



LRDFestival

**Leicestershire and Rutland Drama Festival**  
**Minutes from *The Leicestershire and Rutland Drama Festival***  
**Annual General Meeting 6 June 2017**  
**Blaby Civic Centre 7:30pm**

<p><b>Present</b>          Carrie Peters (CP) Sandra Sutcliffe (SS) Ray Collins (RC) Steve Cutler (SC) Ben Thomas (BT) Paddy McNair (PM) Harry Bladon (HB) Lyn Fox (LF)</p>	
<p><b>Apologies</b>          Linda Daniel (LD) Jackie Sellwood (JS) and Arran Smith (AS)</p>	
<p><b>Minutes of the Last Meeting</b>          The minutes of the 2016 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 chair CP.</p>	<p><b>ACTION POINTS</b></p>
<p><b>Matter's Arising</b>  <i>Adjudicator</i> – Make sure the seats are empty in-front &amp; behind. Plus an additional 3 seats to saved either side of the adjudicator on the same row.  <i>Tickets</i> – When SS, BT &amp; SC meet with Martin Scott at The Little Theatre to discuss the next Festival (2018), ask for the reserved tickets to be held in the Fory.</p>	<p>BT, SS &amp; SC to action this in the meeting with Martin Scott           SS to communicate with The Little Theatre Box Office re Future Dates</p>
<p><b>Review of the 2017 Festival</b>          SS addressed the committee with a review the festivals LRDFestival have held this year. This year there has been 2 – Preliminary Rounds and The Quarter Finals both held at The Little Theatre.   <i>Preliminary</i> – the adjudicator was Robert Clarke. The general feedback was positive, he was quite entertaining, but unfortunately there was no critical feedback.  <i>Quarter Finals</i> – the adjudicator was Jennifer Scott-Reid. The general feedback was extremely positive.           Communication between SS and The Little Theatre is good.          PM &amp; SS have both commented how back stage management are very supportive. They have been very welcoming.           CP asked SS if the criteria / score sheets are sent out to the entries before the festival? What do they get scored on? Some entries may not be aware of what the criteria is and what they will be scored on.          CP suggested that we send out the criteria in the future festivals. SS agreed this would be a good idea.</p>	<p>SS to send out criteria to future entries of the festival.</p>
<p><b>Chair's Report</b>          CP addressed the Annual General Meeting with her annual report of the festival.          CP reported that 2017 has been a really successful year for the festival. This year The Leicestershire and Rutland Drama Festival held 2 festivals in total (<i>The Preliminary Round &amp; The Quarter Finals</i>) and has been a really busy year for the committee and in many respects. Both festivals were held at The Little Theatre with whom over the last couple of years we have built and formed a positive partnership. We are hopeful that each year we will build on this relationship and build on audiences for both parties. This year we had a great number of participants entering the festival, which is fantastic! This year we witnessed a really diverse festival, which displays directly what Leicester has to offer! It was great to see a diverse range of groups, hopefully this will be built upon year by year!          This year we have been supported by another healthy audience throughout both festivals.          With holding two festivals, we had two adjudicators (Robert Clarke &amp; Jennifer Scott-Reid). Both adjudicators provided us with good feedback.          Even more fantastic news The Leicestershire and Rutland Drama Festival is now Self Sufficient! In previous years, we have had to rely on fundraising to help raise money, but as the committee has grown it has grown from strength to strength. Previous years has seen the festival receive 4 entries but over the last couple of years we have attracted 12! Although we do not have to rely on fundraising, we do not want to stop having fundraising evenings. Over the next few weeks / months we will be coming up with some new ideas for events to bring together the committee and the participants.          CP paid a big tribute to the committee members. A big thank you to each and every one, without you the festival would cease to function and. A phenomenal Thank You to SS (<i>Festival Organiser</i>) for arranging and organising yet another successful festival.          A big Thank You to BT &amp; SC for the programme, website and publicity. This has brought the festival up to a new level.</p>	<p>SC to investigate venues for Quiz Nights / A Fish &amp; Chip supper? Autumn Time?</p>



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<p><b>Financial Report</b></p> <p>SC advised the accounts for the year are not available due to ticket sale figures being delayed by The Little Theatre. The figures were received 2 hours before the AGM and so the financial report is to follow. However, from a brief reading of ticket sales SC was able to advise that the total ticket sales were £2.7k, of which £1.35k is receivable by the festival with the other 50% being retained as costs by The Little Theatre. Ticket sales looked to be slightly down, from the previous year. The total number of audience members was 423.</p> <p>SC advised that he expects a small profit to have been made of £300 in relation to The Preliminary rounds. SC also advised that any profit element relating to The Quarter Finals is required to be forwarded to The AETF, which this year he expects to be in the region of £150. These figures are based on rough calculations.</p> <p>Overall Bank Balance - £2814.</p> <p>SC recited the prior year objective of the festival being financially self-sufficient without the need of an annual fundraiser. It appears this has been achieved this year.</p> <p>A final financial report and set of accounts will be available at the next committee meeting held in September.</p> <p>SC requested to the committee members that if anybody needs to be reimbursed they will need to contact SC ASAP, so he can action this ready for him to close the accounts.</p>	<p>SC to complete the financial report</p> <p>SC to complete the festival accounts</p> <p>SC to settle accounts with SS &amp; JS</p>
<p><b>Trophies</b></p> <p>It was brought to the attention of the committee that some trophies are still outstanding! HB would like this matter to be resolved ASAP.</p>	<p>BT to add this to the next committee meeting agenda.</p> <p>ALL COMMITTEE members to help and resolve matter.</p>
<p><b>Elections for the Committee</b></p> <p>CP addressed the committee members individually and asked them if they were happy and willing to continue with their current roles and responsibilities.</p> <p>All committee members agreed and CP was asked by SS if she was happy to continue with her role as Chair, CP was happy and willing to continue.</p> <p>It was noted that Stewart Wale, is still happy to support the festival backstage.</p>	
<p><b>AOB</b></p> <p><i>Quarter Finals</i> – HB received a positive email from Monica Winfield from Radio Leicester. The email explained how Martin and she enjoyed the Quarter Finals.</p> <p>HB wanted to give his congratulations to the committee for the number of entries, this was a fantastic number! Roger Cunnington was also very impressed with this too.</p> <p>SS advised rough details in connection with £1000 donation to the local AETF regions. It is not yet clear which exact region(s) will benefit from this donation.</p> <p>SC has previously been in contact with Bradgate Drama Society, asking if they would be interested in joining the festival. The drama society came along to our preliminary opening night and had a wonderfully time, so fingers crossed for next year.</p> <p>SS had an idea to buy a ‘Silver Star’ at The Little Theatre which are placed on the walls in The Little Theatre. This would be in recognition of the positive partnership we have built over the last couple of years. The star will cost £150. The committee asked SS to look further into this as they believed this was a good idea.</p>	<p>SS to advise at the next committee meeting</p> <p>SS to address the committee at the next meeting with further findings.</p>
<p><b>Date of Next Meeting</b></p> <p>Committee Meeting - Wednesday 13 September 2017 19.30pm @ 24 Bluebell Green, Desford.</p>	