

# FOA AGM Agenda

22<sup>nd</sup> November 2011, 7-9pm, Hextable School

## 1. Welcome and Apologies

Present:

Sasha Sharman (SS), Anne Percival (AP), Malcolm Pugh (MP), Maria Hennings – Hunt (MHH), Kelly Reynolds (KR), Penny Culliford (PC)

Apologies:

Emma Bartlett, Pam Howard (PH), Barry Laing (BL), Deirdre Harrison, Sheila Sanderson, Julie Tavender, Catherine Cooper

## 2. Matters arising from 2010 minutes

- a). SS has spoken to LB and she does not have anything further.
- b). MP has a document from his daughter at the Arts council, which he will share with us later.
- c). FOA have continued the current Public Liability Insurance provider.

AGM passed the minutes.

## 3. Chairs Report

The meeting read the very thorough report. MHH and AP thanked MP for his continued report and accepted his report.

## 4. Secretary's Report

The meeting read the report. MHH and AP thanked SS for his continued report and accepted his report. SS also provided a 'FOA activities 2010 -2011' list of other activities that she has been involved. KR and MP accept the report.

## 5. Treasurers Report

In the unfortunate absence of the treasurer, AP the assistant treasurer provided her report and the accounts for this year. **SS will ask her accountant of a cost for FOA future accounts and MHH will investigate as to whether we need to submit accounts via an accountant.** MHH waived her Adult Day of dance payment. **We will continue to investigate the Public Liability Insurance to see if we can save costs.** MP thanked AP.

## 6. Election of Officers

Everyone was re-elected in their roles.

## 7. AOB:

- a). Funding: A discussion about our recent attempts, most of which was mentioned in the 'FOA activities 2010 – 2011'. **MP is starting to build a relationship with Avolites, a lighting company, and this will be followed up.** MHH suggested saying using *sponsorship* instead of *funding*? AP also mentioned following up the patrons, **MHH will speak to James Goodman. MHH will organise up to date FOA business cards. PC will think about any authors she could approach.**
- b). Publicity Strategy: AP and SS will meet with MHH to define her Head of Publicity role. **MHH will organise up to date FOA business cards and design a logo for the April event. SS and AP will organise for MHH to be able to access the FOA email and website builder. MHH suggested having t shirts for each event and possibly put the sponsorship logo on staff t shirts. For the April event we decided to charge £90, with a free t shirt, the application form will include asking for t shirt sizes.**
- c). Membership Form, including Gift Aid: AP distributed the new forms for both organisations and individuals. **MHH will up date the forms and the membership cards. AP will email out Gift aid slip for members to sign and return.**
- d). Staffing:
- Day of dance at Stone on 4.2.11, MHH and AP to hopefully be tutors.
  - KR will stage manage the Youth Showcase on 23.3.11, **PC will check if she is available to chaperone. MP will organise tech form. MHH will ask her husband to be a sound technician.**
  - 10 -13 April – workshop week. We will continue to invite and include our ex participants to all events. KR and hopefully Charlotte Hennings (**MHH will check if available**) to run backstage in April. **MHH will ask her husband to be a sound technician.** KR, MHH, CH, SS, AP, MP all available for the week's events.
- e). Catherine Cooper sent some great ideas for fundraising, we would like to thank her for her hard work and we will certainly be looking into these.

## Dates of next meetings

- MHH will organise a date for a publicity meeting/social event for January.
- A date will be arranged for the April event planning meeting.
- AGM date will be arranged.