



Friends of Finchley Youth Theatre

Board Meeting

Wednesday 13th February 2019 at 8:30pm

Minutes of meeting

Present

Lisa Bark (chairman), Ken Osborne (secretary), Andry Moustras

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 to the Trustees on 13/2/19 (file **130218 FOFYT Board Agenda.doc**).

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

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 12 November 2018 which had been issued by Ken Osborne on 15/11/18 (file **FoFYT Board Meeting 181112-minutes-draft1.doc**) were approved with a revision to the status of Action 12/B180118 and deletion of Lisa's address. Ken would issue the approved version to the Board members and a PDF version to Tony Batchelor for uploading to the website.

[**New Action 1/B190213 - Ken Osborne to issue approved Board meeting minutes of 12 November 2018 to Board members and a PDF version to Tony Batchelor to upload to the website**](#) [Secretary's note - done on 14/2/19]

2b Actions from previous meeting

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

- **Status:** emailed to the Board members on 13/11/18 and to Tony on 14/11/18. Ken had emailed the Supporters on 15/11/18 to inform them that the minutes were now on the website.
- **Action - done**

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 - discharged**

Action 2/B181112 - The FoFYT Board to identify the general principles on how funds should be raised and what they should be used for

- **Status:** keep open but see §4a below
- **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:** Ken had spoken to the Co-op bank who had told him that to close the account he could download a form. Ken had done this, filled it up and it was now awaiting Roger's signature [Secretary's note - now signed by Roger and Ken and posted to Co-op on 20/2/19]
- **Action - ongoing**

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: The current programme is at www.barnetyouth.uk under the Timetable tab

Action - done

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

- **Status:** awaiting Lisa's action [3/B181112](#) below
- **Action - ongoing**

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

- **Status:** Ongoing
- **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:** Emilia has said that she wishes to step down as a trustee due to a lot of other commitments but wishes to be kept up to date so we will keep her on the Supporters' email list. It was noted that Emilia was, in any case, not listed as a trustee on the Charity Commission website (<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1056245&SubsidiaryNumber=0&TID=12024054>) although was listed on the FoFYT website
- **Action - done**

New Action 2/B190213 - Ken Osborne to arrange for Emilia Georgiou to be removed from the Trustee list on the FoFYT website and to remove her from the Board members email list

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

- See §4b below

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

- **Status:** Carolyn confirmed on 13/11/18 that she and Tark would be available. They both judged the competition entries on 23/11/18
- **Action - done**

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

- **Status:** Three tickets for the Wildlife Photographer of the Year exhibition were purchased after Laura confirmed that three prizes would be sufficient (see [Action 6/B181112](#) below)
- **Action - done**

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

- **Status:** Lisa emailed Laura on 14/11/18 to ask. Laura replied saying that three prizes would be sufficient as they already had some prizes themselves
- **Action - done**

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

- **Status:** done on 30 January
- **Action - done**

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

- **Status:** done - the Council will liaise with suitable local schools
- **Action - done**

Action 9/B181112 - FoFYT Board to agree date for next AGM (last one held on 30/11/17)

- **Status:** See §7 below
- **Action - ongoing**

3. Annual accounts filed with the Charity Commission

Done on 30 January 2019

4. Update on council meeting

Lisa had met Barnet Council last week. She reported on some reorganisation of the Youth Service which was now called "0 to 19". The Borough of Barnet had been divided into 3 areas (or localities) - West, South (which includes East Finchley and Golders Green) and East Central. Each locality has a hub with two managers. Faith Robertson oversees all of the South with the hub being located at Newstead Children's Centre in Fallows Close (off Tarling Road), East Finchley and Mark Vargeson (who used to be involved with FYC) now manages the West. FYC and Canada Villa are now called satellite hubs.

The positive activities and inclusive activities which were previously managed by Mark Vargeson have now been transferred to Laura Davitt, with Marcus Day now running the Duke of Edinburgh Award scheme.

Lisa said that the Council were now planning to raise the profile of FYC and encourage more people to attend. she added that the Council will now fund places for young people who cannot afford to attend - they are using a form based on that created by FoFYT for that purpose. Furthermore, any company which rents space at FYC for activities will be obliged to offer a certain number of free places.

4a Possible Friends fundraising

Lisa said that with the new Council policy there was now no need for FoFYT to fund free places at FYC.

Ideas for FoFYT funding were suggested as improvements to the building and facilities. The Council would pay for some but not all - for example there was a lack of storage in the dance studio and the theatre sound and lighting system needed upgrading. The Council would be sending a list of requirements with prices but Lisa said that for FoFYT to pay it would need to be for something which was attractive to funders.

Lisa said that the Duke of Edinburgh Award scheme was another potential activity for funding since there was only one Council-funded place per year although the Council were going to try to obtain funds from Waitrose.

Secretary's note - information obtained after the Board meeting:

DofE Costs for young people

- a) Participation Sign up costs: Bronze £25 – Silver £25 - Gold £32
- b) Expedition Costs: Bronze £345 – Silver £470 – Gold £800

Lisa suggested the setting up of a fundraising page, including examples of what was wanted.

Andry agreed to investigate what organisations could potentially provide funding.

New Action 3/B190213 - Andry Moustras to investigate what organisations could potentially provide funding

4b Drama Event

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

- **Status:** Lisa reported back on behalf of Carolyn - see below
- **Action - ongoing**

In the absence of Carolyn, Lisa reiterated Carolyn's ideas for a drama event at FYC. She said that to get formal Council agreement for such an event there was a form to be filled in which she was getting from the Council [Secretary's note - form now received but we need someone to take on the responsibility for completing it].

Andry will sound out people at two local schools to ask for their opinions on the attractiveness and format for such an event.

[New Action 4/B190213 - Andry Moustras to sound out people at two local schools for their opinions on the attractiveness and format for a drama event](#)

5. Friends – roles, membership and supporters

Lisa raised that, as she is expecting her 2nd child at the end of July, she will need to step down as Chairman sometime before then. She is likely to be OK to take on the role of Treasurer after a short break (depending on times of meetings). Lisa said that overall we need more active members of the Board and further roles to be defined. She suggested that around six roles should be defined (including the existing chairman, secretary and treasurer roles).

[New Action 5/B190213 - The FoFYT Board to define further Board roles](#)

The Archer local newspaper have asked if we would like them to include article about FYC and FoFYT. This was thought to be a good idea which could also be used to advertise the next AGM and to attract more Supporters. Other suggestions are to create flyers and give them out on a Saturday morning when a lot of parents are at the theatre.

It was also suggested that the FoFYT Facebook and Twitter accounts be used to advertise and attract more Supporters. Lisa said she was happy to look after the Facebook account and Andry said that she will look into accessing the Twitter account if someone could inform her of the login details. Ken said that the Twitter website was https://twitter.com/Fo_FYT and thought that a previous Board member Marie Clarke may know the details so he would send her contact details to Andry. It will then be decided who will maintain the account in the future.

[New Action 6/B190213 - Ken Osborne to give Andry Moustras the contact details for Marie Clark to get the FoFYT Twitter account login details \[Secretary's note - done on 14/2/19\]](#)

6. Treasurer's update

In the absence of Catherine this was postponed to a future meeting

7. Date of next Board meeting & AGM

The date of the next Board meeting was set as **Tuesday 12 March 8:15pm** to be held at Lisa's house.

It was suggested that the next AGM be held after Easter at FYC and include updates from the Council. Lisa would ask Laura when the building and suitable Council members would be available.

[New Action 7/B190213 - Lisa Bark to ask Laura Davitt when the FYC building and Council members would be available for an AGM](#)

8. Any other Business

None raised.

The Meeting closed at 10:15pm
