

**CINEMA FOR ALL BOARD OF TRUSTEES
MINUTES OF BOARD MEETING 127**

Date/Time: 26 November 2016
Location: Resource For London
Attending: Tim Swanwick (Chair), Gemma Bird (Vice Chair), Graham Hill (Treasurer), Carlota Larrea (Board Member), Peter Mitchell (Secretary), Nadine Thomson (Board Member)
Invitees: Deborah Parker (Chief Executive), Jacqueline Chell (Operations and Development Manager)
Apologies: Katherine Sellar (Board Member), Zoe Ellis-Moore (Board Member)

127.1 Apologies

Apologies had been received in advance from KS and Z E-M.

127.2 Thanks and welcome from Chair. Agreeing agenda.

There were no additional agenda points.

127.3 Conflicts of interest.

There were no conflicts of interest.

127.4 Review of actions and meetings of previous meetings.

PM notes:

- TS suggested that future minutes don't summarise written reports previously submitted but are referred to only.
- TS to ask PM re CC etc. Vital that, in future, really important actions are followed through.
- agree a policy to regarding inviting invitees: Gemma agreed to recirculate
- Film Education section on website: Zoe to help with on-line marketing.

There was some discussion about the amount of board meetings the board needed. It was generally agreed that a mini-board meeting could take place during the conference.

Honourary Council – further discussions will be had at the next board meeting (Feb).

Intellect books sponsorship – JC to pursue potential for next year. **ACTION JC.**

Film Education award – we will come to that later in the meeting. A decision will be made in time for the FSOY launch in April 2017.

Dropbox for the next board meeting. **ACTION JC.**

Ops team to look into three year direct debits deal (if you do the three year direct debit, fixed rate £95 and won't go up). **ACTION DP.**

Some discussion about hi-interest savings account. GH presented some options. **Agreement that GH should try to send something up but with fairly easy access (max. 2 months). By January. ACTION GH.**

Equipment database – will be covered under other discussions.

TS recorded formal thanks to DP, JC and the board for hard work over the summer on the conference, annual report, AGM etc.

127.5 Drafting a code of conduct to integrate into the MOA.

Pre-circulated by KS and NT. TS asked for any comments.

Some minor changes were suggested, but generally it was agreed it was a worthwhile document and then to be included in the MUA as an appendix.

To be incorporated in the staff contracts (from renewals?) DP to incorporate. **ACTION DP.**

NT to make amends and recirculate. **ACTION NT.** Some discussion about the line about volunteers/ trustee expectations.

127.6 Chair's report

Summarised by TS. Many points to be covered in other parts of the agenda.

127.7 Update on submissions to Charities Commission etc.

PM reported. CH and CC are all up to date including phone numbers etc. Nadine and Zoe added, Tony Thorndike removed.

Official thanks to Tony Thorndike for his service as board member.

127.8 Finance report – presented by GH and DP

DP reported on the management accounts – success of DVD bookings. Reported that both Arts Council and Paul Hamlyn bids were rejected. Arts Council can be resubmitted – Paul Hamlyn cannot be re-submitted for 12 months.

Reported on Dr. Shaw donation (£30k) and donation from VP Peter Cargin (£500). CL asked about membership income.

Some discussion about spending reserves. TS asked for a feeling on how much the income gap will be closed by the end of the year. DP reported that £30k is hoped to be secured by the end of the year. DP spoke of a focus needed on earned incomes rather than fundraising income (as this is unrestricted).

PM spoke about the workshop exercises at the Strategy Day earlier in the year in when it was determined that our 'expertise' was valuable and should be looked at.

PM – tapping into the non-paid membership. Asking for £10 for continued affiliate membership?

NT asked to see monthly cashflow rather than yearly. Phased budget. **DP ACTION.**

DP talked through expenditure. Discussion about NCF reallocation of funds – later in meeting.

NT asked about underspend and if the BFI can request it back – DP spoke about experience in previous years (small amounts, carried over the next year's activity), but this may change next year.

127.9 Chief Executive's report

Pre-circulated by DP.

127.8 Operations report presented by Jaq.

Report summarised by JC.

127.9 Conference review

Needed for next year:

More trustee involvement

Delegate list (shareable)

Distinguish the workshops (make some more interactive)

Film education team to work with the ops team on different formats of panels/ workshops (**to send to Jaq so she can work on new formats**). **ACTION.**

More facilitators (breakdown groups).

CL has been in touch with various international institutes to put together more shorts packages. What can our other IFFS partners offer us? **ACTION CL to continue to look at.**

Some positive discussion about the IFFS delegate and the value they added to the event.

PM gave some info about the timings of the AGM.

Jaq to add that 'if you are not able to use the website, call us' to FSOY apps.

PM spoke about the IAC about a Blu-ray / DVD package of their shorts. They said no because of soundtrack issues. PM to check again. **ACTION PM.**

Planning out AGM discussion a bit a bit better (with more structure).

Some more discussion about the physical distribution of board members in the room.

PM to look at donation to cover Saturday night evening food. **ACTION PM.**

127.10 Membership of working groups

TS went over the pre-circulated doc on working groups. Everyone on the board has been appointed a lead. See paper for details.

TS will contact leads in a few weeks' time to encourage the leads to sort of evenness of groups (by end of calendar year). **ACTION TS.**

There was then some discussion about what the groups will do/ what the responsibilities are. DP discussed the makeup of the regional groups.

Some discussion about responsiveness to DP questions (need to be quick).

DP suggested a work flow to assist with this activity/ something good for new board members.

Left with the leads to pursue.

GB – suggested that CL's group take on facilitating trustees visiting groups. Agreed this should be formalised with a discussion. **ACTION CL.**

JC suggested taking Zoe onto Membership and Regions, with a stronger focus on membership.

ACTION TS – to remind everyone what group they are on.

127.11 Human Resources report

DP reported on Finance and Admin role recruitment.

DP reported on Peter Martin Project Officer role (especially how the NCF money is supporting Peter's role whilst he covers tech/ equipment tasks).

Some discussion about Abi Standish's new role.

127.12 Strategy report

TS led a discussion about a drafting of a new 3 year start plan (something shorter and more highly visible).

Engaging the membership and stakeholders in the drafting process.

Need to be put together by end of Feb.

DP reported on BFI's new 5 year plan.

Hub structure boundaries are set to change.

No more strat partners. Previous strat partners can apply for 6 months' worth of funding - April 2017-Sept.

We can then apply to a single audience fund. Competitive fund. There will be more flexibility in what we deliver. Has to set out activities based on the start plan that they will announce. National impact that matters. NCF going completely.

Project funding vs Organisational strand (significant costs will be covered)

ALWAYS audiences for film as opposed to social impact

Some discussion about Screening Days.

Plans were made about ways to engage the membership in steering the direction of our new strategic plan:

Draft consultation questions.

Going out to talk to people (each BM talks to two film socs each)
Survey Monkey form
Regional focus groups – hosted at a film soc
Some ideas can be taken from start meeting earlier in the year.
NT suggested 4 groups with 2 trustees per session.

TS to work with JC on which groups could host us. **ACTION BOTH.**
(JC suggested using regular members of the UK Film Societies group as hosts).

CHAIR'S MESSAGE IN NEWSREEL:

Personalised message from Tim to preface the survey monkey.
DP shared Richard Hall's film festival idea.

ACTIONS:

TS piece in NR
TS to work with JC on identifying hosts
TS to draft some basics for trustees to say at these events
Schedule a drafting session for the document.
Draft survey monkey questions DP and TS
Proposal on how to increase the amount of elected trustee applications (PM has found people are put off by the role description).
PM to make role description a little less destining.
ACTION – Jaq to check everyone is on Newsreel
Getting members to join working groups (PM)
Broadening email list to other committee – be more obvious that they should share it.
ACTION JC.

127.13 Industry/ partnerships report from PM.

Filmbankmedia Cinelink system testing.
PM and GB went to Into Film end of week festival event.
Renewing links with UK Cinema Association.
Need to re-establish the terms of reference for the groups.
TS iterated that NCF legacy is a priority as is using the network of equipment advisors.
DP and Peter Martin doing a survey of people using the equipment at the moment. Impact survey.
Increasing uptake of the Into Film festival. DP talked about the existing activity that she is doing with into Film.
DP agreed that something can be created.
Some discussion about distribution contracts (digital screen from own copy). Jaq to pursue. **ACTION JC.**

127.14 Fundraising and sponsorship

BBFC bid currently in... community focus
HLF bid being developed.
Sponsorships more of back burner.

127.15 Regions and memberships

See above for 3 year membership offer
All to look to explore at membership consultancy forums. **ACTION ALL**

127.16 Approval of Cinema For All.

All approved apart from, Brewery Arts, Web Theatre Ltd - JC to double check criteria.

ACTION JC

TS approved once checked.

127.17 Education and culture

Holding descriptions on the website needed. GB collated all the interactions on the film education board. GB and DP to work with Alan O' Leary (GB and Alan to write bid). GB interested in facilitating some film education forums.

GB looking to get Generation Revolution on the Booking Scheme.

AOB.

Newsreel item to recruit for equipment gururs list. ACTION PM.

NEXT DATES:

4 March, Sheffield

3 June, Sheffield

2 September, London