



Friends of Finchley Youth Theatre

Board Meeting

**Thursday 28th April 2022 at 09:30am
Conference call via Zoom**

Minutes of meeting

Present

Lisa Bark, Ken Osborne (minutes); Catherine Nolan, Roger Chapman;

1. Agenda and Actions from Previous meeting

Agenda received by email 27/4/22 from Catherine

The status of actions from the previous board meeting held on 11th March 2020 are listed below. Note that several actions had not been done but were discharged as outdated.

Action 1/200311 - Lisa Bark to check though the outstanding actions from the Board meeting minutes of 13 February 2019 and raise any for which actions were still needed at the next Board meeting or by email

Status - Not done - Discharged - covered by discussion below

Action 2/200311 - Barbara Palczynski to investigate setting up a Youth Advisory Group

Status - Not done - Discharged - Barbara no longer a trustee

Action 3/200311 - Ken Osborne to add Avis Johns, Barbara Palczynski and Julia Malabre to the Supporters' email list

Status - Done - added 29/4/20

Action 4/200311 - Lisa Bark to add Avis Johns, Barbara Palczynski and Julia Malabre as trustees to the Charity Commission website

Status - Done but Avis and Barbara later removed

Action 5/200311 - Ken Osborne to write a brief description of the secretarial duties

Status - Done 27/4/20 and emailed to others as "FoFYT secretary responsibilities.doc" (see [Annex 1](#))

Action 6/200311 - Ken Osborne to change the fofyt.co.uk email forwarding addresses to those of the new appointees

Status - Done 28/4/20 - see "FoFYT email forwarding after adding members at 28Apr20.JPG" (see [Annex 2](#))

Action 7/200311 - Catherine Nolan to sort out the Barclays bank paperwork regarding the new trustees and appointments

Status - Not done - Discharged

Action 8/200311 - Catherine Nolan to prepare the 2019-20 Annual Return after the end of March 2020 and send to Lisa Bark

Status - Done and also done 2020-21 return - [Catherine to send email with details](#)

Lisa said FoFYT had received a grant of £1k from The Entertainer

[New Action 1/220428 on Catherine to prepare 2021-22 return](#) [Secretary's note - now done including 2020-21 return]

Action 9/200311 - All Board members to visit the FoFYT website to decide whether the "Role and purpose" description at www.fofyt.co.uk/fofyt.html should be updated

Status - Not done - Discharged

Action 10/200311 - Avis Johns to make arrangements for Strategic Planning Meeting at FYC on 26 April 2020

Status - Not done - Discharged

2. Current State of Affairs

2a Board members

Currently registered at Charity Commission website (see <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1056245/>)

- Julia Malabre
- Lisa Bark
- Catherine Nolan
- Kenneth Wyndham Osborne
- Roger William Chapman

At FoFYT website (www.fofyt.co.uk/trustees.html):

As above plus:

- Avis Johns
- Barbara Palczynski

However, since the last meeting in March 2020 Avis Johns who had taken over as chairman at that meeting had resigned and Barbara Palczynski had resigned as a trustee.

Catherine to try to contact Julia Malabre to see if she wanted to continue as a trustee (Julia had not responded to previous emails).

New Action 2/220428 on Catherine to try to contact Julia Malabre to see if she wanted to continue as a trustee [Secretary's note - done and Julia wishes to be removed as a Trustee but stay as a Supporter]

Ken would arrange for the FoFYT website Trustees page to be updated.

New Action 3/220428 on Ken to arrange with the webmaster Tony Batchelor for the FoFYT website Trustees page to be updated and to update the email forwarding addresses [Secretary's note - now done with Catherine as Acting Chairman, Lisa as Acting Treasurer and Ken as Acting Secretary and Roger as Member]

2b Annual accounts filed with the Charity Commission

See actions above.

3. Discussion regarding the future.

Do we wish to continue and find new board members or do we wish to close and take the motion to an AGM?

All happy to stay on Board for next two months

Lisa mentioned that Ken had said that FYT now running OK by the Council. So is there any point in continuing FoFYT and fund raising?

Lisa & Ken would be happy to close FoFYT

Catherine would like to continue but hand over and re-energise. but can't give much herself to drive it.

Lisa asked Roger if he knew anybody can help. Roger not sure that FYT is running OK, Carolyn Pickles idea to put on a performance was rejected some time ago.

Roger now involved in EF Town Scheme group - arts & music. Could provide better access to FYT. It's a group of East Finchley traders, etc.

So Roger keen for there to be support to FoFYT but not keen to continue himself.

Lisa - best role for friends is to drive community events and access to theatre. So need someone with access & time. So does Roger know anyone - if not no would need to push for new members.

Ken asked if the Town Scheme group could take over - Roger, not really viable to do that but could support FoFYT.

In conclusion:

All happy to stay for two months - although Ken thought that seemed a very short time to get new members on board.

Catherine mentioned a website called ArtsJobs to try to get people, also reach out on EF Community page, FoFYT Facebook page and the Archer - Catherine happy to use prepare some words for those resources straight away to advertise for new members. Lisa will send Catherine info for her to access the Facebook page.

Roger said that the latest date for receipt of an article for the June Archer edition will be 15 May. So we could have a meeting around end June to discuss results.

[New Action 4/220428 on Catherine to write a brief on FoFYT new members requirements - to email to all Trustees for approval](#)

When the above brief is approved Ken would also send to the Supporters' email list.

[New Action 5/220428 on Ken to send approved brief on FoFYT new members requirements to Supporters' email list](#)

Lisa said that someone should speak to Laura Davitt to check that she was happy with what we were proposing for FoFYT - Catherine will contact her by email.

[New Action 6/220428 on Catherine to contact Laura Davitt to check that she is happy with our proposals for FoFYT](#) [Secretary's note - done on 28/4/22 - meeting to be arranged]

4. If an AGM is chosen then dates will be arranged via email but will not be until at least June. If we chose to find new board members then all previous board members to write up a summary of their role for June

Lisa/Catherine to write up description of roles as Chairman and Treasurer. Ken had already done that on 27/4/20 (copied into [Annex 1](#) below).

5. Any other Business

Ken asked Catherine if she would be paying for the renewal of the website hosting (due by 22 May, email sent on 24 April). Catherine said she needed a replacement bank card from Barclays since the previous one had gone astray during the pandemic. She would contact Barclays and assumed it would be sent to FYT's address. Ken agreed to try to collect it since he takes his son there most Mondays.

New Action 7/220428 on Catherine to contact Barclays to get replacement bank card and Ken to collect it from FYT [Secretary's note - new bank card now ordered and should be sent to Catherine's address]

If a replacement bank card could not be received in time Catherine would pay for the website renewal using her own card and claim it back.

The Meeting closed at 10:10am

Annex 1

FoFYT secretary responsibilities.doc (copy of original doc of 27/4/20 sent to trustees)

Friends of Finchley Youth Theatre - Responsibilities of the Secretary

The Secretary is one of the Trustees of FoFYT and has the following responsibilities:

1. Attend all FoFYT Board, AGM and Supporters' meetings;
2. Write up the minutes of all meetings which should include easily referenced Action Points and get them approved by the Trustees;
3. Issue approved minutes to the Trustees and send a PDF version to the webmaster (Tony Batchelor tony@batchelor.dk) for uploading to the website (www.fofyt.co.uk);
4. Maintain an email list of Supporters and Trustees
5. Email Supporters & Trustees after minutes have been uploaded to notify them;
6. Email Supporters to notify them of date/time/place of future Supporters' meetings;
7. Liaise with the webmaster on website and email issues and request any changes;
8. Have access to website and related email control panel and manage access by other Trustees;
9. Modify any email forwarding addresses as necessary;
10. Respond to emails sent to secretary@fofyt.co.uk and info@fofyt.co.uk as necessary;

Annex 2

FoFYT email forwarding after adding members at 28Apr20.JPG

The screenshot shows the 'Email forwardings' page for fofyt.co.uk in the Simply.com control panel. The page lists various email addresses and their corresponding forwarded-to addresses. Below the list, there are instructions and a form to set up new email forwarding.

Address	Redirected to
chairman@fofyt.co.uk	avis.johns@btinternet.com
history@fofyt.co.uk	nolan.m.catherine@googlemail.com
history@fofyt.co.uk	tony@batchelor.dk
info@fofyt.co.uk	ken.oborne@btinternet.com
info@fofyt.co.uk	secretary@fofyt.co.uk
info@fofyt.co.uk	tony@batchelor.dk
member1@fofyt.co.uk	ken.oborne@btinternet.com
member2@fofyt.co.uk	roger.chapman99@btinternet.com
member3@fofyt.co.uk	nolan.m.catherine@googlemail.com
member4@fofyt.co.uk	barbara@thecreativesociety.co.uk
member5@fofyt.co.uk	jemalabre@gmail.com
secretary@fofyt.co.uk	avis.johns@btinternet.com
treasurer@fofyt.co.uk	barklisa@hotmail.co.uk

① If you wish to test your forwarding, please do not test it by sending emails from the same email account to the one you are forwarding to.
① Mails are forwarded BEFORE antivirus and antispam are run.

Set up new email forwarding

① It is not necessary to create an email account to set up a forwarding of an address.

Email address: @fofyt.co.uk
Forward a copy to: