



Leicestershire and Rutland Drama Festival

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

5 October 2016

<p>Present Jackie Sellwood (JS) Sandra Sutcliffe (SS) Ben Thomas (BT) Lyn Fox (LF) Steve Cutler (SC) Ray Collins (RC)</p>	
<p>Apologies Carrie Peters, Paddy McNair, Harry Bladon, Linda Daniel 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 The action points were discussed and a few actions are points are still outstanding.</p>	<p>JS to check trophy catalogue for the Best Director , for the LRDfestival</p> <p>CP to organise trophy return date 2017</p> <p>SS, SC and BT to organise a meeting with Martin Scott (re: finances, publicity etc)</p>
<p>Festival 2017 / Host SS has sent out the entry forms to past and hopefully new participants. The forms have been updated, with a few new rules, which have been discussed in previous meetings with committee. SS has received 3 entry forms for the 2017 LRDfestival so far. Market Harborough has re-entered 2 plays and St Pauls School has also re-entered. SS has mentioned that one very kind participant has also circulated the entry forms to other drama groups. HB has asked to make the certificates for the 2017 LRDfestival and this was agreed by the committee. The entry form closing date is 6 January 2017. A discussion about a host was brought up at the last committee meeting by SC. It was discussed in great detail about how the host would be used (introducing the chair of LRDfestival, introducing each act etc). The committee all agreed this was a good and a positive idea. It was agreed by the committee that both RC and BT would share the role as Host and would host the 2017 LRDfestival.</p>	<p>SS to send BT the adjudicators email addresses</p> <p>HB is to make the 2017 festival certificates</p>
<p>Fundraising Event / Meal The date for the fundraising event has been changed to 27 February 2017. There was a lengthy discussion about each of the 3 venues, which were discussed at the last meeting. SS said we need to aim to sell around 50 tickets to make it profitable. LF talked about Yesim (a <i>Turkish Restaurant</i> on Narborough Road). Yesim supports The Western Amateur Theatre. The venue holds upto 50 / 60 guests. Car parking maybe an issue, as parking would be street parking only. LF also Talked about Chef & Spice (an Indian, Chinese and British Restaurant on Hinckley Road). The venue is bigger, but again would struggle with parking, as it would mean street parking. After hearing all the pros and cons to the 2 venues, BT proposed the fundraising event should be held at Yesim, if Cheikhos doesn't offer anything better. SS seconded this proposal and the committee were all in agreement. Entertainment was also discussed. SS suggested a quiz. A guest speaker to be discussed and investigated by LF and RC. The fundraising event needs to be advertised via Facebook, Twitter and the website.</p>	<p>LF is to contact Cheikhos to see how the compare to the previous venues</p> <p>BT to advertise fundraising via Facebook, Twitter, Website</p> <p>All Committee to spread the word about the fundraising event</p> <p>BT to make and print of tickets for the fundraising event</p>
<p>Financial SC presented the committee with the current accounts. In our Current Account we have £3, 770.25 This is £60 down from the last meeting as a payment for the old website has been taken. In our Deposit Account we have £619.33 SC mentioned about the struggle to still become a signatory on the account, but it is still a work in progress. SC has now received the cheque books and accounts from Stewart Wale.</p>	<p>SC to add JS, BT and SS to bank signatory</p> <p>BT to contact Stewart Wale about the old website</p>

Ben Thomas
Leicestershire and Rutland Drama Festival Secretary



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<p>There are some payments which need to be made.</p>	<p>SS and SC to discuss payments which need to be made</p>
<p>Publicity BT presented to the committee 2 posters for the 2017 LRDfestival and The Quarter Finals 2017. It was agreed by the committee that we should use these posters for advertising.</p> <p>BT discussed how he has updated the website and demonstrated to the committee how the committee portal works. BT mentioned that he would show the committee once more when the rest of the committee attend the next meeting.</p> <p>BT has also updated the Trophy Insurance Forms. JS has the current insurance forms for 2016.</p>	<p>BT to print off more posters for both events</p> <p>BT to email to committee the 2 posters to distribute via email too</p> <p>BT to show committee the portal at the next meeting</p> <p>JS to bring to next meeting the 2016 trophy insurance forms to give to BT</p>
<p>AOB SS has had a conversation with HB and they have come to an agreement that HB will be a steward for the adjudicator in the 2017 LRDfestival. SS has suggested that we need a 2nd steward, to guide the adjudicator around the building. This role will need to be discussed at the next meeting.</p> <p>LF unfortunately couldn't make the last AETF Meeting. SS said that she has been sent the minutes from the meeting and will pass them on to LF. SS has passed forward LF details to the AETF.</p> <p>BT asked if SC and BT needed to join the AETF membership. JS said there was no need to join.</p> <p>After this year's festival, it was noted that there many members of the committee without a role, as The Little Theatre already has its own employees. It was discussed that we would organise roles at the next committee meeting.</p>	<p>2nd Steward to the adjudicator to be added to next agenda</p> <p>SS to send LF the minutes from The AETF meeting</p> <p>Add to agenda roles for the committee members at the 2017 LRDfestival</p>
<p>Date of Next Meeting Committee Meeting – 16 January 2017 19:30 at 1a Hallcroft Avenue, Countesthorpe, LE8 5SL (Ray & Lyn's New Home)</p>	