



Meeting 1

Dance4U Inclusive Arts CIC – Trustee Meeting Minutes

Date: Monday, 9th
October
2023 Time: 5:00 PM

Location: Dance4U Office

Attendees:

- Emily Marie Bollard (Operational)
- Sade Veleta Leanne Bloise (Secretary)
- Steve Whitclif Smith (Treasurer)

4.3. Funding Strategy

- The trustees reviewed potential funding sources, including grants, donations, and sponsorships, to support Dance4U's growth and initiatives.
- Action Points:
- Sade to research funding opportunities and compile a list for review.
- Steve to prepare financial projections to support funding applications.

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4.4. Compliance and Record-Keeping

- Sade outlined her responsibilities as Secretary, ensuring that records of all meetings are kept up to date and that Dance4U Inclusive Arts CIC remains compliant with all legal requirements.

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4.5. Bank Account Setup

- The trustees discussed the process of setting up a bank account in the name of Dance4U Inclusive Arts CIC.
- Action Points:
- Sade to take the lead on setting up the bank account, with Emily as the co-signatory.
- Sade to assist with ensuring all necessary documentation is submitted.

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5. Financial Position

Steve provided an update on the initial financial position of Dance4U Inclusive Arts CIC and discussed estimated start-up costs.

Outcome:

- Further discussions were deferred to the next meeting, pending the completion of the bank account setup.

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6. Current Activity Status

Emily provided an overview of ongoing activities, including the preparation for new dance workshops and online programs.

Outcome:

- The trustees agreed to focus on marketing efforts to increase awareness and participation in Dance4U's programs.

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7. Budget and Financial Planning

This agenda item was noted for discussion at the next meeting, once financial records were fully established.

8. Action Points Recap

- Emily: Draft the annual and long-term plan, coordinate program activities, and assist with bank account setup.
- Sade: Research funding opportunities, manage compliance and record-keeping, and assist with bank documentation.
- Steve: Set up the bank account, prepare financial projections, and support the funding strategy.

9. Next Meeting

The next meeting will be held via Zoom on Monday 29th February, 2024 at 5:00 PM.

10. Closing Remarks

Emily thanked the trustees for their commitment to Dance4U Inclusive Arts CIC and their contributions to this foundational meeting. The meeting was adjourned at 6:15 PM.



Meeting 2

Dance4U Inclusive Arts CIC – Trustee Meeting Minutes

Date: Thursday, 29th February 2024

Time: 5:00 PM

Location: Zoom Meeting

Attendees:

- Emily Marie Bollard (Operational)
- Sade Veleta Leanne Bloise (Secretary)
- Steve Whitclif Smith (Treasurer)

1. Welcome and Opening Remarks

Emily Marie Bollard, as Chair, opened the meeting at 5:00 PM and welcomed the trustees.

2. Confirmation of Quorum

The Chair confirmed that the meeting was quorate, with all three trustees present.

3. Declaration of Conflicts of Interest

The Chair asked if any trustees had conflicts of interest to declare.

Outcome: No conflicts of interest were declared.

4. Grant from The National Lottery Community Fund

The trustees discussed the successful grant application, with Dance4U Inclusive Arts CIC being awarded £11,740 to deliver online dance classes for the disabled community.

4.1. Immediate Action: Launch of Online Dance Classes

Emily provided an update on the launch of the online dance classes, noting that Dance4U Inclusive Arts CIC is ready to deliver online dance lessons right away to the disabled community.

Emily and the teaching team have prepared the content for the first few weeks of lessons, ensuring accessibility for all participants.

A communications plan was put in place to promote the program to existing participants and potential new members of the online community.

Action Points:

Emily: Oversee the smooth rollout of online classes, coordinating with instructors to ensure consistent delivery.

Sade: Manage participant registrations and ensure that all necessary administrative work is completed.

Steve: Monitor the financial aspect of the program to ensure that the grant funds are being used effectively and efficiently

4.2. Feedback and Adaptation

The trustees agreed to gather feedback from participants regularly to ensure that the online dance classes meet the needs of the disabled community.

Action Points:

Emily: Implement a feedback mechanism and review results after the first month.