



Friends of Finchley Youth Theatre

Board Meeting

**Wednesday 7th December 2016 at 4pm
at Finchley Youth Theatre, 142 High Road, London N2 9ED**

Minutes of meeting

Present

Roger Chapman (chairman), Catherine Nolan (treasurer), Liz Sacre, Laura Davitt (by invitation), Adam Cohen (by invitation)

1. Introduction and Apologies for absence

Roger welcomed the attendees to the meeting. He said that the main purpose of this meeting was to review the document sent to trustees entitled "FoFYT pre-consultation considerations" (see §3 below).

Roger gave a brief introduction to the charity and process thus far to Laura and Adam.

Apologies for absence had been received from Ken Osborne (secretary - stuck in a traffic gridlock in High Barnet), Marley (since his partner was expecting a baby any day now) and Emilia.

In Ken's absence Catherine took some notes which Ken converted to minutes after receiving updates to the actions status by email.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 15 November 2016 had been issued to the Trustees by Ken Osborne on 2/12/16 after Roger had commented on an earlier draft on 20/11/16 (file **FoFYT Board Meeting 161115-minutes-draft rc comments.doc**) although Liz had not yet commented. The minutes were not considered at this meeting but Ken obtained final approval by email and issued on 20/12/16 (file **FoFYT Board Meeting 161115-minutes-approved.doc**) together with a redacted PDF version to Tony Bachelor for uploading to the website.

2b Actions from previous meeting

Note that the actions from the previous meeting were not discussed at this meeting but Ken obtained the current status, indicated below, afterwards by email.

Action 1/B161015 - Ken Osborne to issue approved Board meeting minutes of 21 June 2016 to Board members and a redacted version to Tony to upload to the website

- **Status:** done on 15/11/16 and now on the website
- **Action - done**

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

- **Status:** Traders Group (N2 United) is now established. Roger will be attending meetings in the coming months and will raise this shortly. (23/1/17 update)
- **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 barres

- **Status:** The Archer has been contacted and they have confirmed that they will fund the ballet barres. Additional information on the purpose of the barres and where they will be stored has been supplied as requested (on 23/1/17) and we are now waiting a final decision
- **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 - to do at an appropriate future date
- **Action - ongoing**

Action 2/B161015 - Catherine Nolan to send History Display material to Tony to upload to the website

- **Status:** Done although Tony had some queries which has been the subject of emails between Tony and Catherine
- **Action - ongoing**

Action 3/B161021 - Roger Chapman to investigate the possibility of getting the FYC building listed

- **Status:** Initial work on the listing process has been undertaken. Chances appear slim so holding off further work on this at the moment as a low priority
- **Action - ongoing**

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

- **Status:** Likely to be overtaken by events – will elaborate at next meeting
- **Action - ongoing**

Action 4/161021 - Roger Chapman 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:** Catherine has been contacted and main material is held by Barnet Archive. Archive material as yet has yielded no firm evidence for the existence of a specific covenant
- **Action - ongoing**

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

- **Status:** No further progress as yet
- **Action - ongoing**

Action 5/161021 - Catherine Nolan to send her report on the way ahead for FoFYT to all Trustees

- **Status:** sent 20/11/16 - file FoFYT pre-consultation considerations.docx
- **Action - done**

Action 6/161021 - Liz Sacre to ask Laura Davitt and Adam Cohen if they would like to attend the next FoFYT Board meeting

- **Status:** Done, and Laura and Adam attended the 7 December meeting
- **Action - done**

Action 7/161021 - Catherine Nolan to transfer balance from Co-op account to Barclays and close the co-op account

- **Status:** Yet to do - Catherine doesn't have access to Co-op account so Roger is going to do that once the cheque for the funded places to Laura has cleared.
- **Action - ongoing**

2c. Matters arising not elsewhere on the Agenda

None raised.

3. Discussion on document "FoFYT pre-consultation considerations"

Catherine presented her paper **FoFYT pre-consultation considerations.docx** which she had emailed to the Trustees on 20/11/16. The following discussion took place.

3.1 The Vision of the FoFYT

Catherine suggested the wording to be: Our vision for FoFYT is to allow youth work to continue at 142 High Road, East Finchley with a focus on accessible arts youth work.

This raised the following queries:

- Should the building be mentioned on the vision? If we lose the building do we lose the charity/vision?
- Should we mention that we want our work to be affordable to people?
- Liz said that youth work is in a dangerous phrase as what is covered in this is constantly changing and it is very close to the Council's youth services;
- Are we looking at being the full provider, part provider or supporting Barnet council in their provision? Roger commented that it would be hard to define our vision in terms of this as it is very dependant on what the Council decide to do in terms of their youth provision;
- Liz suggested the wording "Our vision is to ensure that high quality inclusive arts are to continue in East Finchley";
- This raised the issue that not all of our young people are from East Finchley so does this exclude them? The suggestion was to change the wording to "East Finchley and the wider area".

The final and agreed upon vision became:

"Our vision for the FoFYT is to ensure that high quality, inclusive and accessible arts and drama provision is made for youth in East Finchley and the wider area".

3.2 The Mission of the FoFYT

Catherine suggested that we divide this into 5 sections to consider to make sure that it encompasses all the points.

Where?

Given that we had taken 142 High Road, East Finchley it was felt that the mission could not be defined by, or focus on, work taking place in the building. Again, the phrase East Finchley and the wider area was suggested instead.

However, Laura suggested to eventually have a hub that the work would be based from, and that hub could be 142 High Road.

What?

Adam suggested to protect and expand arts provision - some way of adding value.

Other suggestions included: Fundraising, Teaching/Delivery of youth arts, Supporting the already run activities (if Barnet Council continue to run the main programme), Development.

A discussion was had as to how the Friends could develop and promote participation and engagement. Laura had lots of suggestions regarding this, including; a young people's festival, youth groups to focus on positive work and to come together in some way to celebrate this, a youth opportunities fund.

Wording suggested was:

"To network with schools and local providers to positively develop and promote youth participation and engagement in the local community".

When?

Catherine's initial suggestion was "On a term-by-term basis with the intention of in perpetuity".

This was decided as too short-term and too vague on the long term. We need to consider how we are going to achieve these aspects. Adam suggested creating multiple deadlines for multiple visions. So by 2021 (five years) we will firstly protect and secondly expand what we offer. We will use our unique selling point of the two arts spaces to do this.

We need to consider: Are we planning on being self-sustaining or always applying for funding? Either way this is an element that really needs improving in the short and long term!

As a ten year plan it may be worth considering building works: Closing in the side of the building to create a corridor which allows all of the building to be accessed from the front entrance. Creating a gallery in the theatre to increase the capacity from the current 68-seater. Adding in air conditioning.

Who?

Barnet's young people, focusing on an accessible programme.

It was suggested to find a way to incorporate the local community if possible.

Why?

Heritage of the local area.

Future - it promotes community cohesion and vibrance.

Wording suggested was:

"Developing provision and self-sustainability of the building".

Final Mission Statement

This gives us a final mission of:

The Friends of Finchley Youth Theatre's five year mission can be divided into two stages.

The first looks at protecting the work that we do. We will do this by developing the ways that we are funded and creating unique selling points from the work that we do.

The second is to expand on what we currently do by networking with schools and local providers to positively develop and promote youth participation and engagement in arts and drama in the local community. In the next ten years we want to create a hub for our work within the area and develop the premises to meet the needs of young people in the area.

We wish to do this for Barnet's young people, focusing on an accessible and inclusive programme. We also want to find more ways to incorporate our local community to promote community cohesion and vibrance.

3.3 Objectives for moving forward

Based on the discussions had and the mission, we created some time-specific objectives:

By **Friday 16 December 2016** create an advertisement for new board members to go in the January edition of the Archer, on the Facebook and Twitter pages, on the website and on ArtsNews.

New Action 1/B161207 - Roger Chapman to create an advertisement for new board members to go in the January edition of the Archer, on the Facebook and Twitter pages, on the website and on ArtsNews

A suggestion for suitable wording was agreed as:

The Board of Trustees of The Friends of Finchley Youth Theatre (FoFYT), a charity which supports the work of the Finchley Youth Centre based at 142 High Road East Finchley, is currently working to realise our vision to ensure that high quality inclusive and accessible arts and drama provision is made for youth in East Finchley and the wider area.

Currently, the Board of Trustees of FoFYT includes:

Roger Chapman (Chairman)

Ken Osborne (Secretary)

Catherine Nolan (Treasurer)

Emilia Georgiou

Marley Seville

They are currently recruiting further members to join the board and are looking for individuals with experience in; architecture/building surveying, fundraising/accountancy, business management, marketing/social media.

Members of the Board of Trustees are expected to understand and contribute to the strategic planning process, financial oversight, financial well-being and accomplishment of The Friends of Finchley Youth

Theatre's Vision, Mission and Objectives. Specifically, members of the Board of Trustees should be willing to contribute their time and expertise as follows:

- *Attend board meetings every six weeks and offer guidance and expertise in regard to the issues under consideration;*
- *Act as advocates in communicating the vision, mission and objectives of FoFYT in the local community, and, in turn, bring the community's concerns and interests to the board;*
- *Be responsible for the procurement and allocation of financial resources for FoFYT;*
- *Be able to involve others and expand FoFYT's markets, attracting new volunteers and donors;*
- *Hold FoFYT in trust for public interest.*

If you are interested please send us a short CV to the Friend of Finchley Youth Theatre, c/o 142 High Road East Finchley, N2 9ED by 10th February 2017. If you wish to discuss the work of the charity please ring Roger Chapman on 07855 304488 or Catherine Nolan on 07944 280414.

[put our website link in as well]

Throughout 2017 - research into and fundraise/gain sponsors within the community/ complete grant applications. Focus on the building and young people.

By **January 2017** - brighten up the marketing/social media in preparation for the advertisements going out for new Board members.

By **May 2017** (so within 6 months) - consider the structure and constitution that we follow.

By **December 2017** - put on some type of festival which incorporates the local community and promotes community cohesion.

4. Any other Business

None raised

5. Date of next Board meeting

No date for the next meeting was set at this meeting. A date would be arranged by email.

ANNEX 1 - WISH LIST OF ITEMS FOR FUTURE PURCHASE CONSIDERATION

Nothing yet added - to be maintained as a standing agenda item and items added as they are identified.
