

# THE TIME TO SHINE PROJECT

## Minutes of AGM of the Time to Shine Project

Held at 3pm, Sunday 29<sup>th</sup> October 2017

Present: Ms Jan Allen (JA) (Acting Chair); Ms Caz Sanigar (CS) – (Secretary); Mr David Price (DP) (Treasurer)  
Ms Alison Cooper (AC); Ms Tracey Johnson (TJ); Mr Michael Grant (MG)

### **1. Apologies for absence**

i. Mr Ian Martin (IM); Ms Jane Birmingham (JB)

### **2. Minutes of last meeting**

i. Agreed as a correct record

### **3. Matters Arising**

i. Crowd funding – **ACTION** CS to organise with James de Rin

ii. **ACTION** JB to look into local gigs for Seaview to participate in to raise money

### **4. Annual Report read by AC**

i. AC - Since our very successful project with Seaview last Sept we have:

Started talks with St Michael's Hospice, Optivo, ESRA & Tina Manchester from the Dementia Day Service.

However, we need to pick all of these up again - can we share these jobs out? Recently have been offered work from One Hastings, Many voices AC showed leaflet. Meeting scheduled this Tuesday with MG, AC & Trevor Webb 31<sup>st</sup> Oct, 5pm at Black Cat.

ii. TJ successfully agreed a funding bid for a second Seaview Project. AC and TJ are meeting with Karen Hopkins on Monday 30<sup>th</sup> October 2017 at 4pm to complete tasks/paperwork etc.

iii. Update on meeting with Seaview & Xmas concerts support.

iv. AC has a new contact for Xtrax

**ACTION** TJ and AC to work on funding bid for Octave (formerly Amicus Horizon)

**ACTION** AC to make a hot list of who to contact/chase & forward to all

**ACTION** CS to chase up Tina Manchester from ETC charity, contact AC to get update first.

**ACTION** AC to bring all T2SP paperwork & policies

**ACTION** AC & MG to sort date to book Masonic Hall ASAP

**ACTION** MG needs to design leaflet/poster to give out at Xmas gig at Seaview- explaining T2SP II.

### **5. Treasurer Report**

i. DP presented yearly accounts which were agreed by all.

ii. We have £250 more than last year, current balance £370 once all paid in & out

iii. We are still trying to complete bank account with the Metrobank – we have given them the signed minutes & have been told we would be up & running imminently so it should be very soon

iv. We need to give the account details to funders ASAP

v. As soon as our income meets the Maximum required figure we can go for Full charitable status

vi. We will have to amend bank account once we achieve charitable status but it may be prudent to wait but be mindful that being a charity will open up more funding opportunities. We will discuss further at next meeting

vii. We thanked David for his persistence with the opening of the bank account

### **6. Promotion and Corporate Workshops**

i. Thank you to TJ for the funding award. MG feels now is a good time to make new connections as we have a current project to talk about. We need a focussed list to divide & delegate to Trustees to chase up

ii. Seaview participants from the first project will be asked & mentored to become ambassadors for The Time to Shine Project

**ACTION** AC to draft list for us to decide who will do what

**ACTION** MG, JA & DP to cover Kent, the rest of us to cover Sussex

**ACTION** MG & AC to organise date for Seaview performance

### **7. Funding award paperwork**

i. TJ now needs to meet grants officer at HBC, we have info she sent in preparation for meeting, e.g. Terms & Conditions, & we need to let them know that we are starting a project now

**ACTION** TJ to check they are agreeable for us to advertise the award on our website

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ii. The Grant needs to be spent by 31<sup>st</sup> March 2018 so we need to clarify that it is ok if it goes to early April 2018 & that that the evaluation won't be done until after 31<sup>st</sup> March 2018

**ACTION** AC to bring all the forms & policies already drafted

iii. MG is already set up as a vendor for HBC but we will need to be set up as T2SP

iv. DP suggested that MG & AC invoice the project for time & expenses, & that we ensure we have receipts & invoices for all payments in & out

v. Seaview have pledged venue & in kind time & resources

vi. MG suggested we split 50/50 monies taken with Seaview on the expenditure e.g. the programmes.

## **8. Website Consultancy**

i. MG – brother is a designer & has been helping, we have had some feedback suggesting some ideas to make the web page more eye catching, MG asked the trustees if we could spend some money on Sarah Macbeth who is a website designer & could help. This was agreed by all present

**ACTION** AC to get a quote from Sarah

## **9. Review Constitution**

i. JA suggested we state that a Vice chair will be agreed in the absence of the chair & that Trustees should attend a minimum amount of meetings per annum – suggest 2 of 3, this was agreed by all present

**ACTION** MG will make the proposed amendments to the Constitution & send out to all for approval & ratification at the next meeting

**ACTION** CS to amend Trustee list addresses etc.

## **10. Re-election of Trustees/Officers**

i. **Chair** IM: JA proposed; TJ seconded (IM has agreed in writing to remain as Chair of Trustees)

ii. **Treasurer** DP: TJ proposed; JA seconded

iii. **Secretary** CS: DP proposed TJ seconded

vi. **Trustees**

JA: CS proposed; TJ seconded

TJ: CS proposed; DP seconded

JB: CS proposed; DP seconded (JB has agreed in writing to continue in her role as Trustee)

AC has stood down as Trustee and remains as Project Manager

## **11. New projects/possibilities**

i. Covered in points 6 & 8

## **12. Any other business**

i. TJ feels a little uncomfortable in 'selling' the project but all agreed that she is doing a great job with funding bids

ii. JA has suggested starting a Staff Choir at Kent Community Health NHS Foundation Trust – a meeting will take place in November 2017 to discuss possibilities & funding. MG will be there as T2SP representative & would invoice for time making it clear that part of funds paid will be donated towards T2SP charity

## **13. Date of next meeting**

i. Sunday January 14<sup>th</sup> 2018 15 00 hours at MG's house – [REDACTED]

Meeting concluded at 16:27.