



Leicestershire and Rutland Drama Festival

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

23 July 2018

<p>Present Carrie Peters (CP), Sandra Sutcliffe (SS), Harry Bladon (HB), Jackie Sellwood (JS), Ray Collins (RC), Lyn Fox (LF), Steve Cutler (SC), Paddy McNair (PM), Nicky Voyle (NV) and Ben Thomas (BT)</p>	
<p>Apologies Arran Smith and Linda Daniels</p>	
<p>Minutes of The Last Meeting Minutes 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 CP gave thanks to NV for offering and having us at her house for this committee meeting, and what a lovely change it was to be outside in the sunshine. CP asked SC, if there has been any developments with the Social Night. SC addressed the committee. Unfortunately there wasn't any interest previously, SC is still interested in organising an event, so will liaise with the committee to look into the social night</p> <p>During the final of the preliminary, unfortunately The Horace Timson Trophy vanished, and is currently still missing. BT offered to contact The Little Theatre, to see maybe if the trophy may have turned up there. CP asked HB if he will bring all the full length trophies along to the next committee meeting. This will help the committee to reorganise trophies and hopefully replace the missing one. HB stated that the trophies are extremely heavy and will need assistance to gather them and bring them along. RC and LF very kindly offered to support HB in this process. CP thanked them on behalf of the committee.</p> <p>It was suggested that we have a full catalogue of all Trophies. Once we have the Full Length Trophies at the next meeting, we can photograph them. BT offered to catalogue all trophies from The One Act Play and Full Length. Committee agreed this was a good plan. BT to liaise with JS, as currently JS has the old trophy documents</p>	<p>SC and group to look further into social night</p> <p>BT to ring or email The Little Theatre</p> <p>HB to bring all Full Length Trophies to the next committee meeting.</p> <p>RC & LF to support HB in gathering and collecting the trophies</p> <p>BT to catalogue all trophies, and to Liaise with JS</p>
<p>The LRDFestival 2019 The Leicestershire and Rutland Drama Festival Preliminary Rounds will be held from 17 – 23 March 2019 @The Little Theatre. BT addressed the committee, that unfortunately BT and SC are unable to attend the final night, as they have a wedding to attend in Yorkshire. The Leicestershire and Rutland Drama Festival will be holding The Quarter Finals. This year, it will be held on 14 April 2019 also @ The Little Theatre.</p> <p>The adjudicator for The Preliminary Round will be Michael Kaiser. Michael resides in Shropshire. The adjudicator for The Quarter Finals will be Nick Wilkes. Nick resides in Worcestershire.</p> <p>SS has been liaising with Dave Sedgewick, who also has booked Nick Wilkes for his preliminary rounds, in Warwickshire, so currently it is still unclear at the moment if Dave Sedgewick is going to book another adjudicator or if we need to book another.</p> <p>Monica Winfield, will be presenting the awards for The Preliminary Rounds and The Quarter Finals.</p> <p>SS has already sent out information / entry packs out to all previous participating groups and potentially new groups. SS has stated, she has had a decent bit of interest so far. The committee thanked SS for her hard work already.</p> <p>With the festival being held at The Little Theatre over the past few years, the festival has gained a reasonable reserve of money. After a couple of conversations with different people (John Foreman for one), SS maybe we would like to invest some money back into the participating groups. SS has already expressed to each group, there may be a cash incentive to support them if they go through to the next round (The Quarter Finals.) The cash incentive would help them maybe with costs for van hires, insurance, performing licenses, costume hires etc etc. CP asked is this was for all groups who enter the festival? SS expressed that it would only be appropriate for participating groups moving forward onto the next round.</p>	<p>SS to keep liaising with Dave Sedgewick</p> <p>SS to send all packs to BT, for him to upload onto the website</p>

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<p>RC wished to point out an article, which he recently found in the Leicester Mercury. It was an article about Mick Georges Community Fund. RC has suggested maybe this could help with funding the festival. This would help with the running costs, PM asked if this funding would help with supporting the funding of the participating groups moving onto the next round. Unfortunately, SC or RC is able to answer this at the moment, as they will need to look further into the funding opportunity. SC mentioned, he has heard about this fundraising opportunity and would like to look into this. There are other funding strategies out there which we could also tap into. The Committee expressed an interest and asked SC to move forward with this. LF has asked if we missed the deadline for the grant? SC said they should be every quarter.</p> <p>It was suggested, if we could ask a van hire company to possibly donate a van or two, to support participating groups move sets, costumes etc etc.</p> <p>HB has stated that he is a part of The Blaby Social Group committee and said they have received funding grants Biffa.</p> <p>CP asked SC what would we use the fundraising for if we can't use the money for our running costs? SC mentioned we could use it to help with marketing the festival, re-development of the festival etc etc. CP asked if we put a case together, we could offer a day full of sessions, where we invite a director to give a talk and give advice, invite make-up artists etc etc . This could be in the form of work shops, costumes designing? Would this be a case for the community? A Business case?</p> <p>SS mentioned John Foreman is trying to get The Leicestershire and Rutland Drama Festival a sponsor.</p>	<p>SC to look into Mick Georges Community Fund. To support SC – (Stewart Costello - Mick George Community Fund)</p> <p>SC to research other fundraising opportunities</p> <p>SC to bring his fundraising opportunities research to next committee meeting</p> <p>SC to contact van hire companies.</p> <p>BT to contact Next about fundraising</p> <p>SC and CP to liaise are a business case for work shops etc</p>
<p>Financial</p> <p>SC addressed the committee. At present, there is not much movement with the finances. Currently the festival has £4, 470 in the account.</p> <p>In previous years, the festival have always banked with HSBC, but we have had trouble with changing signatories and transferring money etc. SC has now successfully transferred all of the money from HSBC over to Lloyds Bank, where SC now has full signatory access.</p> <p>This year The Little Theatre has been raising funds for their expansion project. The festival committee agreed we should support this in our 2018 AGM and a total of £250 was agreed. SS asked SC of the £250 was sent over. SC was pleased to announce it was. Further to this, SC announced that The Little Theatre, have been successful in raising the funds they needed. The committee was extremely pleased to hear this news. Our donation of £250, also provides The Leicestershire and Rutland Drama Festival with a star, which will be displayed in the new foyer area within The Little Theatre.</p>	
<p>Publicity</p> <p>BT mentioned that he would like to purchase personalised lanyards for the committee members for the festival evenings, instead of badges. BT asked the committee, what their thoughts would be? The committee was divided on this action. It was agreed to look into the lanyards and magnetic badges.</p> <p>BT mentioned that we are changing the printers, so hopefully this will support the festival with costings. BT is still looking into a pop banner.</p> <p>BT would like to redevelop the posters, committee agreed.</p> <p>CP asked if the new dates are on the website, yet. BT mentioned they currently are not, as he was unaware of the dates, and didn't want to misinform the public.</p>	<p>BT to look into purchasing personalised lanyards and personalised magnetic badges</p> <p>BT to re design the posters</p> <p>BT to update website and social media with the dates</p>
<p>Trophies</p> <p>The committee have previously discussed the trophy issues, within Matters Arising.</p>	
<p>AOB</p> <p>CP asked the committee if there was any other business.</p> <p>CP wished to point out and express an interest in the GoDa Event, being held on 14th & 15th September 2018, in Cambridge. CP asked if anybody like to attend. LF will discuss with RC and JS would like to think about it too.</p>	



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<p>LF was unable to attend the meeting in Worcester for the Central Division and the AGM for the central division for the festival. It was discussed and if LF will provide dates, committee members may be able to offer support on transport.</p> <p>HB thanked the Secretary BT for all his hard work on preparing the minutes and agendas etc. But would like to see if the committee would like to create a new role – a minute secretary? As BT has many jobs to fulfil for the festival. BT expressed that he was more than happy to continue with preparing the minutes, if the committee wish for him to continue. The committee was in agreement for BT to continue.</p>	<p>LF to liaise with committee members on dates for the next central division meeting</p>
<p>Date of Next Meeting Monday 29 October 2018 – @Ray and Lyns, 8.00pm</p>	