

Friends of Putney School of Art and Design

DRAFT Minutes of the AGM held at 6.15pm on 13 December 2021 at

PSAD

President Rob Dark, Chair Clare Frankl Bertram, five other Trustees, four Committee members and 11 other Friends of PSAD were present. Apologies received: Margaret Knott, Pat Dark, Marcy Richardson, Maggie Laing. The meeting was quorate.

The President welcomed members to the AGM. He remarked on the fact that our last AGM had been held by video conference during the pandemic lockdown, which had affected so many activities at the School. It was good to have in-person meetings again.

Minutes of 2020 AGM and matters arising

The draft minutes of the 2020 AGM had been circulated and were approved by the Friends by show of hands. There were no matters arising not dealt with later.

Review of the year by the Chair, Clare Frankl Bertram

Our most important job this year has been to support Nilar Morgan in continuing to deal with the ongoing demands of the Covid crisis while reopening the School.

Funds and Fund Raising

The Friends have continued to contribute funding from our accumulated surplus although progress on some items has been slow:-

1. Improved display lighting on the back stairs to improve the exhibition space was commissioned in this financial year and is finally ready in time for the Christmas Fair.
2. Contributed to equipment funds.
3. Continued the bursary fund.
4. Developed a new website for the Friends working in parallel with the School's own new site. This has given us a better digital presence and is improving communication with our members.
5. Joinery work in print room and meeting room.

Friends Management Committee and Membership

1. Two long standing and valued members of the Friends, Jean McMeakin and Liz Mundle, stood down from our committee during the year. Jean has been a tireless committee member and Trustee and most recently she was instrumental in getting our new website up and running. Liz Mundle, on joining the committee, immediately became our inspiration and organizer for the lecture programme and workshops. We owe them a great debt of gratitude for their time, energy and commitment over many years. We arranged to send flowers to each of them today. They deserve a special thank you in these minutes as a mark of our gratitude.
2. Inevitably Friends membership fell considerably due to Covid but is now picking up again as we were able to run our membership drive in person in September.
3. With the development of the new website the newsletter has moved over onto the website with new and exciting potential.

Activities

1. Our termly activities, lectures and workshops were disrupted but we did run one successful online lecture given by Linda Smith who is back with us in person for tonight's lecture.
2. We will be looking for new ideas and new people for activities to be run by the Friends. Activities can help build the School community, increase interest, skills and excitement, and help us raise funds to support the School. If you have ideas or hear of ideas, please get in touch.

Future Management of the School

1. Currently the School continues to be managed under the umbrella of EnableLC. During Covid Wandsworth Council determined to extend this arrangement to ensure stability for the School. This decision has given Head of School and staff maximum support and was welcomed.

Trustees Annual Report of the Accounts for the year by the Treasurer

Yvonne Guerrier presented the report of the accounts for the academic year ending 8 September 2021. We had substantial reserves so that the drop in income resulting from the pandemic did not have too great a negative effect on our overall finances, which are currently in a strong position. Although many Friends continued to pay their subscriptions throughout the last year, despite the pandemic closures, we lost about £2K in membership income. However, the hastily arranged Christmas Fair (smaller than usual) made a surplus, which was pleasing. Merchandise sales are good and we are expanding the range of goods available. Donations have increased following our registration with *JustGiving*, *Amazon Smile* and *Easyfundraising*. Although Gift Aid has been claimed it has not yet been received in this financial year. In tandem with reduced income there have been fewer outgoings, but the biggest expenditure has been on the development of our own website. This has already had many benefits including allowing us to take membership subs online, and reduced expenditure on postage and printing of communications with members. The School has provided us with a wishlist of items for Friends expenditure this year and next.

Yvonne was thanked for producing the accounts and she, in turn, thanked our Auditor, local accountant Richard Chadwick, who had approved the accounts, giving his services pro bono.

Question: Why had we chosen to use *Just Giving* which as a more expensive option than the other sites? **Answer:** This was largely at the request of the family of a deceased student wanting the option to donate through *JustGiving*.

Elections

The President thanked the Friends Committee members and trustees for all the work they have done over the past year. However, all Committee members must stand down at the AGM. Names of nominees had been circulated, and voting took place by show of hands. The **new Committee were elected for 2021/22** by Friends present as follows:

TRUSTEES AND MANAGEMENT COMMITTEE

Clare Frankl Bertram (Trustee / Chair) (proposed by Jenny Newhouse, seconded by Fleur Tookey)

Alison Brooke (Trustee) (proposed by Pam Williamson, seconded by Sue Shocket)

Victoria Garthwaite (Trustee/Deputy Chair) (proposed by Clare Frankl Bertram, seconded by Nicole Hollingworth)

Yvonne Guerrier (Trustee/ Treasurer) (proposed by Clare Frankl Bertram, seconded by Vicki Garthwaite)

Nicole Hollingworth (Trustee/ Membership Sec) (proposed by Sniez Torbarina, seconded by Fiona Burn)

Carolyn McMillan (Trustee/ Secretary) (proposed by Peter Hall, seconded by Jane Theophilus)

MANAGEMENT COMMITTEE

Mark Hayman (proposed by Jane Allan, seconded by Sniez Torbarina)

Maggie Laing (proposed by Fleur Tookey, seconded by Alison Brooke)

Penny Montagnon (proposed by Fleur Tookey, seconded by Mark Hayman)

Marcy Richardson (proposed by Akiko Wanaka, seconded by Vicki Garthwaite)

Fleur Tookey (proposed by Penny Montagnon, seconded by Nicole Hollingworth)

Sniez Torbarina (proposed by Sheila Roe, seconded by Yvonne Guerrier)

Additional committee members may be co-opted during the year for their skills/help organising lectures, parties, Putney Art, fair etc.

PRESIDENT AND VICE-PRESIDENT

Rob Dark and **Margaret Knott**, our founder members, were unanimously re-confirmed as Hon. President and Hon. Vice-President respectively, and were thanked for their continuing support.

Report on forthcoming year (Clare Frankl Bertram)

The coming year will be split into four distinct groups of activities as far as the Friends are concerned.

Membership and Committee

We have increased our membership over the last year and communications are improving but we need to do more.

1. The new website is going to be a key factor in keeping in touch with our members. It will provide a constant source of information and news at all members' fingertips. Sniez Torbarina has been a driving force as our current editor. Please would members give us feedback on the website.
2. We are actively seeking more new members and are promoting payment of membership fees on line and continue provisions for gift aid. The more members we can attract, the more activities we can support.
3. Mark Hayman has stood down as Trustee but will continue on the Management Committee (many thanks for all the work he has done as Membership Secretary), but Nicole Hollingworth has taken up that role and has just been elected Trustee. We are delighted to welcome Maggie Laing onto the Committee and sorry to lose Julia Wagner.

Funds and Fund Raising

This year the Friends will continue to contribute funding from our accumulated surplus through:-

1. Identifying 'wishlist' items in need of our support.
2. Contributing to equipment funds.
3. Re assessing the bursary scheme, in order to make access funding more available to a wider audience, particularly as the School does more outreach teaching.

Activities

Current proposals for Activities this year are to:

1. Restart our programme of lectures, the first of which is after the AGM.
2. Restart the workshop programme with the first to be next March.
3. The return of the Xmas Fair, which is on Sunday 5 December this year with the private view on evening of Saturday 4 December. Please tell all your friends, family and neighbours.
4. Running Putney Art immediately after the summer exhibition has proved very successful in encouraging new artists to exhibit and sell their work. 2022 will see another Putney Art Exhibition.
5. We will be looking for new ideas and new people for activities to be run by the Friends. Activities can help build the School community, increase interest, skills and excitement, and help us raise funds to support the School. If you have ideas or hear of ideas, please get in touch.

Future Development and Management of the School

We will re-engage EnableLC and Wandsworth Council in discussions about the future growth and management of the School. Inevitably all discussions with Wandsworth ground to a halt over the last year. The Head of School is, meanwhile, actively seeking more studio space, in the knowledge that the future of the School is secure for the next four years at least.

Comments and Questions from the floor on the Chair's presentations (review and preview)

Q: If membership halved during the pandemic has it recovered? What percentage of the total number of learners are members? **A:** Yes, we are on course to return to pre-pandemic levels of membership and now have 380 members and expect this to increase in the next two terms. However, we cannot give a percentage as we do not yet know the number of unique learners. It is likely that students attending daytime classes are more likely to be members, as evening classes have more people in employment.

Q: Perhaps more signs should be put up where equipment has been provided by the Friends. **A:** There is a sign on the top floor to say that the Friends had contributed £70K towards the building costs in their Raise the Roof appeal.

Q: Is the membership fee of £10 going to be raised? **A:** We considered this but decided against raising it this year as the pandemic is still with us.

Conclusion

The President thanked members for coming to the AGM. The meeting was then closed.

Date of next AGM

The next AGM is planned for Saturday 12 November 2022.