



**Friends of Finchley Youth Theatre**

## **Board Meeting**

**Thursday 18th January 2018 at 8pm  
at 50 Summerlee Avenue, East Finchley, London N2 9QP  
Minutes of meeting**

### **Present**

Roger Chapman (chairman), Ken Osborne (secretary), Catherine Nolan (treasurer), Lisa Bark

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

Roger welcomed the attendees to the meeting which he had kindly hosted at his house. Roger had emailed an agenda on 15/1/18.

Ken said that he had spoken to Emilia Georgiou and asked if she would be attending the meeting but she said that she had been informed by Barnet Council that it would be a conflict of interests for her to attend FoFYT Board meetings whilst she was still employed by the Council. However, her contract with the Council had now ended so when she had received an official termination notice she would be free and willing to attend. Roger would contact her to clarify the situation.

**[New Action 1/B180118 - Roger Chapman to contact Emilia Georgiou to clarify her attendance at FoFYT Board meetings when she had received employment termination notice from Barnet Council](#)** [secretary's note - done on 19/1/18]

Jan Hassan, who had hoped to attend as a guest to decide if she wanted to become a Trustee, had given her apologies due to illness.

Marley Seville was absent and had not been heard of for some time. Roger understood that he was now living in Brighton and had a small child so it was assumed that he may not want to continue as a Trustee. Roger would contact him to check.

**[New Action 2/B180118 - Roger Chapman to contact Marley Seville to check whether he wished to continue as a Trustee](#)** [secretary's note - done on 19/1/18]

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

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

The minutes of the previous Board Meeting held on 12 October 2017 had already been approved by email and issued by Ken Osborne on 1/11/17 as file **FoFYT Board Meeting 171012-minutes-approved.doc**. Ken had also sent a PDF version to Tony Batchelor for uploading to the website and, after they had appeared, had emailed the Supporters on 7/1/17 to inform them.

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

**Action 1/B171012 - Ken Osborne to issue approved Board meeting minutes of 21 March 2017 to Board members and a redacted version to Tony to upload to the website**

- **Status:** Issued to Board members on 14/10/17 as file **FoFYT Board Meeting 170321-minutes-approved.doc**. Ken had sent a redacted PDF version to Tony for uploading to the website (at Meetings/Events > Board Meeting Minutes) which Tony had uploaded and Ken had emailed the Supporters to inform them on 29/10/17
- **Action - done**

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

- **Status:** Yet to raise. Roger had attended the group (N2United - <http://n2united.co.uk/>) but we should clarify the purpose of any donations before raising the issue - this should become clearer once Barnet Council's programme of activities had been published
- **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 - will do at an appropriate future date
- **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:** Roger had yet to talk to the family after sending a letter of thanks, This would be done once we had discussed 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:** £2200 had been transferred by cheque from the Co-op account to the Barclays account on 13/10/17 leaving £2.05 in the Co-op account. Neither Catherine nor Roger had now got online access to the Co-op account so Roger would visit the bank to try to close the account
- **Action - ongoing**

**Action 2/B170321 - Catherine Nolan to enter FoFYT information on the Chickenshed website and report back on any response**

- **Status:** Not done but discharged since the future of FYT now seemed more secure following discussions at the AGM on 30 November
- **Action - discharged**

**Action 5/B170321 - Roger Chapman to add more information to the FoFYT Facebook page**

- **Status:** Roger had added information on 23/10/17 & 20/11/17 about the AGM taking place on 30/11/17 and would add further information when appropriate - see <https://www.facebook.com/FinchleyYouthTheatre/>
- **Action - done**

**Action 6/B170321 - Roger Chapman to email Sharon Dodds about the future of FYC (copied to Flo Armstrong)**

- **Status:** Having spoken to Karen Ali before and at the AGM this action was now not needed
- **Action - discharged**

**Action 7/B170321 - Roger Chapman to arrange a suitable date for The Archer to take a photo of the ballet barre provision in conjunction with Emilia**

- **Status:** Yet to do but Roger will check with Emilia whether the ballet barre was still in the FYC dance studio since Soto's classes are now being held in other locations. In view of the change of location it was probably not now appropriate for a photo to be arranged
- **Action - discharged**

**New Action 3/B180118 - Roger Chapman to check with Emila Georgiou whether the ballet barre was still in the FYC dance studio**

**Action 2/B171012 - Roger Chapman to contact Karen Ali to find out Barnet Council's plans for FYC in the future**

- **Status:** Done and Karen and colleagues attended the AGM on 30/11/17
- **Action - done**

**Action 3/B171012 - Catherine Nolan to send Roger Chapman income and expenditure details for sending to the Charity Commission**

- **Status:** Catherine had issued finance information and spreadsheet **Account from 01 October 2015 - 4 November 2017.xlsx** to the Trustees on 30/11/17 and Roger sent a summary to the Charity Commission
- **Action - done**

**Action 4/B171012 - Catherine Nolan to complete tax form and return to Barclays bank**

- **Status:** done and ready to post this week
- **Action -done**

**Action 5/B171012 - Roger Chapman to speak to Laura Davitt to clarify the sponsorship requests**

- **Status:** discharge
- **Action - discharge**

**Action 6/B171012 - Roger Chapman to speak to Emilia Georgiou regarding her preferred days for future Board meetings**

- **Status:** superseded by **New Action 1/B180118** above
- **Action - discharged**

**2c. Matters arising not elsewhere on the Agenda**

None raised.

**3. Minutes of last AGM**

Ken had issued draft minutes of the AGM held on 30/11/17 on 28/12/17 for comments and a draft 2 on 15-16/1/18 for final comments and approval at this Board meeting - file **FoFYT AGM & Supporters Meeting 171130-minutes-draft2.doc**.

The minutes were approved with the addition of the cost of the ballet barre to Annex 2. Ken would issue to the Trustees and send a PDF version to Tony Batchelor for uploading to website.

**[New Action 4/B180118 - Ken Osborne to issue approved minutes of AGM held on 30 November 2017 to the Trustees and a PDF version to Tony Batchelor to upload to the website \[secretary's note - done on 21/1/18\]](#)**

**4. Update on way ahead and FoFYT plans for 2018**

Roger mentioned that the local elections in May 2018 may affect the Council's approach to FYC but he did not anticipate any significant changes.

He said that he had received a draft programme of activities at FYC for the Spring term from Faith Robertson (Barnet Council). When the final programme was published on the Barnet Council website Roger would put a copy on the FoFYT Facebook page and Ken would send to Tony for uploading to the FoFYT website.

**[New Action 5/B180118 - Roger Chapman to copy the FYC activities programme when published to the FoFYT Facebook page](#)**

**[New Action 6/B180118 - Ken Osborne to send the FYC activities programme when published to Tony Batchelor to upload to the website](#)**

Roger said that, as mentioned at the AGM, Barnet Council are interested in working with us regarding celebrations for the FYC 70<sup>th</sup> anniversary in 2018. He suggested that it would be good for the service providers to do something performance based. The celebrations could take place or be promoted at the East Finchley summer festival on 24 June 2018 with performances at FYC soon afterwards. It may be appropriate for FoFYT to have a stand at the festival including information on the history of FYC. Roger suggested that we should talk to Barnet Council and the service providers to discuss options.

Roger said that he was very interested in the history aspects of FYC. Ken reminded him that there was already some history information on the website and that he and Catherine had sent Tony further information but Tony had yet to expand the website. Roger said that he would review the website's history content and may contact Tony. Catherine said that she had not been able to find any further information about the fire which took place at FYC in 1991.

**[New Action 7/B180118 - Roger Chapman to review the FoFYT website's history pages](#)**

Roger also said that he understood that the cafe in the FYC foyer would be launched at the end of February for people attending activities at FYC and for the public some time afterwards.

Now Roger said that for personal reasons he wanted to step back a bit from FoFYT activities and would like someone else to take over the chairmanship. However, he was happy to remain as a Trustee and continue with history and Facebook, etc. and to attend Board meetings when he could.

Lisa agreed to take over the chairmanship subject to there being no objections from her employer (PwC). She would inform them and let the Trustees know of the outcome.

**[New Action 8/B180118 - Lisa Bark to inform her employer that she intended to become FoFYT chairman and inform the Trustees of the outcome](#)**

Ken would add the change of chairmanship as a note to the AGM minutes.

**[New Action 9/B180118 - Ken Osborne to add the change of FoFYT chairmanship from Roger Chapman to Lisa Bark to the AGM minutes before issuing them](#) [secretary's note - done on 21/1/18]**

Roger would check whether the Charity Commission needed to be informed of the change of chairmanship and inform Lisa. He would also inform Karen, Mark and Faith at Barnet Council.

**[New Action 10/B180118 - Roger Chapman to check whether the Charity Commission needed to be informed of the change of chairmanship and inform Lisa Bark accordingly](#)**

**[New Action 11/B180118 - Roger Chapman to inform Karen Ali, Mark Vargeson and Faith Robertson at Barnet Council of the change of chairmanship](#)**

## **5. Finance report including information on funded places**

Catherine said that the only financial transactions since 30 November was an additional £9.46 income from Paypal donations.

There had been no further requests for funded places. With the absence of a single manager in charge of FYC it was not clear how requests for funded places would be handled (previously the requests went to Liz using a form designed for that purpose). Lisa would bring this up with Faith in due course.

**[New Action 12/B180118 - Lisa Bark to discuss the funded place scheme with Faith Robertson in due course](#)**

## **6. Any other Business**

None raised

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

The date of the next Board meeting was tentatively set as **Thursday 1 March starting at 8:15pm** to be held at Lisa's house, 110 Bedford Road.

However, in the absence of Emilia, Ken would check with her whether that date and time was suitable - on the assumption that she could attend in any case (re Action **1/B180118** above).

**[New Action 13/B180118 - Ken Osborne to check whether the date and time of the next Board meeting is suitable for Emilia Georgiou](#) [secretary's note - done on 18/1/18, awaiting reply]**

Ken would also inform Jan Hassan of the date of the next meeting.

**[New Action 14/B180118 - Ken Osborne to inform Jan Hassan of the date and time of the next Board meeting](#)**

The Meeting closed at 9:30pm