

## **Greentop Community Circus User Forum inception meeting 08.09.2016**

### **Present**

Teo, Tim, Hannah, Jess, Claire, Nina, Sharon, Hilary, Rebecca

As this was the inception meeting for the group Teo proposed an agenda that was agreed to:

### **Agenda**

1. Background
2. Purpose / terms of reference
3. User rep / board role
4. Programme development
5. Professional training / practice
6. Next steps

### **1. Background**

- The AGM and Vision event of 29<sup>th</sup> June established the role of membership, and concluded the most effective way for users to influence and inform the organisation is through a User Group with representative on the board
- The Forum for informing that person is essential to make it meaningful.
- The AGM and subsequent board meeting has redefined the Mission and Values of the organisation.
- These were summarised and agreed as the purpose and the values that the User Group is working to.

### **2. Purpose and terms of reference**

#### **a. Aims of user group**

1. Exchange of information
2. Mutual understanding of needs of users, potential users and organisation
3. Inform decision making with the board
4. A place for new ideas – co-creative: developing ideas together in relation to programme and operation.
5. Empowering users as ambassadors (users as advocates)
6. Bring in feedback from the outside world
7. Provide sources of information/knowledge

#### **b. Membership of Forum**

- Open to all users.
- Clarify current Greentop membership (Tim explained £50/year for any adult) – consider restructure so all users to be members – and feel part of something and so be advocates for it. Bronze/gold/silver membership?
- All to promote forum membership
- Recognise where there are gaps/unheard users/groups

#### **c. Representation: A trustee user rep to provide Accountability**

- Someone to report back to trustees. A user is currently considering this role
- Specification: A fair and diplomatic person. Ideally both an adult user– professional artist/recreational users and a youth user (e.g. Rhiona, Emily, Caitlin) to share the role.
- Note a rep under 18 cannot be a trustee.
- Provide support for representatives e.g. suggestion box

#### d. Operation

- Meeting quarterly A number of weeks before the trustee meeting
- Office to forward invitation and invite agenda points
- Mission and values adhered to
- Communications – email addresses collected, use [admin@greentop.org](mailto:admin@greentop.org) as contact.
- Support comms: assess website (discussion board) and/or facebook page
- Attracting people to the group: advocate; noticeboard; messages (refine list as member and F.O); advanced notice

#### 4. Programme Development

- Information about changes – keep calendar fully up to date
- Outline of new programme with flyer explained, including the need for progressive courses t
- Considered how to recognise progress e.g. stamp/tick off card, certificates. To be considered as part of plans for teacher development Informing teaching practice, including recognition of skills of volunteers.
- More of a progress record for children/more formality
- Need help in building reputation by getting the word out
- Youth Circus – change from Angela: parents need information more in advance on who is taking over.
- More advanced information generally. Background of lack of recent info explained and difficulties of children not having structure in classes detailed.
- Greentop Shift from Arts Council NPO to not means currently looking for project funding. TG summarised and discussed the Grants for the Arts project proposal Circ-Us; Building GT creative engine developing talent – young, artists, community. Designed to help Long term income generation and teacher training and development
- Suggestion for project to include performance by tutors so the children can see their idols in action and suggestion of a performance following progressive courses.

#### 5. Professional training/practice

- Planning revision to be more effective supporting artists to train – allowing training under Greentop insurance based on validation of competence of a specified skill area.
- Process for demonstration of competence still being devised. Being informed by NCCA. Will establish a pilot validation day before Christmas

#### 6. Next steps

Set next meeting in relation to board dates	Teo
User rep to make a decision	Teo
Follow up youth rep suggestion	Trudi
Present terms of reference to next board	Teo
Assess web site discussion board vs Facebook page	Hannah
Set up professional training pilot validation day	Tim
Promote next meet:	All

For any further communication please contact [admin@greentop.org](mailto:admin@greentop.org)