



Friends of Finchley Youth Theatre

Board Meeting

**Monday 1st February 2016 at 2:00pm
at Finchley Youth Theatre, 142 High Road, London N2 9ED**

Minutes of meeting

Present

Roger Chapman (chairman), Ken Osborne (secretary), Catherine Nolan, Marley Seville, Liz Sacre.

1. Introduction and Apologies for absence

Roger welcomed the attendees to the meeting. Roger had issued the agenda by email on 31/1/16 as **160201 FOFYT Board Agenda.doc**.

Emilia Georgiou, Marian Stratton and Marie Clarke were absent. Apologies for absence had been received from Emilia and Marie.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 17 November 2015 (issued by Ken Osborne on 24/11/15 - file **FoFYT Board Meeting 151117-minutes.doc**) were approved. Ken would re-issue as approved and send a redacted PDF version to Tony Batchelor for uploading to the website.

[New Action 1/B160201 - Ken Osborne to issue approved Board meeting minutes of 17 November 2015 to Board members and a redacted version to Tony to upload to the website](#)

2b Actions from previous meeting

Action 1/B151117 - Ken Osborne to issue approved Board meeting minutes of 1 October 2015 to Board members

- **Status:** Done on 18/11/15 as file **FoFYT Board Meeting 151001-minutes-approved.doc**
- **Action - closed**

Action 12/B130430 - Roger Chapman to apply for John Lewis Token Voting System

- **Status:** Not yet done and agreed that the benefits were likely to be small so will not pursue
- **Action - dischargeg**

Action 2/B151117 - Roger Chapman to ask for donations to FoFYT at a future meeting of the East Finchley Traders Group

- **Status:** Yet to do - will choose opportune moment to raise since the group had only just been set-up
- **Action - ongoing**

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 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)

- **Status:** No items yet suggested but Roger will add to future agendas as a standing item
- **Action - ongoing**

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

- **Status:** Liz considered that an opportune time to raise this was not likely in the near future so the action was discharged for the time being
- **Action - discharged**

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

- **Status:** Catherine was continuing to gather suitable material together - see further discussion at §4 below
- **Action - ongoing**

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

- **Status:** Catherine said that she now proposed changing to Barclays bank - see further discussion at §3a below
- **Action - ongoing**

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**

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

- **Status:** done on 18/11/15 and then a revised version on 20/11/15 after Tony pointed out a minor error and a typo. Ken had emailed the Supporters to advise them of the uploaded minutes on 28/11/15.
- **Action - done**

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

- **Status:** Ken had asked Tony on 18/11/15 to do this. A redacted PDF version of the 1 October 2015 Board meeting minutes were now on the website under new tab under Meetings/Events tab and Supporters had been advised on 28/11/15
- **Action - done**

AGM 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:** Liz had spoken to Catherine but had yet to find the wording. Ken had forwarded some information from Tony Batchelor to Liz on 23/11/15 which may help
- **Action - ongoing**

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

- **Status:** Done - Roger had copied a Co-op bank statement covering 21/1/15 to 25/1/16 to the Trustees on 31/1/16 - file **Report-20160131165331.pdf**
- **Action - done**

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

- **Status:** Now done and Catherine had obtained access. She was trying to get the charity rate of PayPal commission (20p + 1.4% as compared with 20p + 3.4%). She would transfer the monies to the bank account at intervals.
- **Action - done**

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

- **Status:** Ken had confirmed that no changes were needed to the website but only changing of the forwarding of treasurer@fofyt.co.uk emails from Marian's to Catherine's email address - done by Ken on 24/11/15 and Catherine advised
- **Action - done**

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

- **Status:** A programme as such was not issued (although one appears in the Twitter page at https://twitter.com/Fo_FYT) but information including a contact card and list of classes was handed out
- **Action - discharged**

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

- **Status:** Quite a number of old flyers from June 2015 were available. The only update needed in theory was to change the treasurer from Marian to Catherine but since the email address was still correct (treasurer@fofyt.co.uk) the flyers were not updated
- **Action - done**

2c. Matters arising not elsewhere on the Agenda

None

3. Finance report

a. Progress on change of bank account

As mentioned in the status of **Action 4/B151117** above, Catherine had now decided to change from Co-op to Barclays. She had copies of the necessary forms and it was agreed that Roger, Ken and herself would be signatories (two out of the three signatures would be needed on cheques). Catherine handed out signatory forms to Roger and Ken for them to complete by the date of the next Board meeting after when she would deal with the new bank account application.

[New Action 2/B160201 - Roger Chapman and Ken Osborne to bring completed Barclays signatory forms to the next Board meeting](#)

b. Donations in memory of Alan Jobson

Ken had received an email (via the info@fofyt.co.uk link on the website) from Paul Jobson to say that his father, Alan Jobson, who had worked as a teacher in Barnet all his working life, had sadly died on Saturday 2nd January. He mentioned that the two great loves of his father's life, after his family, were education and drama and that the family would like to include FoFYT as a recipient for donations received for the funeral on Saturday 16th January. Alan wondered whether there was any way in which donations could be set up in his name.

Roger had replied on behalf of FoFYT expressing condolences and thanks and suggested that the donations page on the website be used.

Subsequently numerous donations were received from friends of Alan Jobson which totalled £570 (including £370 from the Methodist Church). The Trustees agreed that Roger should talk to the family to discuss an appropriate way to use the money to remember Alan Jobson, possibly by setting up an Alan Jobson Award for deserving FYT students.

[New Action 3/B160201 - Roger Chapman to send a letter of thanks to Alan Jobson's family and talk to them about an appropriate way to use the money to remember Alan Jobson](#)

c. Donations from East Finchley Open

During the Board meeting, Peter Hale from the East Finchley Open (www.eastfinchleyopen.org.uk) handed over a £1000 cheque to FoFYT as their Charity of the year for 2015. The presentation was photographed by The Archer local newspaper and will feature in a future issue.

4. History of the Theatre – preparation of material

Catherine gave update on progress. Following Marie's setting up of an FoFYT Twitter account (https://twitter.com/Fo_FYT) there had been some useful tweets which Catherine was following up on.

Roger said that he was involved in digitising Barnet Council minutes from the 1960's which may provide additional useful material.

5. Future of facility - discussion with Lyn Holman-Fox

Roger had met with Lynn Holman-Fox, the CEO of Barnet Educational Arts Trust (BEAT - <http://beatrust.org.uk>) - a charity which supports music in schools) and discussed matters of mutual interest. Liz wondered if some kind of partnership with BEAT may be fruitful.

Roger said that our aim should be to retain the current usage of FYC and expand where feasible. Liz said that we were a bit hampered by lack of room space, storage and parking facilities. Other organisations had looked at the possibility of sharing the building (eg. FairPlay Barnet and Community Focus (www.communityfocus.co.uk) but the space had been insufficient.

Roger said that we should now think seriously about scenarios for FYC to consider the options in the event that Barnet Council financial cuts affected the facility adversely in the future or that another organisation tried to take over. Liz thought that the Youth Service was fairly safe until the "Youth Zone" was established in 2018 (see 1st October 2015 AGM minutes §6) although FYC currently did some things that the Youth Zone would not do.

Roger said that he may talk to the Jacksons Lane people (www.jacksonslane.org.uk) to get some ideas. He would prepare a discussion paper to consider the options for the future for consideration at a future Board meeting. He said that Lynn Holman-Fox was willing to look at any plan which we produced.

[New Action 4/B160201 - Roger Chapman to draft a discussion paper giving possible options for FYC in the future](#)

7. Any other Business

Ken said that apart from adding the Board minutes to the website (see **AGM Action 1/151001** above) the FYC Autumn 2015 Programme had also been added under Future Meetings/Events together with a summary of Recent Spring productions. He would get Tony to upload the Spring 2016 Programme if Liz produced one:

8. Date of next Board meeting

It was considered that evening meetings were more convenient to most Trustees. The next Board meeting will be held on **Tuesday 5 April 2016** starting at **7pm**. [Secretary's note: date may be changed since FYC not open during evenings in Easter holidays and Liz may be away in any case. Subsequent note: changed to **Tuesday 26 April 2016** starting at **8pm**]

The Meeting closed at 3:15pm
