

BOATHOUSE ANNUAL GENERAL MEETING 2021

Minutes of an AGM and Trustees Meeting held on 16 December 2021

1. Welcome and Apologies:

Present: John Hassell, Melissa Rowland, Rachel Lowden, Nigel Speedy (Trustees)

Apologies: Kim Barry, Kevin Barry (retiring Trustees)

2. Minutes of previous AGM 2020 & Matters Arising:

As per the Minutes of the previous AGM, Kevin Barry has stepped down as Chair and Trustee of Boathouse. Kim Barry has also stepped down as a Trustee.

3. Annual Report & Accounts for period ending 31 July 2021:

There was very little financial activity for the period 1/8/20 – 31/7/21 due to the cessation of the groups' activities as a result of the Covid 19 pandemic. A statement of financial activity will be drawn up by the appointed accountant in preparation for the Annual Return to be submitted to the Charities Commission by April 2022.

ACTION MR/NR

4. Trustees' Roles and Future of Boathouse

Please see 'Notes' below of the Trustees' meeting held on 16 December 2021 with regard to Trustees' roles and future of Boathouse.

Boathouse Theatre Arts

Trustees Meeting.

16th December 2021

Notes of Agreements and actions arising from the meeting

Present:

John Hassell (Chair)

Millie Rowland (CEO)

Rachel Lowden

Nigel Speedy

Apologies:

None

<u>Notes</u>	<u>Action</u>	<u>Action by</u>	<u>Timeframe</u>
1. Discussion about the 'clarity of purpose' of the organisation. Agreed; - Boathouse's primary purpose is To give people an opportunity to sing, dance and act. - It's secondary purpose is To help people have fun, enjoyment and the	When opportune to engage Boathouse users to discuss the trustees view of the purpose of the organisation.	Group leaders (when in post)	None specified

opportunity to make and develop friendships.			
2. Discussion who will actively drive and lead the organisation and what organisational role they will hold. Agreed; - It was unanimously agreed that Millie Rowland should take on the practical leadership role of the organisation. It was further agreed she should hold the title of Chief Executive Officer (CEO). - Trustees would try to identify a salary commensurate with the new role and responsibilities and time commitment of the CEO. (It was made clear the organisation might not be in a position to be able to afford such an identified 'fair salary').	Millie was offered the position of CEO by the Trustees. The offer was with immediate effective. Millie accepted the offer. Trustees to discuss salary at their next meeting. Rachel to do some homework and bring a suggestion to the next meeting	Rachel / all Trustees	As of 16th December 2021 10th March 2022
3. Trustees engaged in identifying what 'resources' would be absolutely essential to fulfil points 1 and 2 above. Agreed; - Finances were sufficient for the immediate future. - Absolute priority was to be given to appoint a session leader for Boathouse adults sessions.	Millie would immediately begin a search for a session leader. Rachel would offer support in the process if needed	Millie	ASAP

A question was raised about the future viability of 'Boathouse for Children'.			
4. The role of trustees was discussed. It was clear that different groups of trustees interpreted their roles in different ways Agreed; In broad terms, Boathouse Trustees would be strategic and would <u>not</u> have an operational function or duties. They would have 3 fundamental responsibilities. 1. Strategic: Trustees would determine the organisation's strategy, direction and purpose. 2. Accountability: Trustees would oversee (NB not operationally) and be accountable for outcomes of the organisation, financial probity, health and safety and safeguarding. 3. CEO: Trustees would be responsible for the selection and appointment of the CEO, and then providing that person with specific support and accountability.. eg a cycle of appraisal.	Any future CEO job description would reflect this.		
5.Trustees discussed the election and appointment of a chair and the selection of further trustees Agreed; 1. John would serve as an interim chair until the organisation was in a	John to assume role of chair with immediate effect.	John	16th December 2021

position to elect a longer term appointee.			
2. Having viewed the CV's of 4 possible trustees, it was agreed one of the 4 should be approached with a view to determining their suitability Followed by a possible invitation to join the trustees	John to meet SM (Millie to arrange)	Millie & John	By 10 th March 2022

Next meeting date. 10th March 2022

Boathouse Theatre Arts
Treasurer's Report Year Ending 31 July 2021

Education and Administration

	Yr
Grants Received (Sussex Community Foundation)	-
Individual Donations (Direct Credit)	-
Friends of Boathouse	580.00
Income from Sessions and Shows	-

TOTAL FUND INCOME

EXPENDITURE

Freelance Teachers	510.00
Venue Hire (Incl Hastings Centre Xmas Show)	90.00
Volunteers/Travel/Reimbursed Expenses (Incl mileage)	-
P/T Administrator and Associated Costs	-
Merchandise for Resale	-
Printing and Publicity	-
Insurances	172.08
Stationery and Sundry Expenditure	117.42

EDUCATION AND ADMINISTRATION FUND TOTAL FOR THE YEAR

BALANCE AT BANK B/FWD

SURPLUS/(DEFICIT) FOR THE YEAR

BALANCE AT BANK C/FWD

Notes to the accounts:

1 - Insurance for 2020 was paid in 2019

2 - No shows or classes during this financial year

Year ended 2021	Year ended 2020
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4,830.00	
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200.00	
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1,202.00	
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<u>3,890.75</u>	
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580.00	
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10,122.75	
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3,365.00	
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1,621.00	
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502.70	
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1,200.00	
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237.69	
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889.50	
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6,926.39	
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<u>(309.50)</u>	
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<u>3,196.36</u>	
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9,439.58	
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6,243.22	
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(309.50)	
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3,196.36	
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<u>9,130.08</u>	
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<u>9,439.58</u>	
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