



SCOTTISH COMMUNITY DRAMA ASSOCIATION

Report of National Committee for the Year Ended 30 June 2020

The National Committee presents its report and financial statements for the year ended 30 June 2020

1. Reference and Administrative Information
2. Structure, Governance and Management
3. Objectives and Activities
4. Achievements and Performance
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1. REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name:	Scottish Community Drama Association
Scottish Charity Registration Number:	SC021397
Registered Office and Operational Address:	Suite 88, Stirling Enterprise Park, Stirling, FK7 7RP

National Committee and Executive

Members of the National Committee who act as the Executive are designated: (EXEC).

Tony Flisch	(EXEC)			Chairman	(Eastern Division)
Alan Gerrard	(EXEC)			Vice Chairman	(Highland Division)
Carolyn Harrison	(EXEC)	(appointed 11/2019)	...	Vice Chairman	(Northern Division)
Lesley Syme	(EXEC)	(appointed 11/2019)	...	Treasurer	(Eastern Division)
Morna Barron	(EXEC)	Secretary	(Northern Division)
Robin Smith	(EXEC)	Eastern Divisional Representative	
Martin Butler			...	Eastern Divisional Representative	
Stephen Lambert			...	Eastern Divisional Representative	
Gordon Hibbert	(EXEC)	Co-opted		Eastern Divisional representative	
Chris Hewet	(EXEC)		...	Highland Divisional Representative	
Gill James			...	Highland Divisional Representative	
Paula Gibson	(EXEC)		...	Northern Divisional Representative	
Lee Dunn			...	Northern Divisional Representative	
Pam Howat		(appointed 11/19)		Northern Divisional Representative	
Gerry Burns	(EXEC)		...	Western Divisional Representative	
Elizabeth Matheson			...	Western Divisional Representative	
Anne McIntyre		(resigned 11/2019)	...	Western Divisional Representative	
Sue Pannell		(appointed 11/19)		Western Divisional representative.	

Honorary President Richard Wilson OBE

Honorary Vice-Presidents Peter J Stevens
James Witcomb
Morna Barron
Richard Mackintosh
Keith Robinson
Gordon Hibbert
Jackie Westerman

Honorary Members Douglas N Currie BEM
Jane Talbot
Iain McEwan

Staff employed by the Association

Carole Williams National Drama Advisor
Brenda Williams National Office Administrator

Independent Examiner Andrew Mead FCCA
Andrew Mead & Co Ltd., Craigoan, Glenmore Road, Oban PA34 4NB

Bankers Bank of Scotland, 38 St. Andrew Square, Edinburgh EH2 2YR

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Scottish Community Drama is an unincorporated body, governed by a constitution registered in 1926. Its object is the encouragement of community drama in Scotland. The governing body of Scottish Community Drama is the “National Committee”. All assets of the Association, including those held by Divisions and Districts, are held in trust on behalf of the National Association.

The constitution gives authority to a smaller Executive Committee, which has the whole authority and powers of the National Committee in all matters apart from constitutional change. This committee comprises the National Chairman, two Vice Chairmen, National Treasurer and National Secretary and one representative from each Division. The Executive must provide National Committee with minutes of all its activities.

Recruitment and appointment of National Committee

National Committee is made up of the following representatives, elected at the Divisional AGMs:

- Three representatives from each of the four Divisions.
- The National Chairman
- Two National Vice-Chairmen
- The immediate Past Chairman who may serve for one year after demitting office
- The National Treasurer
- The National Secretary of the Association
- The National Membership Secretary
- Scottish Community Drama staff attend as required but without voting rights.

Trustee Induction and Training

All trustees must undergo training and new trustees must undergo induction training. Scottish Community Drama’s Trustee training includes:

- The obligations and duties of National Committee Members as charity trustees
- Knowledge and workings of the Constitution
- Current resources involved in running the Association and the financial management in operation
- Forward planning and the National perspective
- Legal and financial updates

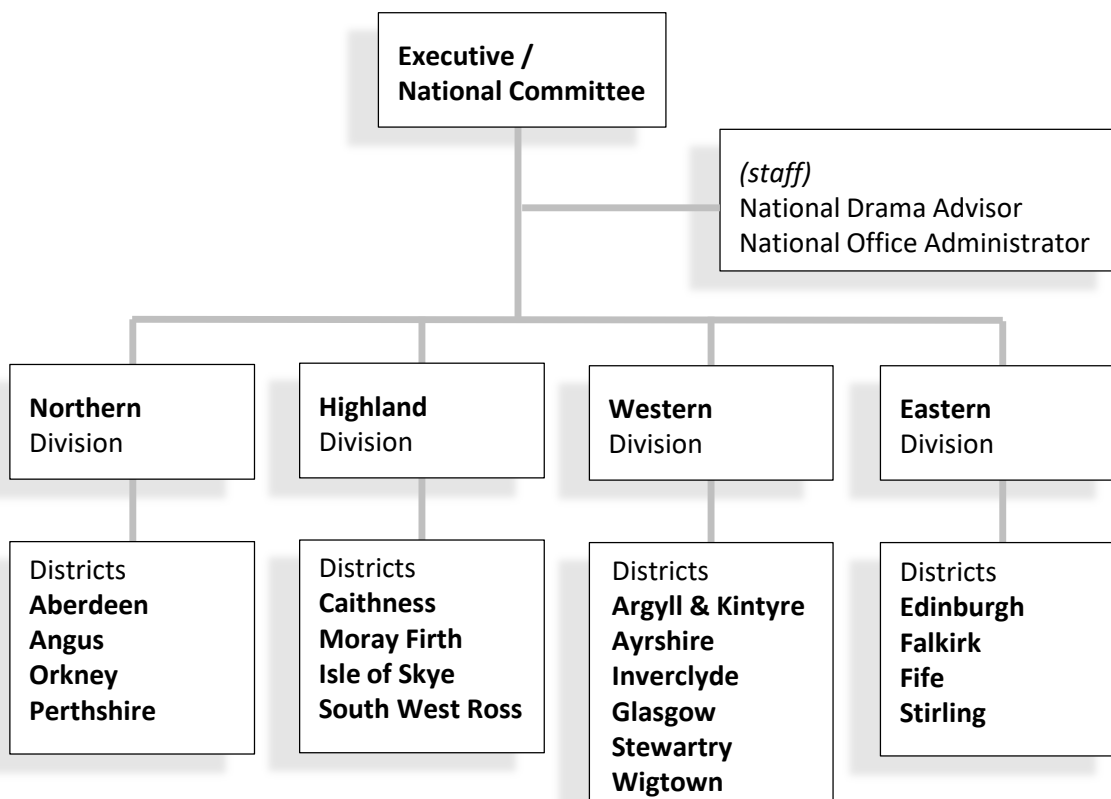
All Executive and National Committee members have signed Trustee Declarations and been advised on the responsibilities of Trustees. This procedure has been rolled out to Divisional and District Committees, and SCDA will recommend to those clubs which are charities that they follow the same procedure.

Risk Management

The trustees examine and update the risk register regularly.

The identified risks to Scottish Community Drama cover a wide range of categories. The Executive undertakes the allocation of tasks, reviewing and monitoring the risks identified in the register.

Organisational Structure



Scottish Community Drama operates on many levels. The National Committee takes overall responsibility for governance and strategic planning. Local clubs are able to engage at District level, and the District committee sends representatives to the Divisional Committee. District committees tend to confine their activities to the organisation of local events and festivals. Divisional committees are also involved in event organisation but will tend to take a more strategic overview of drama in their region. All policy and planning issues are discussed and decisions are made at National Committee or Executive meetings in accordance with our constitution.

Each District and Divisional committee is a “branch” of the Association. All assets held by these committees are held “in trust” for the Association as a whole. Districts and Divisions hold their own bank accounts and can raise and spend funds within their operating areas, to further the objects of the Association. The Scottish Community Drama constitution operates as both a National and Branch constitution, with the split of responsibilities clearly shown.

Each District and Division has received charity recognition for tax purposes by the Inland Revenue. They are not separate legal entities but have been transferred to the OSCR charity register pending a review of all listed groups, to take place over the next few years.

3. OBJECTIVES AND ACTIVITIES

Objectives

The objects of the Association are as written in our constitution:

The encouragement and development of drama in Scotland. The Association seeks to bind together amateur drama groups throughout the country. The Association shall, by advice, promotion, publicity, festivals of Community Drama, lectures, conferences and any other suitable means, endeavour to increase interest in Drama.

Activities

The principal activities of the Association are:

- Organising an annual competitive one-act play festival, held between January and April. This comprises District and Divisional rounds and a National Final.
- Organising a UK one-act play festival every fourth year, with entries from Scotland, England, Wales and Northern Ireland.
- Organising an annual competitive youth festival of one-act plays for actors below the age of 18.
- Organising annual play-writing competitions for original scripts performed in the Scottish and UK one-act play festivals.
- Organising an annual play-writing competition on behalf of the United Kingdom Community Drama Festival Federation.
- Providing a drama advisory service to member clubs, through workshops and similar events.
- Providing a library of play scripts, based in Edinburgh.
- Acting as the umbrella organisation for community drama in Scotland, providing advocacy and communication through our quarterly magazine 'Scene', website and Facebook.

4. ACHIEVEMENTS AND PERFORMANCE

Festivals

We had 107 entries to our 2020 One Act Festival which was 6 less than last year. Eastern Division had 27 entries and Highland Division had 11 although both Divisions were down 1. Western Division had 35 entries which was 7 less than the previous year while Northern Division had 34 entries, an increase of 3. There were 10 original plays representing an increase of 2 and Youth entries were down 3 to 36. Sadly there were no District Festivals in Falkirk, Skye, Ayrshire or Wigtown.

All District Festivals successfully took place but unfortunately the emergence of the Coronavirus epidemic had a catastrophic effect on our Festival season. Eastern and Northern Divisions managed to hold their Youth Divisional Finals before the national lockdown and subsequent closing of theatre venues resulted in the inevitable decision to cancel the remainder of our 2020 Festival. The British Final planned for Rhyl was also cancelled. However, one Scottish Final trophy was decided as the winner of this year's original playwriting competition the Scott Salver was announced as Anne McIntyre with "Ash".

We recognise that a great deal of hard work and planning had already taken place throughout the organisation for the cancelled Festival rounds and are grateful to everyone involved.

The Festivals Committee continues to liaise with both SASDA and GODA adjudicators with the new GODA marking scheme rolled out as a framework for adjudicators this year. Discussions are ongoing regarding adjudicator feedback forms with subsequent information being disseminated to member adjudicators.

The Festivals Committee have met online since lockdown to continue debate on issues which have arisen during Festival rounds.

Playwriting

The Scott Salver Playwriting Competition for original scripts receiving their debut performance in District Festivals across Scotland attracted 10 entries which were assessed by our enthusiastic reading panel members independently marking and grading under various categories with the variety of subject matter and writing styles reflecting the amount of thoughtful creativity achieved by each participant.

Warm congratulations to winner Anne McIntyre from Castle Douglas whose play “Ash” was presented at Stewartry District Festival. Deservedly achieving runners-up position came 2018’s “hat trick” winner Bob Davidson from Luncarty with “Adrian’s Wall” premiered in Perthshire District, gaining third place was previous winner Russell Adams from Stonehaven with “The Last Box” staged at Aberdeen District Festival and coming in at fourth position was Cambuslang based Isabella Rae with “Numbered With The Dead” produced for Glasgow District. Since the COVID-19 pandemic resulted in the cancellation of our Scottish Final at Kirkwall, Western Division arranged for presentation of the trophy to the winner at a suitable local event. The competition will celebrate its 50th Anniversary in 2021.

Most of our Scottish based authors were highly placed in the countrywide Geoffrey Whitworth Competition which is administered by SCDA on behalf of the UK Community Drama Festivals Federation and this season we were pleased to welcome well known Adjudicator and Playwriting Assessor Colin Dolley as our Principal Judge .

There was an encouraging increase of 28 entries with experienced playwrights vying for success against first time entrants. The winning script was “Late Night Fish” by Liam Alexandru with runnerup Bob Davidson’s “Adrian’s Wall”. Highly Commended were “Bag For Life” by Nick Fearne and “Minus Two Seven Two” by David J Robertson with Commended scripts “The Covenant” by Tom Casling and “Domestic Intelligence” by Paul Spencer.

Arrangements were made for transferring the trophy from 2019 recipient Keith Burton as due to the continuing health emergency the British Final and scheduled dramatised reading of the winning script had to be aborted.

Plans to re-launch a new look version of our Play on Words Competition for 2021 are currently progressing following discussions with freelance director Guy Hollands.

All the top plays in our Competitions over the years are available to borrow from the National Library at Summerhall, Edinburgh.

National Drama Advisor

The NDA roadshow activity was set for a bumper year in 2019/20 with an increase in bookings. These figures reflect 'live' workshops from 1/7/2019 to 31/3/2020 which means that just over 40% of time available was spent working directing with clubs.

Eastern Division	7.5
Highland Division	6
Northern Division	9
Western Division	3
National – Playreading Lyceum Theatre	2
Total	27.5

The Amateur Directors programme launched in 2018/19 came to a close for the final 3 directors. Early discussions have taken place with one Division to consider how it could be offered to their clubs.

In addition to the roadshow programme Carole was the Keynote Speaker at the bi-annual Community Theatre Summit which took place in Banff, Canada in October 2019. In addition to delivering a keynote speech covering amateur theatre in Scotland and SCDA, she was able to network with clubs from across Alberta province as well as other industry experts. A full report was delivered to the Executive and Carole presented her findings at the AGM.

Response to Covid

There were many activities that were scheduled between 1 April and 30 June 2020 which had to be cancelled or postponed. As a swift response to lockdown Carole implemented the following:

- A regular blog on the SCDA website offering advice and signposting useful resources and streamed productions – the first one was published 27/3/2020
- Hosted 'A Cuppa and a Chat' online informal events open to all members
- Redesigned and delivered monologue training to 8 participants in May 2020. A more advanced level has been created for delivery in 2020/21
- Redesigned and delivered Reserve Adjudicator training in partnership with Dave Bennet with 8 participants from across Scotland over an 8 week period
- Created a filmed resource about performing outdoors in collaboration with 'Shakespeare at Traquair' that will be released online 2020/21
- Created resources from leading Directors in Scotland on the subject of 'How to choose a Play' which will be released online 2020/21
- Launched a monologue writing project in partnership with 'In Motion Theatre Company' 10 SCDA members took part
- Attended various online meetings and forums to represent SCDA and provide timely information to members through the website and social media

Although there are lots of challenges ahead, lockdown has encouraged creativity and provided an opportunity to address some of the challenges that individuals can face in attending workshops due to geographic barriers.

Library

We thank the volunteer Librarians, Douglas, Susan, Alison, Gordon and Helen, ably backed up technically by Walter, for all their work. Sadly, Susan died in September 2019 leaving a big gap in all our lives. In December Douglas stood down after 25 years dedicated service to SCDA libraries.

A planned review had been held in abeyance, but with so many changes in personnel the review was carried out in January/February 2020. It was agreed that the Library needed more opening hours each week and throughout the year, and consequently, more volunteers would be needed. We were very excited at the prospect of being open more during the Edinburgh Festival & Fringe when Summerhall is bursting at the seams and a major re-launch was planned for early April 2020.

Alison was appointed as Senior Librarian and some new volunteers were recruited.

Then of course the coronavirus came along, and the subsequent lockdown forced the cessation of all Library activities. The Library remained closed for the rest of the financial year.

In the Financial Review, Section 5 of this report, it will be seen that the Library was funded by national funds in the year. This means that all the income received towards running costs in the year to 30th June 2020 can be carried forward to 2020-21. The Executive have agreed to now have a re-launch of the Library in April 2021, with fingers firmly crossed.

Communication

Our quarterly magazine, Scene, continues to provide a forum for exchanging views and reporting on amateur theatre around Scotland. We have four copy dates and Scene regularly comes out on time. It continues to be a struggle to find advertisers. We like to encourage readers to submit new articles and photographs on all aspects of amateur theatre enabling us to continue to present a fresh and onward-looking lively magazine. Anyone who wishes to become a roving reporter, photographer or theatre critic, please contact scene@scda.org.uk.

Due to the Covid crisis we were prevented from producing our summer issue in 2020.

The magazine is sent out electronically to our clubs in the hope that it is circulated round all their members, giving the association a wider voice. It also goes out to Universities and National Libraries.

We are also delighted with the continued use of our Facebook page which is overseen by Laura Mundell and Erika Miller. There are now many of our member clubs using it to advertise their performances and generally keep us all up to date with their activities. It has been especially valuable during the early lockdown for keeping clubs in touch. Our thanks again go to Laura for this positive transformation.

A monthly electronic newsletter produced at HQ by Brenda Williams, the Office Administrator continues to be a success. Individual members who are not in receipt of a copy can obtain one by contacting Headquarters. Our thanks go to Brenda for organising this.

Website

We knew at the start of this SCDA year that the website would be redesigned for us by ImageWest who were expected to travel to Stirling and undertake a review of our communications processes paying particular attention to the website and marketing materials. Because of that imminent change, we made no substantial alterations to the site.

With the SARS-CoV-2 virus changing all our lives, the website was updated more than is usual with regular posts from the National Drama Advisor and myself (Tony Flisch) in an attempt to keep clubs

and individuals engaged with drama related information. We also published video interviews on YouTube embedding these in the website. The table below offers some insight into our website visitors.

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Aug-19	1,020	1,917	7,941	21,558	932.73 MB
Sep-19	1,331	2,309	11,204	24,155	949.37 MB
Oct-19	1,132	1,980	12,577	28,941	1.14 GB
Nov-19	1,021	1,813	22,623	36,088	1.24 GB
Dec-19	1,077	1,993	14,505	23,710	676.72 MB
Jan-20	1,311	2,303	37,072	56,061	1.47 GB
Feb-20	1,266	2,232	14,951	41,657	1.86 GB
Mar-20	1,912	3,490	26,346	74,938	2.36 GB
Apr-20	1,465	3,222	23,644	48,605	1.51 GB
May-20	1,917	3,863	20,329	51,025	1.94 GB
Jun-20	1,389	3,269	17,640	35,170	1.70 GB

While ImageWest were unable to travel to Stirling, they now intend to work with us remotely in Late August – September.

Fundraising

Each month, for the greater part of the year, we have made applications to various Trust Funds for financial support. There are literally hundreds of Trust Funds to which application can be made and a little experience is needed to select the most appropriate. After a few rejections which must always be expected, we were successful in attracting financial support from the Turtleton Charitable Trust who have provided a very welcome £5000 towards our core running costs. Several applications were also made on behalf of the National Library, but were not successful. On the library's behalf we have expressed gratitude for a legacy recently received.

Merchandise sales have been negatively affected by the lack of festivals and our planned campaign to recruit a few more Patrons has been suspended. Thanks again to all those who take part in the Patrons Scheme – this has been truly our Flagship Fundraiser over recent years.

Finally, the recent boost in online shopping should result in increased activity on our Easyfund-raising account. If there was ever an under-used resource, then for SCDA this is it.

Membership

The table below shows the membership statistics for the year ended 30th June 2020.

As with last year, Club membership has stayed steady overall. Individual membership has not dropped as much this time round, and part of the decrease is from 5 members (2 from Eastern and 3 from Northern) moving to Life membership. An increase in Northern is sadly balanced by a decrease in Western.

The new Life Membership is proving popular. The cost is on a sliding scale which will be reviewed on a regular basis. Age 55 & over is currently £550; 60+ £440; 65+ £330; 70+ £200 and 75+ £100.

Contact HQ if you are interested for yourself or perhaps as a gift.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Life Members											
Eastern	27	25	21	21	19	19	17	17	16	16	18
Highland	21	20	15	15	14	14	13	12	12	12	11
Northern	27	24	25	25	25	25	25	25	26	25	28
Western	26	24	21	20	19	19	16	15	15	13	13
	101	93	82	81	77	77	71	69	69	66	70
Individual Members											
Eastern	64	68	68	70	87	91	78	68	75	76	71
Highland	42	44	42	23	36	34	32	25	27	25	24
Northern	79	94	83	86	101	97	89	90	83	72	83
Western	123	91	94	77	89	91	82	79	74	65	54
	308	297	287	256	313	313	281	262	259	238	232
Clubs											
Eastern	46	49	47	44	44	45	47	45	42	39	43
Highland	15	15	15	13	12	14	13	12	10	12	11
Northern	35	30	26	27	27	29	28	28	25	25	27
Western	38	33	37	31	36	36	34	37	38	41	37
	134	127	125	115	119	124	122	122	115	117	118
Youth / Schools											
Eastern	5	4	8	5	5	7	4	6	9	8	6
Highland	8	12	12	12	8	7	8	5	5	4	3
Northern	8	8	9	6	4	5	5	7	8	7	7
Western	6	3	3	5	5	5	8	5	9	9	11
	27	27	32	28	22	24	25	23	31	28	27
Totals											
Life	101	93	82	81	77	77	71	69	69	66	70
Individual	308	297	287	256	313	313	281	262	259	238	232
Club	134	127	125	115	119	124	122	122	115	117	118
Youth	27	27	32	28	22	24	25	23	31	28	27
	570	544	526	480	531	538	499	476	474	449	447

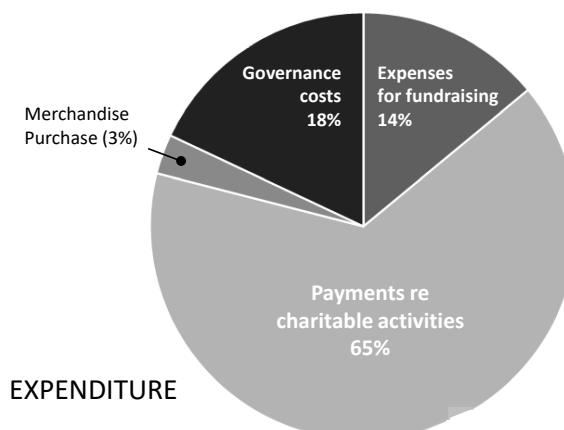
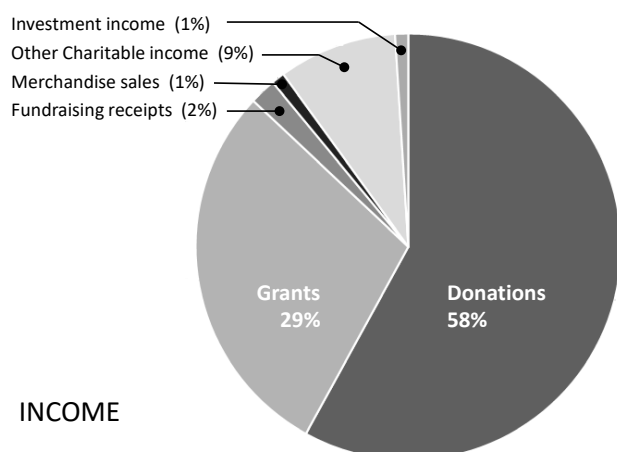
5. FINANCIAL REVIEW

Funding Sources

	2019-20	2018-19
Donations	£35,167 (58%)	£28,373 (50%)
Grants	£17,500 (29%)	£0
Fundraising	£1,552 (2%)	£2,997 (5%)
Merchandise sales (trading)	£387 (1%)	£2,513 (4%)
Investment income	£319 (1%)	£469 (1%)
Other charitable income	£5,313 (9%)	£22,415 (40%)
Total	£60,238	£56,767

Expenditure

	2019-20	2018-19
Expenses for fundraising activities	£6,467 (14%)	£7,201 (12%)
Merchandise purchase (trading)	£1,429 (3%)	£1,238 (2%)
Payments re charitable activities	£30,572 (65%)	£38,674 (67%)
Governance costs	£8,166 (18%)	£10,735 (19%)
Total	£46,634	£57,848



Income and Expenditure

This year's accounts show a surplus of £17,464 compared with a deficit of £1,390 in the year 2018-19. This may come as a surprise given the unfortunate circumstances of 2020 with the outbreak of COVID-19 and the cancellation of our Festivals and other events.

The Executive took the decision, when the measure was announced, to apply for a Business Support Grant. These grants were premises related. We qualified on the basis that we lease the office at STEP and received Small Business Bonus exemption. The grant was a fixed £10,000. Our rationale in

applying for this was the fact that we had “lost” £8,000 anticipated Scottish Final surplus, and potentially up to £3,000 from other areas (Killin Comedy Festival, merchandise sales etc.)

Our application was successful. A few weeks later, it was announced that a similar grant could be applied for on a second property, with an amount of £7,500 to be awarded. Our Library at Summerhall qualified. We took the decision however not to apply for further funding at that stage. We were optimistic of a return to “normal” in the late Autumn, early Winter. It was agreed to review this in November. However, the deadline for such applications was shifted from end of March 2021 to mid-July 2020. On the basis that this was our only opportunity, the further amount was applied for and received.

In addition, with thanks to our fundraising team, a donation had earlier been received from The Turtleton Charitable Trust. This was £5,000 and is for core costs of the Association in the financial year to end June 2021.

We have been fortunate in other ways – our membership subscriptions came in thick and fast and the uptake of Life membership has been far greater than anticipated. The latter represents income for the future and will be drawn down on an annual basis.

We are also exceedingly grateful to JBT Distribution Ltd who continued to support us in the year and also gave us the extra support which was intended for the Scottish Final despite its cancellation.

The impact overall on income can be seen quite clearly from the summary of funding sources in Section 1 of this review.

Both our staff have continued to work on full salaries but from home. Furloughing either or both of them was considered, but it was important for the Association to continue as much as possible in the usual way.

The Library costs were met in full by SCDA nationally in 20-21. Going forward we are using funds donated by Eastern Division, Northern Division, Caithness District, Fintry Amateur Drama Society and a number of personal donors to meet the costs. Additionally, we have been given a legacy from the Estate of the much loved & respected Susan Wales Hampson. This has been added to the other donations which form the Library Fund.

We continue to be heavily reliant on income from our Patrons. We are very grateful to them and all our other supporters. We have our fingers firmly crossed that for all sectors of society but particularly the theatrical one.

Investment

Last year we reported that we were aiming to open new savings accounts which would give us a better return on our reserves and restricted funds. Three new accounts were opened – a 60-day notice account, a 12 month fixed rate and a 3 year fixed rate account. Most of the reserve which was held with Scottish Building Society has been moved into these. The increased return does not show up in this year’s accounts as two of the new accounts pay interest on the anniversary of opening them. Next year’s accounts will reflect the change. Sadly though, interest rates are falling across the board, and the rate has been reduced on the notice account. When the 12-month account is due to mature we will struggle to find a decent interest rate on a replacement

Future Plans

While we appear to be comfortable in our financial situation, the COVID-19 pandemic has shown how vulnerable we all are. The association must continue on the path of financial prudence in order to ensure a long-term future. We have drawn up a policy for our reserves. Our budget for 2020-21 shows a deficit of £2,835. This was agreed on the basis that we would plan for “normal” income and

expenditure. At the time of writing this, it is uncertain what measures we will need to take going forward to ensure we have activities and support for our members. By the time you are reading this we may know more but meantime it is reassuring to have funds behind us.

This report was approved by the National Committee, including the Office Bearers acting as Trustees, and is signed on their behalf by the Chairman.



Tony Flisch

National Chairman,
Scottish Community Drama Association
