

**Leicestershire and Rutland Drama Festival**  
**Minutes from *The Leicestershire and Rutland Drama Festival* Committee Meeting**  
**8 March 2017**

<b>Present</b> Carrie Peters (CP) Sandra Sutcliffe (SS) Ben Thomas (BT) Lyn Fox (LF) Steve Cutler (SC) Ray Collins (RC) Paddy McNair (PM)	
<b>Apologies</b> Jackie Sellwood, Harry Bladon, Linda Daniel and Arran Smith	
<b>Minutes of The Last Meeting</b> Minutes from the last committee meeting were read by BT and were agreed by the committee that it shows a true record.	<b>ACTION POINTS</b>
<b>Action Points &amp; Matters Arising</b> An Actress from Whetstone Drama still has the John Root Plaques. HB will not be attending the festival this year. BT & SC will not be attending the quarter finals this year, due to holiday commitments' Cynosure Theatre have now joined the festival and certificate will need to be created. Fixed Costs has risen from £150 to £250. This includes the festival and the quarter finals. This updated cost should not affect our costings. In total we need to sell at least 15 tickets. It was agreed by the committee that the move to The Little Theatre was a good move.  RC & LF have presented a letter to the committee for the AETF, discussing 'non speaking actors in two handed plays'. The committee agreed that we should send the letter to Ian Clarke, Sue Fortune & the Cunningtons	BT to organise pick up of trophy  HB & BT to organise certificate  BT to update Posters ASAP  SS to organise  RC to forward BT letter for him to email & post out
<b>The LRDfestival 2017</b> Sue Fortune is presenting the awards for the preliminary round & Martin Ballard is presenting the awards for The Quarter Final. SS has asked all groups participating in the festival to arrange the delivery of the scenery as early as possible to The Little Theatre.  <u>Roles</u> JS & Joy will be organising the Raffle. BT will be stewarding the Adjudicator throughout the festival. BT will greet each night, order drinks, and accompany him around the venue. If BT needs any assistance BT will need to call ASAP another committee member. LF will be stewarding the Adjudicator for the Quarter Finals. RC will be our MC for the festival. He will be guiding the audience through the evening and introducing each act. LF will be selling programmes throughout the festival and will also be available if needed to steward for the venue. PM will be backstage manager, supporting the acts. Stewart Wale has agreed to help us out this year and will be supporting PM. AS will be up in the sound & lightening box supporting the technical team.  <u>Trophies</u> SS has received the trophies from last year's festival Market Harborough x2, All of Oadby, Little Acorns. Still outstanding – Cynosure & Ridhayatullah Theatre Some trophies from The Full Length to be used in the festival RC & LF have agreed to collect trophies from HB. It has been decided not to award an All Women's Play & the idea of an All Men's Play has been put aside for this year.  <u>Programmes</u> SS has all the relevant information and will pass this forward to BT ASAP. SS is gathering all the relevant information for the Quarter Final Programme and will forward this to BT ASAP aswell.  <u>Tickets</u> SC asked if we have sold many tickets? SS & CP wasn't 100% sure.	All Committee members please donate raffle prizes    BT to make committee name badges  All committee to be dressed in Black & White    SS will organise with Emma Bamford & Ridhayatullah Theatre  PM to organise flowers and water for the awards table and adjudicator's table   SS to follow up with programme information   SC & SS to speak to Martin Scott for update on tickets
<b>Fundraising Event / Meal</b>	BT to send emails out & advertise on Social Media

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<p>The date for the fundraising event has been changed again. The new date will be Monday 24 April 2017. The event will still be taking part at Yesim, on Narborough Road.          We need to sell 60 tickets. Tickets will cost £18.00          The venue are offering a Mezza starters &amp; a main course (Vegetarian option is available on request)</p> <p>The fundraising event needs to be advertised via Facebook, Twitter and the website.</p>	<p>RC to advertise during the intervals of each act to the audience members</p> <p>LF to send information of speaker to SS &amp; Committee</p>
<p><b>Financial</b>          Currently in our bank account we have around £4,000.          SC explained that there has been no big expenses other than the theatre.          Adjudicator Expenses – the contract we received explains that the festival committee needs to provide all the expenses for the adjudicator. SS &amp; SC have spoken to Cherry Stephenson who has said it should be a daily allowance. CP suggested we give him a fixed budget for his daily needs. An agreed daily fee would be £25 – would this be reasonable? The committee all agreed and this will be acted upon.</p> <p>Lloyd’s Bank have asked for several details before we start banking with them.          HSBC have sent forms back, but there are various issues.          Currently banking is still in Stewart Wale’s name, this is being acted upon by SC          SC can now make online payments.</p> <p>SS asked SC if the festival would benefit from a charitable status. SC was unsure and will look further into this area</p> <p>SS asked about insurance on the trophies. Are we insured? SC was unsure about the trophy insurance. There are trophy insurance forms, which are handed to each winner and advises them to add the trophy onto their insurance for the year.</p> <p>After the festival, CP had suggested to have a look at the bank balance to see what position we are in.          SS mentioned about printing costs. SS prints most festival documents at home (entry forms, scripts etc etc).          CP told SS to put in her expenses.          RC suggested for future festivals and to help SS printing scripts, that future entrants need to send in hard copies.</p>	<p>SS &amp; SC to act upon the daily fee.</p> <p>SC to coordinate with Lloyds Bank &amp; HSBC</p> <p>SC to investigate charitable status</p> <p>SC to look into insurance ASAP</p> <p>SS to give SC expenses ASAP</p> <p>SS to make this clear to all entries going forward</p>
<p><b>AOB</b>          RC &amp; LF will check to see if the civic centre is free for the AGM – we will need the venue for 2 hours.          SC has been in contact with Bradgate Drama Group, they will be coming along to the festival and will hopefully be entering the 2018 festival.          RC will investigate the possibility of advertising on Radio Leicester.</p>	
<p><b>Date of Next Meeting</b>          AGM Meeting – 6 June 2017          19:30 at Blaby Civic Centre, 22-24 Leicester Rd, Blaby, Leicester LE8 4GQ</p>	