



Friends of Finchley Youth Theatre

Board Meeting

**Tuesday 17th November 2015 at 7:30pm
at Finchley Youth Theatre, 142 High Road, London N2 9ED**

Minutes of meeting

Present

Roger Chapman (chairman), Ken Osborne (secretary), Catherine Nolan, Emilia Georgiou, Liz Sacre.

1. Introduction and Apologies for absence

Roger welcomed the attendees to the meeting. Roger had handed out the agenda as hard copy at the meeting. Marian Stratton, Marie Clarke and Marley Seville were absent. Apologies for absence had been received from, Marian.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 1 October 2015 (issued by Ken Osborne on 22/10/15 - file **FoFYT Board Meeting 151001-minutes-draft.doc**) were approved. Ken would re-issue as approved.

[New Action 1/B151117 - Ken Osborne to issue approved Board meeting minutes of 1 October 2015 to Board members](#)

2b Actions from previous meeting

Action 1/B151001 - Ken Osborne to issue approved Board meeting minutes of 23 July 2015 to Board members

- **Status:** Done on 23/10/15 as file **FoFYT Board Meeting 150723-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 however Roger said that an East Finchley Traders Group had now been set up with the first meeting to be held on 4 December. Roger intended to attend and would introduce the topic of donations at a later meeting. So the action to email the letter was discharged.
- **Action - discharged**

[New Action 2/B151117 - Roger Chapman to ask for donations to FoFYT at a future meeting of the East Finchley Traders Group](#)

[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:** Laura had discovered that suitable adapters did not exist. She had also bought some tripods for Mencap's Fixation Theatre which holds courses at FYC and could be used by other groups
- **Action - done**

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

- **Status:** With the new tripods having been bought by Laura this action was no longer necessary
- **Action - discharged**

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

- **Status:** Liz explained that she had asked Emilia to put this on hold as further cuts are expected. In the future it is probable that funding for support workers will need to come from alternative sources and it is therefore prudent to prioritise support rather than equipment.
It was decided to discharge this action but keep a general list of items needed and add to it as necessary.
- **Action - discharged**

New Action 3/B151117 - All to review need for any new items to be purchased by FoFYT in the future and add to list (standing agenda item and annex list to the minutes)

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 had spoken to them but the grant system had now changed - we were unlikely to get funding under the Area Committee grants system
- **Action - done**

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

- **Status:** [REDACTED] had not attended any dance sessions so it was assumed that sponsorship was no longer needed
- **Action - discharged**

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

- **Status:** Catherine was continuing to gather suitable material together - see emails of 13 & 27 September 2015 plus attachment "**History of Finchley Youth Theatre from Local Youth Committee.docx**" and **Annex 2** to AGM minutes of 1 October 2015
- **Action - ongoing**

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

- **Status:** Roger and Catherine had met and decided to change the bank account - see **Action 4/B151001** below
- **Action - done**

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

- **Status:** Roger and Catherine had decided to change the bank account to Santander. Emilia mentioned that Barclays was a possible alternative
- **Action - done**

New Action 4/B151117 - Catherine to change the FoFYT bank account from Co-op to Santander

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

- **Status:** Yet to do. Liz suggested that this should be delayed for a while
- **Action - ongoing**

2c. Matters arising not elsewhere on the Agenda

None

3. Minutes of AGM meeting held on 1 October 2015

3a Accuracy and approval

The draft minutes of the AGM & Supporters' meeting held on 1 October 2015 had been issued by Ken Osborne to the Trustees on 23/10/15 - file **FoFYT AGM & Supporters Meeting 151001-minutes-draft.doc** for comments/approval. Comments were received by Roger, Catherine and Liz resulting in Ken issuing further drafts - the latest being draft 3 on 16/11/15 (**FoFYT AGM & Supporters Meeting 151001-minutes-draft3.doc**).

Draft 3 was approved (with correction of typo in the footer). Ken would incorporate the tracked changes, convert to a PDF file and issue to the Trustees and Supporters and also ask Tony Batchelor to upload to the website.

New Action 5/B151117 - Ken Osborne to issue the approved minutes of the AGM & Supporters' meeting held on 1 October 2015 to the Trustees and Supporters and ask Tony Batchelor to upload to the website
[Secretary's note - done on 18/11/15]

3b Actions from the AGM meeting

Action 1/151001 - Ken Osborne to arrange for FoFYT Board meeting minutes to be available on the fofyt.co.uk website

- **Status:** Yet to do. Awaiting approval of 1 October Board meeting minutes (now done). It was agreed that only those and subsequent minutes would be uploaded (with redaction applied to any sensitive information)
- **Action - ongoing** [Secretary's note - sent copy to Tony with request on 18/11/15]

Action 2/151001 - Liz Sacre to contact Catherine Atkinson to find out the exact wording of the covenant which is believed to apply to the use of the building

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

4. Finance report

Roger had downloaded the latest Co-op bank statements which he would copy to the Trustees.

New Action 6/B151117 - Roger to copy recent bank statements to the Trustees

Catherine said that income and expenditure since the 16 July statements discussed at the 1 October meetings includes £6 for the annual web site domain name and donations into the PayPal account of a one-off £60 and regular monthly donations.

Catherine needs to be able to access the PayPal account herself and transfer the money in it to the bank account. She would contact Marian (the previous treasurer who set up the account) to find out how to access it and make any necessary changes so that she controlled it and received notifications. Ken said that changes may also be needed to the website donations page coding which he would check and deal through Tony Batchelor.

New Action 7/B151117 - Catherine Nolan to contact Marian Stratton in order to access the PayPal account

New Action 8/B151117 - Ken Osborne to check if any coding changes were needed to the website donations page when the PayPal account was changed to Catherine [Secretary's note: probably no changes are needed to the website but only forwarding of treasurer@fofyt.co.uk emails needs to change from Marian's to Catherine's email address - **Action on Ken**]

Roger said that the East Finchley Open (EFO) group of local artists and craftspeople had nominated FoFYT as their preferred charity so some money should be coming from them in due course.

A new sponsorship request form had been received for [REDACTED] to attend circus skills courses for next term. The trustees agreed to this sponsorship which would be for £9 per session from January 2016 for 10 weeks. Roger signed the form so Adam Cohen who runs Airborne Circus should send an invoice to Catherine.

5. Open day

The programme for the Open Day on 5 December would be:

- 10:30-1:30 Story telling in the foyer
- 1:30-3pm - Tours of FYC by Roger and Catherine, organised into sessions of 15 minute tours. Soto dance may be rehearsing in the building
- 3:30pm - Soto dance performance on the street

Emilia will be the key holder for the day.

Liz and Catherine would sort out a programme of events handout.

New Action 9/B151117 - Liz Sacre and Catherine Nolan to sort out an Open Day programme of events handout

Liz would check if she still had some FoFYT flyers to hand out and if they were still up to date.

New Action 10/B151117 - Liz Sacre to check if she still had some FoFYT flyers left to hand out during the Open Day and if they were still up to date [Secretary's note: latest flyer was dated June 2014, files "FoFYT leaflet June 2014x2.doc & FoFYT leaflet June 2014x2.pdf" issued to the then trustees on 17/6/15]

6. Future of facility - plans and ideas

Liz said that since the AGM there was no definite further information about any budget cuts from April 2016. However, Liz has been asked to consider changes to the programme that creates a stronger link to the other youth centre in Mill Hill. We should therefore anticipate changes from April.

It was noted that the Old Barn may provide a potential new youth facility.

Roger said that at the next Board meeting in the New Year we should discuss ideas on other ways to run FYC and at a subsequent meeting invite selected Supporters and possibly Lynn Holman-Fox of the Barnet Educational Arts Trust to speak.

7. Any other Business

None raised

8. Date of next Board meeting

The next Board meeting will be held on Tuesday 19 January 2016 starting at 11:30am. [Secretary's note - subsequently changed to **Monday 1 February 2016** starting at 2pm]

The Meeting closed at 8:50pm
