

## Leicestershire and Rutland Drama Festival

### Minutes from *The Leicestershire and Rutland Drama Festival* Committee Meeting 4 April 2016

<p><b>Present</b> Carrie Peters (CP) Sandra Sutcliffe (SS) Ben Thomas (BT) Steve Cutler (SC) Stewart Wale (SW) Jackie Sellwood (JS) Paddy McNair (PM) Harry Bladon (HB) Lyn Fox (LF) Ray Collins (RC) Cherry Stephenson (CS)</p>	
<p><b>Apologies</b> Marie Smith, Arran Smith and Linda Daniel</p>	
<p><b>Review of the Festival</b> CP thanked the festival organiser SS and the other committee members for all their hard work good organisation skills. The Little Theatre was a great support towards the festival, and helped in any way they could. The committee has received positive feedback from the audiences about holding the festival at The Little Theatre. Feedback from the groups were also positive, they enjoyed performing on stage and enjoyed the facilities available. This year the festival has gained a bigger audience than previous years. A big thank you to The Little Theatre staff for making us feel welcome, especially on the technical rehearsal on Sunday.</p>	<p style="text-align: center;"><b>ACTION POINTS</b></p> <p>SS suggested that maybe next year, we could ask youth members from Whetstone to support on the front of house?</p> <p>BT to make a photo collage for The Little Theatre as thank you.</p>
<p><b>Finance</b> SW thinks / hopes the festival has made a good profit this year. He also mentioned that we shouldn't need to rely on fundraising in the future. Steven Lee Cutler (SC) is taking over from Stewart Wale (SW) as Treasurer in May 2016. Ben Thomas (BT) is taking over from Marie Smith as Secretary in May 2016.</p>	
<p><b>Adjudicator's Response Form in Light of Complaints</b> The day after the festival SS received emails about various issues. The complaints came from Paul Gosling (Crooked Hand Productions), John Foreman (Market Harborough) and Ridayatullah Theatre. SS said that she needs to write a valuation report about the adjudicator Paul Fowler, which will be read at national committee and would like to discuss this with the committee due to the recent emails. SS and CP read the emails to the committee. The committee then discussed the issues and supported SS in filling out the valuation form.</p>	<p>SS to write the valuation form and ask adjudicators in the future to beware of youth members, especially in preliminary rounds.</p> <p>CP to write a letter to Market Harborough, stating that the festival encourages youth performers. Plus a letter to Elise, encouraging her to continue with drama.</p> <p>Written reports will need to be re looked at next year. Offer it out (at adjudicator's discretion). Ask groups who enter to provide more information about plays, which will be out into the programme.</p> <p>Organise a date night for reading scripts before sending them to the adjudicator.</p> <p>Amend the entry form, stating the entrees must read the rules before entering the festival.</p> <p>Trophy to be replaced before the 2017 festival.</p>
<p><b>Actions required – Recording equipment</b> A group recorded their adjudication, which is against the rules.</p>	
<p><b>Committee Communications</b> CP has said that she would like to have a committee meeting the week after each festival in the future, to gain thoughts, feedback etc. CP asked each committee member about staying on for another term. SC would like to stand for treasurer CS will continue her term. LF will continue her term. RC will make a decision before the AGM in May. SS will continue as festival organiser. BT would like to stand for secretary.</p>	<p>State on the entry form about no recording equipment is allowed to be used. This will also be put in the programme and on the website.</p> <p>Organise a date for next year.</p>



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<p>Stewart is stepping down as Treasurer and Marie is stepping down as Secretary in May 2016. The committee thanks them both for all their hard work and support throughout the years, and has stated that they will be missed.</p>	
<p><b>Quarter Finals 2017 Planning</b> SS asked the committee if she could approach The Little Theatre about holding the quarter finals on a Sunday. The committee all agreed.</p>	<p>SS to organise a date for the Quarter finals.</p>
<p><b>Trophies</b> CS has begun to create a folder with photographs of each trophy. This will be a big help for the future. JS will ring various people to bring back outstanding trophies before the AGM in May. SC mentioned that the festival doesn't have a trophy for an <i>All Men's Play</i> but it does for the <i>All Women's Play</i>. HB suggested that we offer this trophy too in next year's festival.</p>	<p>JS to ring various winners about outstanding trophies.</p> <p>Organise a new trophy for The All Men's Play</p>
<p><b>AOB</b> Publicity - BT has been very busy and has designed a new website for the festival. The committee all thanked BT for his hard work.</p>	
<p><b>Date of Next Meeting</b> AGM Meeting – Wednesday 25<sup>th</sup> May 2016 The Civic Centre. 22-24 Leicester Road, Blaby.</p>	