



**Friends of Finchley Youth Theatre**

## **Board Meeting**

**Thursday 20th September 2018 at 8:15pm  
at 110 Bedford Road, East Finchley, N2 9DA  
Minutes of meeting**

### **Present**

Lisa Bark (chairman), Ken Osborne (secretary), Carolyn Pickles (patron)

### **1. Introduction and Apologies for absence**

Lisa welcomed the attendees to the meeting which she had kindly hosted at her house. Lisa had emailed an agenda on 19/7/18 - file **200918 FOFYT Board Agenda.doc**.

Apologies for absence had been received from Catherine Nolan (treasurer), Andry Moustras and Roger Chapman. Also unable to attend were Emilia Georgiou and Supporter Jan Hassan who had hoped to attend as a guest.

**[New Action 1/B180920 - Lisa Bark to check whether Jan Hassan still wanted to attend Board meetings to decide whether she wanted to become a Trustee](#)**

### **2. Minutes of last Board meeting**

#### **2a Accuracy and approval**

The minutes of the previous Board Meeting held on 18 July 2018 which had been issued by Ken Osborne on 1/8/18 had been approved by email and emailed to the Trustees as **FoFYT Board Meeting 180718-minutes-approved.doc**. Tony Batchelor had uploaded a PDF version to the website and Ken had informed the Supporters on 2/8/18.

#### **2b Actions from previous meeting**

##### **Action 1/B180308 - Roger Chapman to remove Marley Seville from the Charity Commission list of FoFYT Trustees**

- **Status:** Marley was no longer on the Charity Commission list of FoFYT Trustees (see <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1056245&SubsidiaryNumber=0>)
- **Action - done**

##### **Action 2/B180308 - Roger Chapman to change Lisa Bark's role on the Charity Commission website to be the main FoFYT contact and give her the website code**

- **Status:** Lisa was now the main contact
- **Action - done**

##### **Action 2/B151117 - Roger Chapman to ask for donations to FoFYT at a future meeting of the East Finchley Traders' Group (N2United)**

- **Status:** Yet to raise. Roger had not attended recent meetings. We also needed to be clear what we would do with such donations.
- **Action - ongoing**

##### **Action 3/B160201 - Roger Chapman to talk to Alan Jobson's family about an appropriate way to use the donation money to remember Alan**

- **Status:** The donations amounting to £762.60 had been ring-fenced but we had yet to discuss the options for a lasting tribute
- **Action - ongoing**

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

- **Status:** In the absence of Roger it was not known if he had done this. Catherine did not have access to the Co-op account
- **Action - ongoing**

**Action 1/B180718 - Lisa Bark to suggest to Barnet Council that the complete FYC activities programme be made available, including the room location of activities**

- **Status:** The latest programme which Lisa had received included all activities, with those for which participants had to apply through organisations other than the Barnet Youth Service marked as "private" unless those organisations had agreed for the details to be included. Ken would send Tony this latest programme for uploading to the FoFYT website. It was still not clear where this programme appears on Barnet Council's website but Mark Vargeson of Barnet Council was checking and would inform Lisa.
- **Action - done**

**New Action 2/B180920 - Ken Osborne to send latest FYC Activities programme to Tony Batchelor for uploading to the FoFYT website**

**New Action 3/B180920 - Lisa Bark to inform Trustees where the latest FYC Activities programme could be found on the Barnet Council's website when informed by Mark Vargeson**

**Action 4/B180308 - Lisa Bark to suggest to Mark Vargeson of Barnet Council that the activities programme be uploaded to the Council's website**

- **Status:** Covered by Action 1/B180718 and 3/B180920 above.
- **Action - done**

**Action 12/B180118 - Lisa Bark to discuss the funded place scheme with Faith Robertson in due course**

- **Status:** Lisa had asked Faith and was following up to obtain further details
- **Action - ongoing**

**Action 2/B180718 - Andry Moustras to send Lisa Bark information on registering FYC as a Community Asset**

- **Status:** Done by email on 19/7/18. Lisa had agreed that this should be done through East Finchley Community Trust. Andry had informed Lisa that she would do this next week and that Mark Vargeson was supportive of such a registration
- **Action - done**

**Action 3/B180718 - Lisa Bark to contact Barnet Council for confirmation of what was wanted from FoFYT for the FYT 70<sup>th</sup> anniversary celebrations**

- **Status:** The celebrations had now been postponed until November. Mark Vargeson would inform Lisa what FoFYT could do to help
- **Action - ongoing**

**Action 4/B180718 - Andry Moustras to send Lisa Bark information on the foam boards used for Martin School centenary**

- **Status:** Done by email on 19/7/18
- **Action - done**

**Action 5/B180718 - Ken Osborne to investigate the possibility of creating a group email address for distribution of emails to Supporters**

- **Status:** Ken had discovered that Google Groups provide such a facility but had yet to investigate further. Lisa said that she would ask the IT people at her work if they could provide details and inform Ken.
- **Action - ongoing**

**Action 6/B180718 - Lisa Bark to check whether Emilia Georgiou wishes to continue as a Trustee and hence be listed on the Charity Commission website**

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

### 3. Email scam - inform and agree remedial action

Lisa explained that in September Catherine received an email, purportedly from Lisa, asking to transfer £1,690 to an account belonging to Miss Taiwo O.Ajao. Catherine queried it by text with Ken and then by email with Lisa and it transpired that it was a scam with the sender managing to appear to be Lisa from Lisa's normal email account. Fortunately no money was transferred and it was reported to Action Fraud.

In order to reduce the chances of a future similar scam Lisa suggested that the minutes of Board meetings be removed from the website. Ken did not think that would help since the email addresses are only published on the website under the Trustees tab. Catherine had suggested that the published Trustees email addresses be changed to those associated with the website, eg. [name@fofyt.co.uk](mailto:name@fofyt.co.uk) but that correspondence between the Trustees use their normal personal addresses.

Ken said that not all of the Trustees had fofyt.co.uk email addresses but it was agreed that only the chairman, secretary and treasurer needed fofyt.co.uk emails. These already existed and in the case of the secretary and treasurer the forwarding rules forwarded those emails to Ken's and Catherine's personal email addresses but Ken would add Lisa's personal email address to the forwarding rules for the chairman.

Once this had been done Ken would ask Tony Batchelor to change the email addresses of Lisa, Ken and Catherine on the website and delete all personal email addresses.

[New Action 4/B180920 - Ken Osborne to ensure that the chairman@fofyt.co.uk email address forwarded to Lisa's personal email address](#)

[New Action 5/B180920 - Ken Osborne to ask Tony Batchelor to change the email addresses of Lisa, Ken and Catherine on the website and delete all personal email addresses](#)

### 4. Update on Council meeting

Lisa said that it seemed that the theatre is safe for the time being. As mentioned in [Action 12/B180118](#) above Lisa had discussed the funded place scheme with Faith Robertson and would be following this up.

### 5. Anniversary celebrations

#### 5a History Project

With the limited attendance at this Board meeting no specific discussion on this project took place.

#### 5b Activities / Events

As mentioned in [Action 3/B180718](#) above the anniversary celebrations had been postponed until November.

### 6. Friends – funding structure and possible events

There was a wide-ranging discussion on what FoFYT should be doing. It was suggested that to raise the profile of the theatre and to increase its usefulness it would be good to put on a performance or workshop of some sort. Carolyn had some ideas. She suggested that it should not be too ambitious and could be based on an existing play or workshop format, suitably adapted to FYT. For a play it may be possible to seek the participation of youngsters from local schools (eg. 11 to 18 years old, or older for those with learning difficulties) as actors and for stage management and front-of-house.

In terms of timescales it was suggested that rehearsals could start in the Easter holidays with the performance taking place in the summer, or, in the case of a workshop this could run over several days and take place in either of the holiday periods. Funding would be needed to pay teachers or actors to run the event but some income would be available from audience tickets or workshop fees. Lisa suggested that the Council may "part-fund" the production by providing rent-free space at FYT for rehearsals and the performance(s) or the workshop - she would speak to Barnet Council for their opinion and provisional agreement. Looking at the current FYC activities programme it appeared that there were some timeslots available during some evenings.

[New Action 6/B180920 - Lisa Bark to speak to Barnet Council for their opinion on FoFYT putting on a performance or workshop](#)

Carolyn agreed to think about possible content for a performance or workshop and to identify people who could help out.

[New Action 7/B180920 - Carolyn Pickles to think about possible content for a performance or workshop and to identify people who could help out](#)

## **7. Treasurer's update (postponed to next meeting)**

In the absence of Catherine there was no update on finances.

Ken said that he had collected a couple of envelopes from FYC addressed to FoFYT which contained the Barclays debit card and PIN code. He was keeping them safe until he met with Catherine [secretary's note - given to Catherine on 15/10/18 when she was in East Finchley].

## **8. Date of next Board meeting**

Lisa proposed **Monday 29 October** and would check with the other Trustees by email as to whether that was suitable. [Secretary's note - changed to 12 November 2018]

## **9. Any other Business**

None raised.

The Meeting closed at 10:05pm

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