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**REACHOUT WITH ARTS IN MIND**

**ANNUAL GENERAL MEETING**

**Friday 5th February 2021 10am-12pm**

**Zoom Call**

1. **Chairperson’s Welcome & Introduction**

Craig Machan, Chairperson, welcomed staff, board members, members and Stephen Cox, funding officer. He introduced the agenda for the AGM and started proceedings by referring to the Chairperson’s Report (attached). Craig also referred to the 2020 Annual Report which has been sent out to all members, and represents everything we have achieved in 2020 – a strange year, but the annual report illustrates that we have succeeded in delivering a service.

Craig talked about the words that he believes sum up 2020 – isolation, resilience, masks, Covid-19, furlough, zoom, gnomes – and said that if he had a crystal ball, the words of 2021 will be togetherness, video, outreach, vaccinations, new normal, new ways and partnership. Looking ahead, the plans for 2021 include social enterprise, garden, outreach, partners, staffing, schools and procedures. Craig acknowledged the member artwork.

Craig also explained the importance of a social enterprise as it is vital that we are able to generate additional income for the organisation. Craig thanked the staff for all their hard work in what has been an exceptional year for us all, and one in which everyone has their own challenges and concerns.

1. **Present & Apologies**

Present:

Craig Machan, Lesley Arthur, Carly Speirs, Kirsten Mooney, Jen Bradley, Anne Johnstone, George Farrow-Hawkins, Alice Matthews, Graeme Samson, Katie Herdman, Mary Herriot-Dunlop, Carol MacDonald, Stephen Cox, Katherine Gerrard, Evelyn Wilson

Apologies:

Ruth Simpson, Janne Parkinson, Nicola Weedon, Steven Hume, Mary Helen Robinson, Callum Barker, Claire Aitken, Colette O’Sullivan, Liz Stevenson, Doreen Shanks

**Previous Notes of AGM held on 17 December 2019**

No change to previous notes, recorded as a true record.

Proposed by: Alice Matthews

Seconded by: Carol MacDonald

1. **Matters Arising**

Katie Herdman noted the flexibility of the different payment options for membership fees for 2021.

There were 13 responses from members to the AGM questionnaire sent out by mail – all were in agreement, and there were no matters arising.

1. **Treasurers Report**

After introducing himself, Graeme Samson reported the following –

For details from our last financial year, please refer to the audited financial accounts and Annual Report for the year ending 31st March 2020.

We are in a reasonably healthy financial position at the end of 2020. We ended the year with a surplus of £7k compared with a deficit of £19k at the end of the previous year.

Income continues to be largely generated from grants. In the year ending March 2020, we received £135k in grants, the majority of which still comes from Big Lottery. In the current financial year, we have received £60k in grants from April - November 2020 - £51k from the Big Lottery, Year 3 of the Improving Lives and £8k from HMRC as part of the job retention scheme provided as part of the government’s coronavirus response.

As part of the need to generate additional income, we introduced membership fees in January 2019. For the year ending March 2020 we received a total of £3k in membership subscriptions. For 2020 members had the option of paying an annual fee of £50, or a daily fee of £1.50 for each visit. Unfortunately, due to the coronavirus pandemic we had to shut the studio for significant portions of the year. We therefore offered refunds to members who had paid an annual fee and reimbursed a total of £350 to members because of this.

For 2021 we have introduced a new fee structure which we hope will provide our members with some flexibility while also generating much needed income for the organisation. Members can make a one-off payment of £50 for the year, a payment of £5 per month or a daily fee of £2 for each visit to the studio.

We continue to benefit from our volunteers who donated 1,060 hours in the financial year ending March 2020. This represents a gift in kind value of approximately £15,900.

1. **Membership Fees**

The annual membership of £50 introduced last year continues for 2021, and so far 7 members have paid their fees for the year. We have also introduced a £5 per month standing order, should members prefer to spread their payment of membership fees over the year. To date, two members have chosen to pay by standing order. The daily fee payable on each visit to the studio will also continue in 2021, once the studio is able to reopen to members – the daily fee has increased from £1.50 to £2 per visit.

Proposed by: Katie Herdman

Seconded by: Carol MacDonald

There was a brief interlude while Anne, George and Jen presented some upcoming workshops to be held remotely. Anne presented the Skills Sharing workshop which will be held later in February – members are invited to join the remote workshop to showcase some creative projects they have been working on at home, with a view to sharing ideas with other members and the studio staff. George will be sharing a Vimeo video resource with members on how to create light projects at home using simple techniques and resources, while Jen will be working with members on clay pinch pots, which allows members to explore and enjoy new arts and materials without the pressure of producing a finished piece of work.

1. **Social Enterprise**

Craig explained that the social enterprise is a route we must explore, as it is important to look at the sustainability and long term future for Reachout. However, it was also noted that we need to utilise the skills and resources currently in the team, and how to best utilise the space in the studio. There is no timescale to this – we need to agree and scope what it is we are trying to achieve, and it will be important to get feedback from all of Reachout’s stakeholders.

1. **Reachout Restructure**

There is a need to restructure the organisation, to provide a new level of resilience and to ensure staff fill certain roles within the organisation. There is currently a gap between Lesley and the rest of the staff, so there is a need to fill this with an Executive Manager role. The amendment to the proposed paper is that Senior Manager is Executive Manager and Manager is Senior Manager. Lesley is to agree her title which is to include Director.

Proposed by: Katie Herdman

Seconded by: Alice Matthews

1. **Appointment of Accountant**

Our accountants will remain as:

French Duncan LLP

Chartered Accountants

Macfarlane Gray House

Castlecraig Business Park

Springbank Road

Stirling

FK7 7WT

Proposed by: Katie Herdman

Seconded by: Alice Matthews

1. **Nomination of Directors**

Reachout is a company limited by guarantee and is constituted by its memorandum and articles of association. Reachout’s current Board of Directors must step down annually to be re-instated/nominated. Nomination forms must be accompanied by a completed Director Application form. Personal statements are displayed on Reachout’s noticeboard for 1-2 weeks prior to the election of the Board. Reachout encourages members to apply for the position of directors. The board consists of Chair, Vice Chair, Treasurer and Secretary, a minimum of 4 board members and may co-opt additional members to a maximum of 10.

Nominations have been received from current directors: Craig Machan, Alice Matthews and Graeme Samson. A new nomination has been received from Janne Parkinson. Craig asked attendees if anyone had any comments to make about these nominations. No comments were made, therefore the Directors’ applications were approved.

Craig said that should anyone be interested in becoming a Director of Reachout should speak to him or Lesley for more details. Blank nomination forms and the Directors handbook can be sent out to any interested person. New directors can join at any point during the year, not just at the AGM.

Proposed by: Katie Herdman

Seconded by: Evelyn Wilson

George then presented a short video of animations created in 2020 by members and Young Carers.

1. **Any Other Business**

Katie Herdman requested more regular member meetings by zoom. Craig was supportive but explained that these would need to be member led, and should not be the responsibility of the staff to coordinate. Alice will take ownership, with logistical support from Kirsten. Evelyn asked whether a forum could be created via the website.

Carol suggested a zoom call be arranged for the Tuesday group, to which Anne noted that we are trying to do this through the individuals’ support groups.

There was an anonymous question from a member concerned that Reachout may have to close permanently due to Covid. Craig’s response was that we are adapting to do things differently, and that there are more positive than negative changes ahead. We cannot, and will not, wait for things to go back to normal – staff have learnt new skills and we can now support members who do not want to come back to the studio.

Stephen Cox added that it was a very well-managed AGM, and that he would be interested to hear more about how we are looking to progress the social enterprise.

**Chairperson’s Report**

For Reachout and writing this report it is, as with many things, quite surreal with events of 2020.

The annual report covers the period up until the end of March 2020 financial period but as always, we cover the first part of the current financial year with what has been happening.

In my mind, 2020 has been all about how we all have become so resilient in terms of adapting to Covid-19 and the ability to do things differently. It has also indicated how important the Charity is and how it will become even more important in the next few years.

The Annual Report is always a celebration of Members and their artwork, inclusion, and development within the Studio. This year is no different as you will see from some of the achievements and again people should be proud! Well done Kirsten for pulling the report together.

I would like to look forward. I always wish I had a **Crystal Ball**!

2021 will pose some challenges and changes but when we look at national Mental Health and Wellbeing statistics, we are seeing significant current and anticipated future demand increases after we return to normality. People have had to cope with loss, trauma, isolation, stress, and personal challenges emotionally and financially. All these individuals are potential referrals. As a service in our 27th year we have some great experience and believe we can accommodate this demand!

We have recently secured funding for the next 2-years, have more engagement planned to work with young people (Outreach) and we have partners who want to use our service as they have heard about the great results, the wonderful safe space, the dedication of our staff team and the very friendly and welcoming Members.

Therefore, with staffing we need to look at how we work and what that means to our Members. The positive is everyone is doing a great job! In the last year or so we have seen Anne and George join the team and we do see with Lesley, Carly, Kirsten, and Jen this core team as crucial to our ongoing success.

My perspective is I see we have two areas, the “Office”, and the “Studio”. The Studio though is changing to include 3 projects, the first is what we are all used to (creative spaces, workshops, now remote zoom sessions, etc.), the second is Outreach and the third is the Garden Project. Common across all will be inclusive activities that are for the benefit of peoples’ mental health and wellbeing. All three areas will all have to coexist and be facilitated as one. We will have a lead for each, but the Studio Manager must be that pivotal point from a planning, monitoring, and scheduling perspective. Busy time ahead for Kirsten! Equally, the Office to support activities will be kept extremely busy.

The Garden project will hopefully get off the ground in 2021 and will add another dimension to Reachout and our services but this will need to be scoped, a period of engagement with new partners and defining how we can operate the space effectively considering what is going on in the studio space and demand.

What we will also need to look at is the establishment of a new social enterprise. Not an “Art’n’Mind Gallery Bistro” like before, but more aligned with our Reachout Memorandum and Articles providing very similar services for other demographics, ages, with social inclusion utilising the existing resources, services, and facilities. Its “Aims” will be to compliment our existing service and provide additional finances to the Charity especially with longer-term securing grants becoming ever more of a challenge. The demographics for the social enterprise could be ethnic groups, young people, care home residents, etc. we need to assess the need and build the service accordingly.

“Partnering” will be a word that you will maybe also hear a bit more often going forward as we will have groups referred with new services and we will look to accommodate studio and outreach (using their space) activities. Outreach projects will be restarting in the Schools and we will hopefully look at increasing this partnering area with different age groups and schools.

From a management perspective the Board will be supporting Lesley and the team as we complete option appraisals and business cases. Staffing numbers may increase in the medium term but what is important is that we learn to walk before we run.

Finally, if I had that **Crystal Ball**, I would be able to tell everyone when everyone will be vaccinated and when there is no more Covid-19, the service back to a normal and dates for all the above exciting initiatives. Let us start that **walk** and fingers crossed we may be **running by late 2021**!

Thank-you everyone for your continued support and commitment, in 2020 it has been even more important this year.