



**Friends of Finchley Youth Theatre**

## **Board Meeting**

**Monday 12th November 2018 at 8:30pm**

### **Minutes of meeting**

#### **Present**

Lisa Bark (chairman), Ken Osborne (secretary), Catherine Nolan (treasurer), 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 included items for the agenda in an email to the Trustees on 12/10/18.

Absences were noted from Trustees Roger Chapman and Emilia Georgiou and Supporters Andry Moustras and Jan Hassan who were currently invited as guests.

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

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

The minutes of the previous Board Meeting held on 20 September 2018 which had been issued by Ken Osborne on 16/10/18 were approved with some minor editorial changes

**[New Action 1/B181112 - Ken Osborne to issue approved Board meeting minutes of 20 September 2018 to Board members and a PDF version to Tony Batchelor to upload to the website](#)**

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

**[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](#)**

- **Status:** Lisa had emailed but had not had a reply yet.
- **Action - ongoing**

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

- **Status:** In the absence of clarity as to what donations would be used for it was agreed to close this action. A new action on general fundraising was created instead (see [New Action 2/B181112](#) below)
- **Action - closed**

**[New Action 2/B181112 - The FoFYT Board to identify the general principles on how funds should be raised and what they should be used for](#)**

**[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 so she would contact Roger to check.](#)
- **Action - ongoing**

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

**Status:** Ken had sent the Autumn 2018 programme to Tony on 8/11/18 and it was now available (at the Meetings/Events > Current Programme tab).and Lisa had put it on the FoFYT Facebook page

**Action - done**

**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**

**Status:** Lisa had emailed Mark but not received a definite reply so would email again

**Action - ongoing**

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

- **Status:** Lisa had discussed and obtained information on costs of courses and activities and other expenses which FoFYT could assist with
- **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:** Laura Davitt had emailed Lisa and Ken on 7/11/18 informing that there would be a Poetry, Photography and Art competition on 23/11/18 as part of the 70<sup>th</sup> anniversary celebrations which FoFYT could assist with - see §3 below
- **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 - see new Action [3/B181112](#) below
- **Action - ongoing**

**New Action 3/B181112 - Lisa Bark to check with her company's IT people whether Google Groups would be suitable for creating a group email address for distribution of emails to Supporters**

**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**

**Action 4/B180920 - Ken Osborne to ensure that the chairman@fofyt.co.uk email address forwarded to Lisa's personal email address**

- **Status:** Done and tested OK
- **Action - done**

**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**

- **Status:** Done and Tony had changed the emails to chairman@fofyt.co.uk, secretary@fofyt.co.uk and treasurer@fofyt.co.uk respectively on the Trustees page of the website. He had also created member1 and member2 emails for Roger and Emilia in case they were needed and sent Ken a list of relevant passwords which Ken would send to Lisa and Catherine.
- **Action - done**

**Action 6/B180920 - Lisa Bark to speak to Barnet Council for their opinion on FoFYT putting on a performance or workshop**

- **Status:** Lisa had spoken and Barnet were happy for us to do that
- **Action - done**

**Action 7/B180920 - Carolyn Pickles to think about possible content for a performance or workshop and to identify people who could help out**

- **Status:** Carolyn gave her ideas which she would develop further - see §6 below
- **Action - ongoing**

### **3. Update on working with the council for anniversary celebrations**

As mentioned in **Action 3/B180718** above, Laura Davitt had emailed Lisa and Ken on 7/11/18 informing that there would be a Poetry, Photography and Art competition on Friday 23 November 2018 as part of the 70th anniversary celebrations.

Laura had asked if anyone from the Friends could be available to judge the young people's entries on the night and asked if the Friends would be able to pay for some food for the guests. She also wondered if the Friends could offer anything for prizes. She expected there to be around 30-40 attending including young people, their families and Barnet Staff.

Laura also asked if there had been any progress in making the History Board which, if available, could be displayed.

Although the deadline for entries (5 November) had passed Laura said that they were still open for entries and asked for the flyer and related forms to be circulated. Ken had checked about the deadline with Laura who said that it had been extended to 16 November. Ken then emailed the flyer and related forms to the Supporters on 9/11/18.

Lisa and Catherine said that they could not be available to judge and Ken felt that he was not well qualified to do so. Carolyn was willing but need to check if she was free and would also ask her husband Tark if he could help out.

**New Action 4/B181112 - Carolyn Pickles to check if she and husband Tark Butler would be available to help judge the Poetry, Photography and Art competition at FYC on Friday 23 November 2018** [secretary's note - Carolyn confirmed that both would be available]

Regarding prizes, suggestions were: tickets for art exhibitions, Wildlife Photographer of the Year exhibition, relevant books, etc. Carolyn and Catherine would check the cost and availability of such items (assuming tickets would be for one adult and one child) and Lisa would check with Laura how many prizes were needed.

**New Action 5/B181112 - Carolyn Pickles and Catherine Nolan to check the cost and availability of suitable prizes for the Poetry, Photography and Art competition**

**New Action 6/B181112 - Lisa Bark to ask Laura Davitt how many prizes were needed for the Poetry, Photography and Art competition**

It was decided that FoFYT would not contribute to the food costs.

Regarding the History Board, Mark Vargeson of Barnet Council had given Lisa a contact in East Finchley Open Artists (Peter Hale) and Lisa had contacted Peter who is checking whether anyone can help to take the history information in the Dropbox and design a suitable display board. Lisa was awaiting a response from Peter but it seemed unlikely that a board would be available by 23 November.

### **4. The year-end charity commission**

Lisa said that she had to send a financial year end report to the Charity Commission by end January 2019. Catherine handed out a spreadsheet page giving the income and outgoings to date which Lisa could use to prepare the report.

**New Action 7/B181112 - Lisa Bark to send end financial year report to the Charity Commission by end January 2019**

### **5. Updating contact details on websites etc**

See **Actions 4 and 5/B180920** above.

## 6. Plan for putting on a production

Carolyn had had some further ideas. She suggested that there could be a competition with local schools putting on short plays (around 15 minutes each) at FYC relating to East Finchley (history or present day) with a panel of judges. The actors in the winning play could be rewarded with a workshop by a local actor or artist.

Carolyn thought that the Easter holidays in 2019 may be a suitable date so she would continue to develop her ideas. **Action 7/B180920 above.**

Lisa would contact Barnet Council with this suggestion asking for help in identifying suitable schools to take part.

**[New Action 8/B181112 - Lisa Bark to contact Barnet Council for help in identifying suitable schools to take part in a short play competition at FYC](#)**

## 7. Arrange an AGM

The last AGM took place on 30 November 2017 so a new meeting was due - to be discussed at the next Board meeting.

**[New Action 9/B181112 - FoFYT Board to agreed date for next AGM \(last one held on 30/11/17\)](#)**

## 8. Treasurer's update

Catherine presented the incomings and outgoings since 1 April 2018. The bank account balance was £2,432.44 at 12/11/18 and the PayPal balance was £498.75.

## 9. Date of next Board meeting

The date of the next Board meeting was set as **Monday 10 December 8:15pm** to be held at Lisa's house, 110 Bedford Road.

## 9. Any other Business

None raised.

The Meeting closed at 10:25pm

---