

Wyvern Theatre Foundation

Tuesday 5th December 2017 at 7.30 pm

AGM Minutes

Present: Pat Strong (PS), Debbie Butland (DB), Steve Milsom (SM), Marilyn Wilkinson (MW), John Wilkinson (JoW), Shanti de Silva (SdS), Christine Burn (CB), Sue Carvey (SC)

1. Chairman's opening remarks

PS welcomed everyone to the meeting, noting that there were no non-committee people in attendance. PS informed AGM that the meeting has been moved from August to November to help with accounting matters, as agreed by committee.

2. Apologies for absence

Trudy Evans (TE), Claire Nichols (CN) who has resigned from committee

3. Minutes of AGM held on Tuesday 2nd August 2016

There were no inaccuracies in the minutes and they were agreed by all present, and signed by PS.

4. Chairperson's Report

The 16 months since our last AGM have been eventful in a number of ways.

Firstly, and saddest of all, was the loss in October last year of Jean Waters. For many years Jean was a much respected and loved member, and more latterly Chairperson, of the Foundation. She is remembered with fondness for her wisdom and wise counselling. She enjoyed seeing young people reach their full potential and so this year in her honour the Foundation presented awards to two young participants who had gone 'the extra mile' in their efforts throughout the Summer Youth Project.

An Extraordinary AGM was called in January 17th 2017 in order to elect a new chairperson and re-affirm the officers – namely

Chairperson	Pat Strong
Vice chair/secretary	Debbie Butland
Treasurer	June Weller

The Constitution had not been reviewed since the Foundation was first set up. A small group, led by Debbie Butland, redrafted the Constitution. The revised version was agreed by the committee at the meeting on April 11th 2017.

The Foundation financially supports young people in all aspects of the performing arts. We continue to work with Nyree Kingsbury, the Wyvern Community and Project Officer. This year the Foundation has awarded 10 Summer Youth Project bursaries and 3 grants to individual students. One other grant was awarded to a local youth theatre group to help in their quest

to enable children with hearing and speech difficulties to become more involved in the performing arts.

Fundraising events throughout the last 16 months have been very successful:

- Summer Youth project weeks in August 2016 and 2017 when we held raffles and bucket collections.
- Race Nights in November 2016 and 2017.
- Barn dance in Liden Community Centre in March 2017.
- Wyvern Hospitality hosted a Cheese and Wine event in May and donated a share of the profit.
- The Foundation applied for and was chosen as one of the recipients of the Waitrose Community Charities in July.

Foundation 100 club.

Falling membership, in spite of stalwart efforts made it less and less viable. Therefore the decision was taken at the beginning of 2017 to 'wind up'. We are grateful to Shanti de Silva for all his hard work throughout the time it ran.

However the financial balance is healthy and the Foundation is keen to increase awareness regarding accessing Grant application. Information is available via the Foundation page on the Wyvern Theatre website 'About Us' section. Currently we are considering additional ways of advertising.

Derek Aldridge, the Wyvern Theatre Director is very supportive of the Foundation and its work. Thanks go especially to Hospitality, Ticket Office, Advertising and Technical staff for all the help they give throughout the year.

Finally I want to thank sincerely all of the committee. Support and help is generously volunteered and given whether it's secretarial, finance, advertising or raffle organising. My role is made so much easier with this support. – thank you.

Pat Strong,
Chairperson
December 2017

5. Treasurer's Report

PS and JuW met to go through the accounts in order to prepare them for auditing by Peter Kimber. Summary of activity:

- Race Night income = £131 from raffle, £490 from the tote, £397.50 from ticket sales (not yet received). Food costs to be deducted from ticket sales so final figure unknown. £621.00 banked
- Bursaries total was £731.25. As agreed with Derek any income owed to WTF will be deducted from this amount. Total amount owed to theatre was £144 which has been paid
- Foundation night. Ticket sales for SYP were not good so unlikely that WTF will receive any donation this year.

Agreed by AGM to give Peter a thank you gift for auditing the accounts.

6. 100 Club Report

SdS has now closed the account and the final amount to pay into WTF bank account was £18.21 which has been given to Treasurer.

7. Election of Officers and Committee

Chairperson	PS offered to remain in role as no other nominations
Vice Chairperson	DB to remain in joint role as no other nominations
Treasurer	JuW willing to continue in the role for the time being but would like to review this after the committee meeting in March
Secretary	DB to remain in joint role as no other nominations

SdS proposed officers en bloc and CB seconded. Officers voted in.

Liaison with the Wyvern

Agreed to keep this to Derek and Nyree

8. AOB

SM offered to produce tickets and posters for Barn Dance which will be discussed at next committee meeting in March 2018

9. Date of next AGM

PS proposed moving the AGM to January to harmonise with WTF financial year which runs from January to December. Agreed by all present.

Date: Tuesday 22nd January 2019 at 7.30 p.m.

WYVERN FINANCIAL ACCOUNTS
AGM 5th December 2017
JUNE 10th 2016 – NOVEMBER 9th 2017

START BALANCE		£3,944.37			
INCOME			EXPENDITURE		
2016			2016		
June	Barn Dance profit	300.00	Aug	SYP Bursaries	687.00
Oct	Summer Youth Project		Sept	Raffle tickets	17.46
	Bucket collection & raffle	651.56		prizes (wine)	24.00
	Donation (cheque)	50.00		Foundation Eve catering	105.00
Nov	Donation (cash)	50.00	Nov	Wine – thank you gift	6.00
	Donation (cheques)	52.00		Cheque	100.00
	Race Night raffle	80.00			
			Dec	Race Night – catering	300.00
2017			2017		
Feb	Race Night Tote (Nov 2016)	230.00	Mar	Barn Dance – food	77.59
April	Barn Dance Tickets	382.00	April	Printing costs	17.76
	Raffle	112.00			
	100 Club	700.00	May	Raffle prizes (wine)	12.75
May	Cheese and Wine				
	Donation	100.00	July	Grant (dance gear etc)	300.00
	Raffle	76.00	Aug	Raffle tickets/prizes	19.97
Aug	Summer Youth Project				
	Bucket collection	431.15	Sept	Foundation Eve catering	114.00
	Raffle	365.90		Grant (youth theatre group)	500.00
Sept	Race Night tickets (2016)	577.50		Grant (dance lessons)	250.00
	Donation (Waitrose)	240.00			
Oct	Donation (cheque)	50.00			
TOTAL		£8,392.48	TOTAL		£2,531.53

TOTAL IN	£8,392.48	(Payment out cheques x 2
TOTAL OUT	£2,531.53	not yet presented £20 & £100)
BALANCE	£5,860.95	BANK BALANCE £5,888.41

Accounts verified to the financial documentation available

Signed