



Friends of Finchley Youth Theatre

Board Meeting

**Thursday 12th October 2017 at 7:30pm
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 9/10/17.

No apologies for absence had been received although Marley Seville and Emilia Georgiou were absent. Ken said that Emilia had Soto dance classes on Thursday evenings so maybe that was why she could not attend,

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 21 March 2017 (issued by Ken Osborne on 4/4/17 - file **FoFYT Board Meeting 170321-minutes-draft.doc** but reissued as **FoFYT Board Meeting 170321-minutes-draft3.doc** on 11/10/17) were approved with some revisions to take account of Liz Sacre's comments. Ken would re-issue as approved and send a redacted PDF version to Tony Batchelor for uploading to the website.

[**New 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**](#)

2b Actions from previous meeting

- [**Action 1/B170321 - Ken Osborne to issue approved Board meeting minutes of 8 February 2017 to Board members and a redacted version to Tony to upload to the website**](#)
- **Status:** Issued to Board members on 4/4/17 as file **FoFYT Board Meeting 170208-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 on 18/4/17 and Ken had emailed the Supporters to inform them on 22/4/17 (delayed due to holiday)
- **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. The group was meeting this evening at the Clissold Arms but Roger was unable to raise due to his attendance at this Board meeting
- **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
- **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:** Roger can't access the Co-op account having tried several times so will speak to them. Catherine suggested that most of the balance could be transferred by cheque so Roger and Ken signed a cheque for £2200 which Catherine will pay in to the Barclays account.
- **Action - ongoing**

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

- **Status:** Yet to do. Action depends on expected discussions with Karen Ali - see [New Action 2/B171012](#) in §3 below
- **Action - ongoing**

Action 8/B170208 - Roger Chapman to get Lisa Bark added to the Charity Commission list of FYC Trustees

- **Status:** Done
- **Action - done**

Action 3/B170321 - Ken Osborne to review the links page on the FoFYT website and ask the webmaster to make changes including adding Soto Dance and Airborne Circus

- **Status:** Ken sent Tony the Soto Dance and Airborne Circus links on 2/5/17 and a suggested replacement for the existing [LBB Arts and Entertainment](#) link which is broken - to replace with the Barnet Council Finchley Youth Activity Centre link at www.barnet.gov.uk/citizen-home/children-young-people-and-families/youth-support/young-peoples-organised-activities/finchley-young-people-s-activity-centre.html. The page was updated by Tony on 10/5/17.
- **Action - done**

Action 4/B170321 - Ken Osborne to send the latest programme of activities to the webmaster for uploading to the website

- **Status:** Ken sent the Spring 2017 programme to Tony on 2/5/17 from the Barnet Council webpage <https://www.barnet.gov.uk/citizen-home/children-young-people-and-families/youth-support/young-peoples-organised-activities/finchley-young-people-s-activity-centre.html> which Tony uploaded on 10/5/17. There did not seem to be a Summer 2017 programme published.
- **Action - done**

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

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

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

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

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 - Roger will check with Emilia since Soto's classes are now being held in other locations instead of at FYC
- **Action - ongoing**

2c. Matters arising not elsewhere on the Agenda

None raised.

3. General discussion on way ahead for the Friends and the theatre

Roger said that since the last meeting there had been some limited discussions with Barnet Council about the future of FYC but now that Liz Sacre had left (in August) it had been difficult to find out what is really happening. Roger thought that an Options paper was being prepared by the Council but he had not seen anything about that.

Ken said that he had had a couple of queries via the website from people who were interested in hiring space at FYC but in the absence of Liz or a replacement manager he had referred them to Karen Ali (previously Liz's line manager). Roger said that he had received a similar query from the Archer Academy and had discovered that a contact phone number (020 8359 3100) was now available on the Barnet Council website - at www.barnet.gov.uk/citizen-home/children-young-people-and-families/youth-support/young-peoples-organised-activities/finchley-young-people-s-activity-centre.html. He understood that "until a new manager was appointed" FYC was currently staffed during office hours on Mondays, Tuesdays and Fridays and that if no one answered the telephone it gets redirected to someone at Canada Villa or to an answerphone.

In the absence of any further information about Barnet's plans for FYC Roger agreed to contact Karen Ali to try to find out. Points to raise were agreed to be:

- What is the plan for FYC's future - as a building and its services (theatre, dance studio, classes, etc.);
- Are they planning to get a new FYC Manager;
- What role do the Council see, if any, for FoFYT - for Youth arts services;
- Did the Options report "Youth Services Proposals to Council" ever get issued;
- Would Karen be willing to talk to a full meeting of the FoFYT Supporters.

[New Action 2/B171012 - Roger Chapman to contact Karen Ali to find out Barnet Council's plans for FYC in the future](#)

4. Finance report including information on funded places

See **[Action 7/161021](#)** above regarding transferring the bank account balance from Co-op to Barclays.

Catherine agreed to send Roger details of income and expenditure to send to the Charity Commission

[New Action 3/B171012 - Catherine Nolan to send Roger Chapman income and expenditure details for sending to the Charity Commission](#)

Catherine said that since the last meeting, income had been £250 from First Give (<http://firstgive.co.uk/>) which had been awarded via Fortismere School and £5 per month (excluding 30p PayPal fee) from a Supporter's monthly donation. Expenditure had been £6 for the annual website domain fee.

Catherine had received a tax form request from Barclays bank which she would complete.

[New Action 4/B171012 - Catherine Nolan to complete tax form and return to Barclays bank](#)

Roger had received requests from Laura Davitt for sponsorship for classes for [REDACTED]. The sponsorship request forms were slightly unclear so Roger would speak to Laura to clarify the background. He assumed that the requests were each for £72 for a term's classes. The Trustees present agreed that Roger could approve the sponsorship if he was satisfied with the reasons for the requests and that the classes were still being held at FYC.

Roger had also received a request for equipment for the Filmmakers group but it seemed that this group which used to meet on Tuesdays at FYC no longer met there so it was decided that this request should be rejected.

[New Action 5/B171012 - Roger Chapman to speak to Laura Davitt to clarify the sponsorship requests](#)

5. Any other Business

None raised

7. Date of next Board meeting

Future meetings dates were discussed. It seemed that Wednesdays were probably most suitable for those present but Roger would check with Emilia as to her preference (and whether she was still interested since Soto no longer used FYC).

[New Action 6/B171012 - Roger Chapman to speak to Emilia Georgiou regarding her preferred days for future Board meetings](#)

No date was set for the next meeting but would be arranged by email when necessary. In the meantime Roger suggested that updates on the Board's activities be done via email. [Secretary's note: Supporters' meeting subsequently planned for 30 November 2017].

The Meeting closed at 8:55pm
