DRAFT MINUTES

1. Welcome and apologies

Chairman: Paul Kelly
Minutes: Chrissie O’Connor

Present:
Paul Kelly (Chairman - HAC / Havering Concert Orchestra), Candy Lillywhite-Taylor (Treasurer - HAC), Chrissie O’Connor (Chairman – Drama Section / The Guildonian Players)

Apologies:
Apologies were received from:
Lisa Barker (All Saints Players), Emma Christmas (Spotlight Theatre Company), Ian Mercer (Essex Rock and Mineral), Gary Caitlin (BW Catholic Theatre Club), Ornella Walker (RCC)
Janet Oliver (New Venture Players)

No other apologies were noted.

Paul Kelly (PK) opened the meeting at 19:47 welcoming those present, which included representatives from eight member groups and four councillors. He confirmed that the meeting was quorate.

2.1 Minutes of the last AGM – 3 June 2014

PK noted one amendment - page 4, should read Ian Pirie and not Ian Mercer. There were no other observations and the Minutes, proposed by Wendy Sheard and seconded by Ian Pirie, were duly approved.

A copy of the minutes will be made available on the HAC website. (whose action point?)

2.2 Matters arising

None were raised and PK said that many of the matters noted in the minutes would arise during the meeting.
3.1 Chairman's Annual Report

The Chairman's report had been sent out in advance of the meeting and so it was unnecessary to read aloud, but PK mentioned a few points. During the past year HAC has been working more closely with Havering Council to mutual benefit, but it is very sad to note the loss of Paul Etherington who has been very supportive, especially with the Arts Festival.

The Executive Committee have discussed their own effectiveness and their capacity to sustain and also to increase their activities. It is clear that HAC needs more manpower. The bulk of the work has fallen to a very small handful of individuals and additional members are needed to join Exec to support the organisation and help it to progress. Exec have redefined the secretary's role and identified some new posts which they believe will help the organisation to grow and to better support the arts in Havering.

Secretary - this role is redefined to be a traditional secretarial role: arranging meetings, agendas and minutes etc.

Membership officer - specifically to look after membership matters, keeping contacts up to date and to approach and encourage potential new members to join.

Funding/sponsorship officer - to seek out additional sources of income. We are fortunate to still be receiving the LBH grant but we need to find additional finance and not solely rely on LBH - and also to give us more money with which to work. There are opportunities to obtain additional income, but work would need to be done in preparing applications - the current Exec cannot absorb this extra work.

Publicity officer - we have done a lot recently but there many stones unturned. The Arts Festival brochure showed us we can work with the council and benefit from their support.

Social media - Alex has volunteered to generate social media activity and has been asked to create a strategy which we can share with our members for them to use with their own groups.

Ian Pirie proposed vote of thanks to Paul for all his hard work in producing the Arts Festival brochure which has proved popular and successful.

3.2 Treasurer’s Annual Report & Presentation of Year-End Accounts 2014/15

Treasurer CLT reported fairly standard activity on the account - namely regular payments for garage rental - plus some grants to members. We had increased the grants budget to reduce our reserve by £2,000 over the year and although it has not all been claimed, we have successfully given out more grants than in previous years.

Questions were invited, and the only query was what is stored in the garage. Much of the contents belong to Romford Summer Theatre, who sublet from HAC.

Candy mentioned that the insurance on the garage was higher than expected which could possibly be due to previously noted contents which may no longer be there. This will be investigated by Exec. The renewal is due in July.

Wendy Sheard (WS) proposed the accounts be approved, which was seconded by Alex Donald. The Accounts were duly approved and signed, to be sent off to the Charity Commission which is necessary in maintaining our charitable status.
4.1 Election of Executive Officers and Sub-Committee members

The nominations were:

- **Chairman** - Paul Kelly proposed by Chrissie O'Connor
- **Secretary** - Jill Lough proposed by Ian Pirie
- **Treasurer** - Candy Lillywhite-Taylor proposed by Paul Kelly

All posts were unanimously supported.

Turning to the five activity sections, Paul noted that it is a matter of some grief that only two, Music and Drama, are active in terms of arts council matters, and he and thanked Ian Pirie and Chrissie O'Connor for their work with these areas.

Music section - the music sub-committee is thriving. There are great exchanges of ideas and groups are now applying for grants for the first time in years.

Drama section - the annual drama festival is a great example of groups working together to produce something better the sum of the parts. Several drama groups have applied for grants to enhance their productions. Bestowing grants is one of the things Arts Council are happy and keen to do.

Ian Pirie and Chrissie O'Connor confirmed they were happy to stand and were duly re-elected. Chairman Paul asked if there were nominations for the other sections but there was no response. He then invited members to consider the new roles.

Josh congratulated the committee on their re-elections and asked if there was any scope for making grants young people - who could be the Arts Council members of the future.

PK responded that without more income, our scope to fund individuals for tuition in the arts severely limited. But we could act as point of information/signposting for them. Havering Sports/Havering Music Schools already have a model for grants. We are mutually supportive, but not financially. He reflected there are ways to help which are non-financial - sharing talents, mentoring - but we should seek additional funding in order to be in position to consider proceeding with grants at some point in the future.

**Action:** Next generation to form agenda item for the next Exec Meeting (JL)

Having touched on membership and finance, PK invited any thoughts on publicity.

WS suggested an open evening with wine and nibbles for networking to encourage both existing members and outreach into the community. Perhaps another venue rather than Fairkytes might be chosen, as people sometimes think Fairkytes and HAC are synonymous. It should definitely be open to the general public.

**Action:** Open evening/membership drive to form agenda item for the next Exec Meeting - (J/L)

JL suggested reaching out to younger groups to tell them about HAC - they don't realise what we are and what we do. We could visit them to spread the word. PK noted there is potentially a role for a youth outreach officer. He had previously discussed with Mark Etherington how to transition young people who have been involved in youth groups into adult activities - they may get lost down the cracks! WS suggested a flyer for the proposed networking evening go to colleges etc. and someone to engage with the press on the Arts Council membership generally.
Working with council officers can only help us. They were hugely helpful with producing the Festival brochure. Spending some of our advertising budget in other council publications is a way to get our message out. Increasingly the libraries are featuring their own activities and our material is being pushed to the back of displays. Everyone is fighting for their existence in the face of budget cuts.

Streetlife is a free online resource which could be part of our strategy. As is the new Havering Bulletin, which has a circulation list of 40,000. Time FM is another possible channel - we could probably get mentioned.

**Action: Publicly to form agenda item on next exec meeting**

PK recognised that no volunteers had come forward for any of the roles identified by Exec. This promoted Denis Breading to express some interest in the Membership role, and WS offered to help with the open evening.

CAO expressed an interest in helping with publicity but was cautious of taking on too much and falling short, as she already has many other commitments.

PK asked people not to be backward in coming forward, so please get in touch - everyone knows how to contact him.

### 5.1 Items for Discussion

**Havering Arts Festival**

LH praised PK for the Festival brochure which she thought was excellent.

PK said that the Marketing team in the Stable Block had been very helpful. IP hoped it would encourage people to experience other areas of arts and there is some evidence that it has. PK had hoped it would encourage groups to cross promote publicity material - but he is not sure that has happened. CLT suggested that people drop flyers into Fairkytes for exec to be disseminated through the activity committees.

Other ideas were for a bulletin board on the website for helpful information, and competitive print costs as a member benefit - perhaps a printers discount for HAC if we endorse them. To be investigated.

**5.2 Havering Arts Council objectives for 2015/16**

2016 Arts Festival

It was agreed to do another festival brochure, the 2016 Festival to run post Easter to mid-July, which fits well with drama and music activities. But we need to kick it off soon. And it cannot be left solely to Paul to produce.

### 6. Date of the next AGM

The date of the next AGM has been fixed for **Monday 23 May 2016**. This will be held at 7.45pm, in Fairkytes Arts Centre. The date and time of the meeting will be communicated to all members in due course. (JL)

### 7. Any other business / Close of meeting

A question was raised on the health of Ian Wilkes, but nobody had any new information.
Regarding the ongoing saga of HAC logo and website, PK confirmed that Exec are determined to fix both over the summer!

PK thanked for everyone for their attendance, thoughts and ideas, and closed the meeting at 21:22.

CAO
24 June 2015