

AGM MINUTES

KDC Theatre

ANNUAL GENERAL MEETING

Minutes of the Meeting held on 26 July 2018 at 7pm in the Hoop and Grapes, 80 Farringdon St, London EC4A 4BL

PRESENT

<i>Sarah Dobson*</i>	<i>Chair of Trustees</i>
<i>Steph Urquhart*</i>	<i>Trustee - Artistic Director</i>
<i>Carl Fletcher*</i>	<i>Trustee</i>
<i>Vicky Olusanya*</i>	<i>Trustee</i>
<i>Dave Balfour*</i>	<i>Trustee</i>

*Duncan Moore**
*Sarah Beebe**
*Grace le Bachelet**

*Full Members of KDC Theatre

1. APOLOGIES FOR ABSENCE

William Baltyn, Trustee - Treasurer of KDC Theatre

Helen Jackson, Full Member

2. AGM PROCEDURE

Sarah Dobson explains the procedure for the meeting, which will be chaired by the Chair of Trustees, save for the voting, which will be chaired by Duncan Moore, acting as KDC's 'Returning Officer'. The Chair has a vote and an additional casting vote in the event of a tie.

To be quorate, the AGM requires 6 attendees who are Full Members of KDC, as opposed to Associate Members. Only Full Members can be elected as Trustees/Officers. As a minimum, three Trustees are required to take on the following officer roles: Chair, Artistic Director, Treasurer.

3. AMENDMENTS TO THE CONSTITUTION

The following amendments to the constitution are proposed:

- 3.1 Amending the Membership rule at s(8)(1)(c): "... are not payable." to "... are not payable; or"

The amendment is passed by a unanimous vote of the Full Members in attendance.

- 3.2 Adding the Membership rule at s(8)(1)(d): "by having been appointed by the trustees to assist in the running of the charity, in a specified role, without joining as a trustee."

The amendment is passed by a unanimous vote of the Full Members in attendance.

4. **PROPOSED BYE-LAW**

The following bye-law is proposed:

- 4.1 "Records of the charity shall be kept electronically. This includes, but is not limited to, minutes of committee meetings, minutes of general meetings and resolutions. Where a Trustee is required to sign a record electronically, this must be executed by making an unambiguous statement on Slack or an equivalent platform. This must be logged using their unique account credentials: accounts credentials must not be shared between users."

The amendment is passed by a unanimous vote of the Full Members in attendance.

5. **TREASURER'S REPORT**

In his absence, the Chair delivers a report from William Baltyn detailing that the charity has total assets of £17,388.11. The Trustees consider it necessary to retain this level of reserve to cover substantial operating expenses over the course of the year.

As in previous years, the charity had returned a loss (net loss: £1,857). Ticket sales have been broadly in line with previous years. Revenue from member subscriptions has reduced by approximately 50%, as a result of increasing the length for subscriptions from one season to one year. Most significant outgoings have been the hire of theatre venues and rehearsal space. Targeting reductions in these over the coming year should be sufficient to return a small profit.

6. **ARTISTIC DIRECTOR'S REPORT**

Steph Urquhart delivers a report of the charity's year during which a range of high quality productions were presented and new members attracted to KDC. Details of these productions are listed on KDC's website.

7. **ELECTION OF TRUSTEES**

7.1 Chair

The members are invited to vote, by a show of hands, on the nomination of Sarah Dobson as a Trustee and Chair of KDC Theatre.

This nomination had previously been proposed by William Baltyn in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, Sarah Dobson is elected as a Trustee and Chair of KDC Theatre.

7.2 Artistic Director

The members are invited to vote, by a show of hands, on the nomination of Steph Urquhart as a Trustee and Artistic Director of KDC Theatre.

This nomination had previously been proposed by William Baltyn in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, Steph Urquhart is elected as a Trustee and Artistic Director of KDC Theatre.

7.3 Treasurer

The members are invited to vote, by a show of hands, on the nomination of William Baltyn as a Trustee and Treasurer of KDC Theatre.

This nomination had previously been proposed by Sarah Dobson in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, William Baltyn is elected as a Trustee and Treasurer of KDC Theatre.

7.4 Trustee

The members are invited to vote, by a show of hands, on the nomination of Carl Fletcher as a Trustee of KDC Theatre.

This nomination had previously been proposed by William Baltyn in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, Carl Fletcher is elected as a Trustee of KDC Theatre.

7.5 Trustee

The members are invited to vote, by a show of hands, on the nomination of Vicky Olusanya as a Trustee of KDC Theatre.

This nomination had previously been proposed by William Baltyn in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, Vicky Olusanya is elected as a Trustee of KDC Theatre.

7.6 Trustee

The members are invited to vote, by a show of hands, on the nomination of Helen Jackson as a Trustee of KDC Theatre.

This nomination had previously been proposed by William Baltyn in writing and had been accepted in writing.

By a unanimous vote of the Full Members in attendance, Helen Jackson is elected as a Trustee of KDC Theatre.

8. REMOVAL OF TRUSTEES

Dave Balfour indicates his wish to step down as a Trustee of KDC Theatre, as he has moved away from the London area. He states that he is willing to continue assisting the Trustees in the running of the charity in relation to technical support.

9. APPOINTMENT TO OFFICER POSITIONS

9.1 Trustees without a named position are invited to propose themselves for a position on the as an officer of the charity.

9.1.1 Vicky Olusanya proposes herself for the role of 'New Writing Coordinator'.

The proposal passes by a unanimous vote of the Full Members in attendance.

9.1.2 Carl Fletcher proposes himself for the role of 'Website Officer'.

The proposal passes by a unanimous vote of the Full Members in attendance.

9.2 Trustees without a named role default to the 'Executive Officer' role until such time as they propose themselves for an alternative position, which may be approved by the Trustees.

9.2.1 In accordance with the default position, Helen Jackson is proposed by the Chair for the role of 'Executive Officer'.

The proposal passes by a unanimous vote of the Full Members in attendance.

10. APPOINTMENT TO NON-OFFICER POSITIONS

10.1 Vicky Olusanya proposes Grace le Bachelet be appointed to assist the Trustees in the running of the charity. Grace le Bachelet accepts this proposal. The Trustees vote unanimously to appoint Grace to assist in the running of the charity.

10.2 Sarah Dobson proposes Dave Balfour be appointed to assist the Trustees in the running of the charity. Dave Balfour accepts this proposal. The Trustees vote unanimously to appoint Dave to assist in the running of the charity, particularly in relation to production tech.

11. CLOSE

The Chair brings the meeting to a close.