurance for £87.00. This insurance covers us for anything that is at fault of our own beings.</p> <p>Programmes are always a tricky one. This year we did make a profit thou. It helped with only ordering a minimal amount. We will continue with this strategy next year. We just need to make sure, we push the sales on the programmes.</p> <p>The raffle performed well.</p> <p>The general costs have been consistent, which is extremely helpful. Our Internet costs are going down, and we will be saving £120.</p> <p>This year we have not held our annual fundraiser. SC and LF have both tried to do organise a fundraising night each, but there was no intrest from the participating entries. This was disappointing. As a committee we will look into reinventing the event and re-advertising. SC suggested instead of a fundraising night, we could call it a social event? The committee liked this and agreed. BT expressed that we need to encourage the groups to come and socialise, as this would keep them interested and feel involved.</p> <p>SC wanted to personally thank The Little Theatre for supporting the festival.</p> <p>SC once more address the committee and asked if anybody is owed any money, then please get in contact with SC asap, so he can settle up.</p> <p>On behalf of the committee JS and SS thanked SC for all his hard work not only with the finances, but for all his support throughout.</p>	<p>SS and SC to speak to Martin Scott @The Little Theatre</p>
<p>Election for the Festival Committee 2018 / 2019</p> <p>This year we have had a co-opted member on our committee, Nicky Voyle. Nicky was helped out this year at the festival with the raffle, as JS was unable to attend.</p> <p>BT started off the election and nominated Nicky Voyle to become a full committee member and PM seconded this. Nicky Voyle is now a full committee member.</p>	



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<p>BT explained to the committee, he has spoken to CP (the current chair) and asked if she is she happy to continue in that role, she was happy to, if the committee are happy for her to continue. The committee was all in agreement. CP remains as Chairperson.</p> <p>BT then addressed the current committee members individually and asked them if they were happy and willing to continue with their current roles and responsibilities. All committee members agreed.</p> <p>BT was asked by JS if he was happy to continue with his role as Secretary, BT was happy and willing to continue.</p>	
<p>Dates for 2019 Festivals</p> <p>The dates for The Preliminary Rounds: 17 – 23 March 2019 @The Little Theatre. The technical rehearsals will be held on the Sunday previous, as before.</p> <p>The dates for The Quarter Finals: 14 April 2019 @The Little Theatre. The technical will be held on the morning and the performances will be held in the afternoon / evening along with the award ceremony.</p> <p>Monica Winfield will present the awards for the Preliminary Rounds and possibly the Quarter Finals.</p> <p>HB has been to Burton and found a new adjudicator called Nick Wilkes, he was slightly different from others. He had a sense of humour, he has constructive but very kind. Roger Cunnington has said he is becoming very popular.</p> <p>SS has suggested we should approach him for the Preliminary, BT seconded this and the committee all agreed.</p> <p>The Quarter Finals – SS is currently looking into adjudicators. SS suggested if we could possibly use Cherry Stephenson? Committee to discuss the matter of adjudicators at the next committee meeting. JS proposed we approach Cherry for Quarter Finals, PM seconded. RC would be against Cherry Stephenson, as local groups may have connections.</p>	<p>BT to advertise these dates on the website, social media, posters</p> <p>BT to create posters for both events</p> <p>SS to contact Nick Wilkes.</p>
<p>AOB</p> <p>BT would like to personally thank Cherry Stephenson for the minutes of previous committee and AGM meetings for the festival dating from 25 May 1982. BT has read through the folder and has it in safe keeping. BT will scan all files, to computerise them.</p> <p>Doreen Pollock, has unfortunately passed away. She was a part of this committee many years ago and ran the Full Length Festival for many years. Our deepest sympathies go out the family.</p> <p>A Silver Star – The Little Theatre are fundraising for their centenary year. They are asking for donations: If you donate £100 or more, you will be honoured with a silver star for the new foyer being built at The Little Theatre. BT proposed to the committee that we should donate some money, enough which will help us purchase a silver star. This was agreed by all committee members. SC suggested a donation of £250. All committee members agreed.</p> <p>SC asked our attendees, if there are any questions or comments they would like to share - Mary Jones was very pleased that the festival continued to blossom – and expressed “ long may it reign. ”</p>	<p>BT to send his thanks to Cherry Stephenson</p> <p>BT to computerise the folder of minutes.</p> <p>SC to donate £250 to The Little Theatre</p>
<p>Date of next LRDfestival Committee meeting</p> <p>Committee Meeting – 9 July 2018</p> <p>20.00 @ 30 Woodyard Lane, Whetstone, Leicestershire, LE8 6HL</p>	