



Friends of Finchley Youth Theatre

Board Meeting

**Thursday 1st October 2015 at 6:30pm
at Finchley Youth Theatre, 142 High Road, London N2 9ED**

Minutes of meeting

Present

Roger Chapman (chairman), Ken Osborne (secretary), Catherine Nolan, Marie Clarke, Liz Sacre.

1. Introduction and Apologies for absence

Roger welcomed the attendees to the meeting. Roger had issued the agenda by email on 28/9/15 as **151001 FOFYT Board Agenda.doc**.

Apologies for absence were received from Emilia Georgiou, Marian Stratton, Marley Seville.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 23 July 2015 (issued by Ken Osborne on 27/7/15 - file **FoFYT Board Meeting 150723-minutes.doc**) were approved. Ken would re-issue as approved.

[New Action 1/B151001 - Ken Osborne to issue approved Board meeting minutes of 23 July 2015 to Board members](#)

2b Actions from previous meeting

Action 1/B150723 - Ken Osborne to add Marie Clarke to the FoFYT Board email list

- **Status:** Done - now on distribution list
- **Action - closed**

Action 2/B150723 - Ken Osborne to issue approved Board meeting minutes of 14 May 2015 to Board members

- **Status:** Done on 27/7/15 as file **FoFYT Board Meeting 150514-minutes-approved.doc**
- **Action - closed**

[Action 12/B130430 - Roger Chapman to apply for John Lewis Token Voting System](#)

- **Status:** yet to do
- **Action - ongoing**

[Action 3/B150723 - Roger Chapman to email draft letter to local businesses asking for donations to the Trustees for comments](#)

- **Status:** Drafted but yet to be circulated
- **Action - ongoing**

Action 6/B141125 - Roger Chapman to meet with Emila Georgiou and Marley Seville to discuss a bid for funding of the Boys Project

- **Status:** Marley no longer with Soto and there was no priority for this project. Discuss in future if needed
- **Action - discharged**

Action 11/B150113 - Marian Stratton to further investigate Unity Bank and recommend whether FoFYT should move their current account to that bank

- **Status:** Catherine had now investigated all the high street banks so Marian's action was discharged
- **Action - discharged**

Action 3/B150514 - Roger Chapman to arrange another meeting between him and Kate Malleson to discuss the future of FYT

- **Status:** Roger met Kate on 5th August - see §4 below
- **Action - closed**

Action 4/B150514 - Marian Stratton to provide a detailed breakdown of recent bank account credits and debits

- **Status:** Marian sent Roger & Ken a basic Excel file with income & expenditure and balance sheet on 29/9/15. Ken subsequently clarified some issues with Marian and revised and re-issued to Trustees on 1/10/15
- **Action - closed**

Action 4/B150723 - Roger Chapman to contact the Archer to see if they were willing to fund the purchase of two moveable ballet bars

- **Status:** Yet to do
- **Action - ongoing**

Action 5/B150723 - Emilia Georgiou to ask Laura Davitt to check if suitable adapter could be purchased for the existing tripod and to source new tripods

- **Status:** In Emilia's absence progress was not known
- **Action - ongoing**

Action 6/B150723 - Roger Chapman to contact Mike Coles, camera man for the Archer, for advice regarding video camera tripods

- **Status:** Yet to do after results of **Action 5/B150723** above
- **Action - ongoing**

Action 7/B150723 - Emilia Georgiou to produce a wish-list of longer term items for consideration when finances permitted

- **Status:** Yet to do
- **Action - Ongoing**

Action 8/B150723 - Liz Sacre to approach Barnet Council about air conditioning in the theatre

- **Status:** waiting for the right time to raise the issue
- **Action - Ongoing**

Action 7/B150514 - Roger Chapman to contact local councillors to talk about possible bids for grants

- **Status:** Roger said that we were unlikely to get funding under the Area Committee grants but other grants may be possible
- **Action - ongoing**

Action 8/B150514 - Roger Chapman to contact the Council Conservative member who chairs the committee which looks after the FYT building to decide if it was worth having a meeting

- **Status:** Yet to do
- **Action - ongoing**

Action 9/B150723 - Marie Clarke to submit input paper on the use of crowdfunding to raise funds for FoFYT

- **Status:** Done - see email of 30/9/15 - discuss further at next meeting
- **Action - closed**

Action 10/B150723 - Emilia Georgiou to email invoice to Marian Stratton for [REDACTED] sponsored half term of dance

- **Status:** Liz said that [REDACTED] has not yet appeared at dance sessions so she would check with [REDACTED] father (see new **Action 2/B151001** below)
- **Action - discharged**

New Action 2/B151001 - Liz Sacre to check with [REDACTED] father as to whether [REDACTED] still wished to attend dance sessions

Action 11/B150723 - Roger Chapman to try to get the FoFYT Co-op bank account unlocked

- **Status:** Roger had got it unlocked OK with no particular problems
- **Action - closed**

Action 12/B150723 - Catherine Nolan to investigate the terms and conditions for other banks that FoFYT may consider moving to

- **Status:** Done - see Catherine's emails of 13, 21 & 27 September (see also Finance discussion in §3 below)
- **Action - closed**

Action 13/B150723 - Roger Chapman to contact Nick Walker, marketing manager at the Phoenix, during the summer for further discussions following their initial meeting

- **Status:** Nick has now left the Phoenix so Roger will try to re-establish contact with someone else
- **Action - discharged**

Action 14/B150723 - Catherine Nolan to collect together suitable material for a History Display

- **Status:** See emails of 13 & 27 September + attachment "[History of Finchley Youth Theatre from Local Youth Committee.docx](#)"
- **Action - ongoing**

Action 15/B150723 - All Trustees to suggest ideas for the Supporters' meeting on 1 October by 11 September

- **Status:** Nothing received
- **Action - discharged**

Action 16/B150723 - Ken Osborne to email the Supporters to tell them that the next AGM and Supporters' meeting would be held on 1 October at 8pm

- **Status:** Done on 27/7/15
- **Action - closed**

Action 17/B150723 - Ken Osborne to email Sophie Thompson to ask her to contact Roger Chapman if she was willing to speak at the AGM on 1 October

- **Status:** emailed her on 29/7/15, 21/8/15 & 8/9/15 - got reply 9/9/15 - she apologised for not seeing earlier emails (Ken had sent the latest one via secretary@fofyt.co.uk which she had received OK) but she's too busy at the moment but willing to speak at another time
- **Action - closed**

Action 18/B150723 - Liz Sacre to send Ken Osborne her email distribution list for Ken to add to the Supporters' list

- **Status:** Done on 8/9/15. Ken compared with the existing FoFYT list and emailed the 76 "new" people. Seven of them have so far agreed to be added. Total on current FoFYT list is now 76 (a coincidence)
- **Action - closed**

2c. Matters arising not elsewhere on the Agenda

Nothing arising

3. Finance report

Now that the Co-op bank account has been unlocked Catherine should be added to the list of signatories and Sarah removed. Roger gave Catherine all of the bank documents and he and she would meet to sort out the changes.

New Action 3/B151001 - Roger Chapman and Catherine Nolan to meet to sort out the Co-op bank account - changes to signatories, etc.

Roger said that the token times out if not used for some time so the system was not ideal for signatories who rarely needed to access the account. Catherine would consider the pros and cons of the Co-op compared to other banks and decide whether to change banks - she thought that Santander was the best alternative.

New Action 4/B151001 - Catherine Nolan to decide whether or not to change the FoFYT bank account

Roger said that if we changed our account to a different bank then we may need to pass a resolution in a Board meeting - this was done when we re-activated the Co-op bank account in February 2012 - see **FoFYT Board Meeting 130212 minutes.doc §4**.

4. AGM preparation inc report back on meeting with Kate Malleon and reason for discussion item on AGM agenda

Roger - had a meeting with Kate Malleon (Liz's manager's manager) on 5/8/15. There was not a lot discussed but Roger got the impression that further cuts affecting FYT may be coming. Liz said that she thought FYT may be OK until March 2017 although the budget for 2016/17 would not be known until November 2015. The total Barnet budget of around £200m was expected to be cut by around £72m.

Roger had asked Kate whether any ideas on coping with budget cuts coming from FoFYT would be considered. She had said yes so Roger said that we should try to draft an outline plan next year.

Liz had spoken to her manager Karen Ali who was considering alternative ways of securing the future of the service, including considering various models (Social Enterprise/Mutual). Of the two buildings belonging to the Youth Service (Canada Villa and FYT), the fact that FYT generates income might make its future more secure.

Roger suggested that he meet with Karen to discuss matters further.

New Action 5/B151001 - Roger to set up meeting between him and Karen Ali

Liz mentioned the "Youth Zone" - a national group of philanthropists who generate funds for universal youth services, eg. new buildings with rooms for youth to use. The Youth Zone in London has been given to Barnet. The Council will provide £6million towards initial capital costs but not to running costs. Liz said that the Council have stated it is not intended to replace the current Youth Service; however, there are still changes to be made to the Youth Service and the partnership between the two is not yet clear.

As far as the AGM was concerned it was agreed that our general concern about future funding should be discussed.

There was a short discussion on Social Enterprises and other employee-led organisational models.

Roger said that FoFYT really needed a more widespread range of skills amongst its trustees in order to better plan for the future. Marie said that she could advertise for more active members through her social circle. Roger added that the History project being led by Catherine may help to generate interest.

5. Open Day – December 2015 ideas

It was confirmed that the proposed Open Day during the East Finchley Christmas Festival on 5th December would still go ahead. The details would be the main subject of the next Board meeting.

It was agreed that Catherine could use the foyer to display the History project.

6. Any other Business

None raised

8. Date of next Board meeting

The next Board meeting will be held on Tuesday 17 November starting at 7:30pm.

The Meeting closed at 7:55pm