



**REACHOUT WITH ARTS IN MIND**

**ANNUAL GENERAL MEETING**

**Tuesday 25<sup>th</sup> January 2022, 1-3pm**

**Lime Tree House/Zoom**

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

Craig Machan, Chairperson, welcomed staff, board members, members, funders and others – approximately 25 attendees, split between Zoom and the studio - and introduced the agenda for the AGM.

**2. Present & Apologies**

Present:

Studio - Craig Machan (Board Member), Lesley Arthur, Carly Speirs, Kirsten Mooney, Jen Bradley, Anne Johnstone, George Farrow-Hawkins, Leanne Dewar (staff), Alice Matthews (Member/Board Member), Katie Herdman, George Black, Derek Lumsden, Susan Mack, Douglas Sharp, Lynne Johnstone, Catherine Keane, Donna Keane (members), Laura Turner (support)

Zoom - Stephen Cox (The National Lottery), Graeme Samson (Board Member), Aziza Saeed (Board Nominee), Ruth Forsythe (Finn's Place), Callum Barker (member), Sarah Paul (Clacks Psychological Services), Lesley Taylor (Clacks Psychological Services), Sandie Luti (Reachout founder), Jane Miller (member)

Apologies:

Gillian Morton (Robertson Trust), Bill Chassells (Play Alloa), Whitney Barrett (Clacks Psychological Services), Alice Syson (William Syson Foundation), June Harper (Community Access Team), Anthea Coulson (CTSI)

**3. Previous Notes of AGM held on 5<sup>th</sup> February 2021**

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

Proposed by: Alice Matthews

Seconded by: Katie Herdman

**4. Matters Arising**

No matters arising

## 5. Chair's Report

The Chair's report can be found in the following appendix, and in the annual report.

## 6. Treasurer's Report

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 31<sup>st</sup> March 2021.

2021 continued to be a year where the activity of Reachout was significantly disrupted by Covid-19, with the studio being closed to members from January to May 2021. We ended the year to 31 March 2021 with a deficit of £87k compared to a surplus of £7k for the prior year. This was partly due to the studio being closed for 9 months of the financial year, meaning that no membership fees were being received during that period. However, the deficit was largely due to a significant decrease in the financial year of grant funding, however part of this was due to the timing of receipt of two grant applications which were paid out in April 2021, thus falling in the next financial year.

Income for Reachout continues to be mostly generated from grants and we were awarded several Covid-19 grants during 2020/21 which were invaluable in supporting us during the pandemic. In 2021/22 we have received significant grants from Big Lottery and The Robertson Trust. Our expenditure during the year was similar to the prior year, with a total of £153k for the year. The increase from previous year was due to staff costs for a new full time project worker.

Income from membership fees was significantly lower for the year ending 31 March 2021 due to the studio being closed for much of the year, with a total of £750 for the year. Reimbursements were offered to members who had paid annual membership fees for 2020. For 2022, membership fees have been agreed as either an annual membership fee of £60 payable in January, a monthly payment of £6 each month, or a daily fee of £3 for each visit to the studio.

While we have benefitted enormously from volunteers in the past, we look forward to welcoming our volunteers back to the studio once Covid restrictions have eased.

## 7. Membership Fees

Carly presented the 2022 membership fees which have been communicated to members – there are three payment options to allow greater flexibility for members, but the fees have increased from 2021 due to increasing costs at Reachout.

Option A	£60 annual fee	Payable by BACS or cash in the studio
Option B	£6 monthly fee (Equal to £72 annual fee)	Payable by standing order
Option C	£3 daily fee	Payable by cash in the studio

## **8. Social Enterprise**

Carly presented a summary of the feasibility study conducted in 2021 on the creation of a social enterprise as a separate trading entity. The summary can be found in the following appendix.

## **9. Memo & Arts Amendments**

The following changes to the Memo & Arts were discussed and proposed - it should be noted that none of these changes will affect the day to day attendance by members at Reachout –

- Board meetings and AGMs can be held in person or remotely, or a combination of the two
- Reachout will now extend its service beyond Forth Valley to include Central Scotland and neighbouring local authorities
- Our services will be offered in the studio at Lime Tree House, but will also include outreach and community based services at other locations
- Membership to Reachout will be based on submitting an online referral application form
- Outreach and community programmes are open to all ages

Approved by 21 members in total (81% of the current membership)

## **10. Appointment of Accountants**

Our accountants will remain as:

French Duncan LLP  
Chartered Accountants  
Macfarlane Gray House  
Castlecraig Business Park  
Springbank Road  
Stirling  
FK7 7WT

## **11. 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. Alice Matthews and Janne Parkinson stepped down and resigned from the board. 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 and Graeme Samson. A new nomination has been received from Aziza Saeed. 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 anyone 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: Alice Matthews

Seconded by: Katie Herdman

## **12. Studio Staff Presentations**

Jen, Anne, George and Leanne presented artwork created by members and outreach participants during 2021

## **13. Any Other Business**

Susan Mack thanked the Reachout staff for their support over the last year.

Sandie Luti commented on the presentations - she was amazed by the scope of work done by the staff, and said the quality of art has improved a great deal over the past 20 years. Sandie also asked how Reachout reaches out to new members and referrers – Craig responded that we are currently very reactive and need to become more proactive with our marketing campaign to raise our profile.

Katie Herdman suggested a member led package of artwork and information that can be shared in the community by current members. Katie is happy to be involved.

Alice commented that the annual report was a very interesting and uplifting read, and that some of the quotes from the children were very emotional.

Craig Machan thanked everyone for their attendance and concluded the meeting.

## **APPENDIX**

### **1) Chairperson's Report**

At last year's AGM I talked about a crystal ball and how wonderful it would be to have one. I also talked about the words of 2021 – togetherness, video, outreach, vaccinations, new normal, new ways and partnerships.

What is great is that the words of 2021 were and are still relevant as we move in to 2022. We are seeing the service change and we appreciate the continued support and adjustments people are having to make. This includes members, staff, volunteers and funders.

The programme of workshop activities with the booking of Creative Spaces is working well and although we have seen some challenges for members, these have been addressed as best we can given the guidelines that we are all having to learn to work within.

Our plans for 2021 were the social enterprise study, garden, outreach, partners, staffing, schools and procedures. I am confident that all of these have been progressed. Thank you to Carly for preparing the social enterprise study which identified that we will, within the terms of our existing service, look at complimentary delivery and not set one up just now. The financial viability was not an acceptable return given the introduction of additional resource and overheads.

We welcomed Leanne to the team, and she has hit the ground running with lots of enthusiasm.

She joins Kirsten, Jen, George, and Anne in the studio. Within the office, Lesley and Carly have been focusing on partnership development, multi-agency working and ensuring that we stay ahead of the game with the finances. We had a review of our financial system during 2021 to ensure we were on track in terms of its use and how we were operating - a clean bill of health!

Partnerships and multi-disciplinary team delivery is now evident in working with the Council, Education and Health but also with other services. Some external services have struggled getting back to delivery based on their setup and approach. With partnering we have been able to facilitate delivery jointly and ensuring wherever possible those who are vulnerable can still access needed resources. With this new approach and new service users, we have updated the Memorandum of Association. In summary, the amendments are that we remain member led but extend to Central Scotland and neighbouring local authorities, and identify that we are providing services at Lime Tree House, but also outreach and community based services, in partnership and at other venues or locations.

In conclusion, considering everything we have continued to deliver on, we have continued to provide a much-needed service to our vulnerable members throughout 2021.

So, what about 2022?

I have polished off the crystal ball and got an order in for a magic wand, but the delivery has been delayed due to shipping problems from Hogwarts!

Living with Covid is the way forward and this means making small changes, being reactive and ensuring everyone stays safe. We strongly believe we are a vital service for many as the pandemic has resulted in increased membership. This will continue to grow in 2022 and we will see active member numbers reach in excess of 100. It is equally recognised that sadly many individuals will have experienced life trauma, and deteriorated mental health and wellbeing through the pandemic.

Reachout, as we have done for many years, will continue to support their recovery through access to our service.

We need to agree a method of re-engaging volunteers to support our delivery and when this is working well, we can increase the service offerings still further.

Maybe our mantra for 2022 is “one step at a time and we will become stronger and more resilient as a service and as individuals!”

Partnerships will be a focus, as will processes and procedures, but what I foresee is that after the last couple of years we will be returning to a normal, maybe different to pre pandemic, but giving a level of structure and stability for those who need it.

Financially, the charity is in a stable position, and we are utilising some of the reserves in match funding grant applications. As always, we will not rest on our laurels and will continue to develop, innovate, and deliver a vital support service, considering local and national initiatives and those needs of our existing and new members.

In conclusion I would like to thank all of you for your continued support. Hopefully by 2023 we are not talking about the pandemic or Covid as the service adjusts to operating in the ‘new normal’.

## **2) Feasibility Study Summary**

- Last year, the Board asked Carly Speirs to undertake a feasibility study on setting up a social enterprise as a separate entity to Reachout, to generate funds for the charity because
  - 95% of our funding is from grants
  - Future funding will become more competitive – more orgs chasing less money
  - Last year, during Covid, we saw a decrease in Reachout members
  - Need to work with more partner organisations
  - Need to look at other revenue streams
  
- Background info on what a social enterprise is –
  - 70,000 social enterprises in the UK – Japanese Garden, Grace Chocolates, Creative Stirling, Gallery Bistro
  - 1) Social benefit
  - 2) Profits are reinvested
  - Managed and accountable ie. Board of Directors, OSCR, Companies House
  - Ringfence outreach projects in the social enterprise from the creative arts and wellbeing services provided by Reachout – social enterprise would become the commercial trading arm of the organisation
  - Profits generated from the social enterprise would be reinvested into Reachout

- Summary of Reachout and Art'n'Mind history – what worked and didn't work with the Gallery Bistro – we knew what we didn't want the social enterprise to be -
  - Employability program a success
  - Not sustainable financially in the long term
  - Focus was on Gallery Bistro and not on the needs of Reachout and its members
  
- We looked at social enterprises and other creative arts organisations across the central belt to see what was working and what wasn't working – almost all STILL rely on funding
  
- We looked at possible future services -
  - Tendering
  - Private Art Classes
  - Studio Rental
  - Partner Organisations
  - Outreach programs are most commercially viable option
  - Grant funding will still be necessary – Reachout will never be self funding
  
- Do we need to set up a social enterprise? The short answer - No
  - Reachout could be considered as a social enterprise already
  - We can work with partner organisations to generate income through outreach programs within the current Reachout constitution
  - No financial/legal requirement to ringfence the two organisations and services
  - There is a financial cost and significant administration associated with setting up a social enterprise – is it cost effective for us to do that?
  
- Recommendations
  - Do not create a social enterprise at this stage
  - We must attract new business, new members, new income
  - Consolidate existing services by attracting new members and building on and attracting new partnership opportunities by expanding the Inspire and Outreach programs
  - Comprehensive marketing campaign to build our core membership, particularly post pandemic with a focus on mental health and wellbeing
  - Work with groups struggling with isolation and loneliness, young school leavers with no positive destination
  - Expand our geographic reach beyond Forth Valley as reflected in our constitution
  - Source funding from other grant bodies
  - Develop our inclusion strategy to support disabled and supported adults through partnerships with Play Alloa and Plus Forth Valley
  - In summary, we need a combination of services that will complement each other but utilise the skills and resources already available in Reachout
  - Review services and income in next 12-24 months to reconsider the need for a social enterprise based on income and business opportunities in the coming year