

BOATHOUSE THEATRE ARTS

Minutes for AGM meeting dated 16th October 2022

Present:

Millie

Rachel

Sally

Felicity

Nicola

Nigel

No apologies.

CHAIR:

John Hassel has now stepped down from being temporary Chair.

However, as no one has presently put their name forward to assume the role of Chair, and as it is necessary for BTA to have a Chair to operate, Rachel has kindly stepped in to act as temporary Chair until a permanent candidate can be agreed. During the meeting it was agreed to give a period of two weeks, until the end of October 2022, to those present at this meeting to each consider whether or not the position of Chair is something to be taken on. After that period, Millie is ready and willing to reach out to the wider community to find someone to fill the post.

TRUSTEE ROLES:

It was generally agreed that each trustee is happy with their role as a trustee.

It was also declared by Sally and Rachel that they are trustees in other charities and organisations.

BANKING:

BHA is now processing our banking needs through The Co-operative Bank.

To this end, all those present signed the various bank documents required and that Millie presented. Currently, John and Nigel remain as signatories on the present Barclays account (soon, hopefully, to be shut down).

CEO JOB ROLE, RESPONSIBILITIES, RENUMERATION AND CONTRACT:

Millie has received kind help and support from Andrea at LGF in drafting up a contract and setting out the role and responsibilities of Millie's position as CEO. Millie continues to work on this and we await further progress on this issue in due course.

It was agreed that Millie should continue to be paid at the rate £21 per hour on the basis of 5 hours per week.

It was also mentioned that BHA should have a redundancy reserve within its financial structure.

Millie to look into this point.

FUNDRAISING:

This subject was discussed broadly. Agreed to implement the following:

National Lottery

Sussex Community Foundation

Children in Need

Having a PATRON to support BHA was considered a good idea. Further thought and discussion required to analyse just how we go about finding a suitable, and willing, candidate to come on board.

Sally has kindly agreed to arrange a door collection at the door of her church during Community Matinees over a two to three day period. No date confirmed.

MARKETING:

Emphasis was placed on BHA having a much wider range of active social media identities such as:

Instagram

Twitter

Reinstate and enhance the BHA website. At the moment the BHA website states that BHA is 'closed'. To any clicker or interested party this would potentially shutdown any intention to participate.

The website will provide a valuable for disseminating photos, information etc.

Update the BHA Facebook profile and content. Also incorporate donation links so that clickers can give money.

GROUPS:

It was agreed that the Children's Group sessions would be increased from £5 ps to £6 ps, starting January 2023. Also agreed that should parents wish to pay for six sessions in advance then the earlier price of £5 ps would apply ie, £30 payable upfront. Otherwise, all going well.

Millie also explained that she had approached the parents of the seven students in group to ask ten questions to gain information and an understanding of how the parents feelings towards the activities of the group. The reactions were overwhelmingly positive and encouraging and gave a good insight into the benefits that results from the group.

Adult Group - all good and well attended and well staffed.

Rachel mentioned that she was ready to organise a route or system whereby NHS doctors, nurses and clinicians in local surgeries would be made aware of BHA and its specialist art and performing projects.

Appropriate users of these surgeries (those who could be most advantaged by BHA) could then be offered information and contact details. A potential avenue for new clients.

CHRISTMAS SHOW:

To be held at the Hastings Centre on 10th December 2022 at 4pm.

Rachel kindly offered to invite Polly, from the Bright Foundation, who we are hoping to collaborate with in the future. Polly though is unable to help with the Christmas show this year.

Tickets charged at £8 each.

Raffle and Tombola to be organised.

It was also briefly discussed that the Stables Theatre could perhaps be used as a future venue for BHA artist production.

Next trustee meeting to be held sometime during the spring of 2023 (Feb, March, April) - TBC.

Boathouse Theatre Arts
Treasurer's Report Year Ending 31 July 2022

Education and Administration

	Year ended 2022	Year ended 2021
Grants Received (Sussex Community Foundation)	-	-
Individual Donations (Direct Credit)	32.50	-
Friends of Boathouse	475.00	580.00
Income from Sessions and Shows	<u>2,322.20</u>	<u>-</u>
TOTAL FUND INCOME	2,829.70	580.00
EXPENDITURE		
Freelance Teachers	2,235.00	510.00
Venue Hire (Incl Hastings Centre Xmas Show)	980.00	90.00
P/T Administrator and Associated Costs	2,351.00	-
Printing and Publicity	110.27	-
Insurances	172.08	172.08
Stationery and Sundry Expenditure	<u>191.30</u>	<u>117.42</u>
	6,039.65	889.50
EDUCATION AND ADMINISTRATION FUND TOTAL FOR THE YEAR	<u>(3,209.95)</u>	<u>(309.50)</u>
BALANCE AT BANK B/FWD	9,130.08	9,439.58
SURPLUS/(DEFICIT) FOR THE YEAR	(3,209.95)	(309.50)
BALANCE AT BANK C/FWD	<u>5,920.13</u>	<u>9,130.08</u>

CHAIR PERSON - RACHEL ANN LOWDEN
R.A. Lowden
April 4th 2023