



Annual General Meeting

Date: 26th November 2019

Time: 19:15 – 20:30 h

Location: City Arts at King's Hospitality Center

Agenda:

1. NGO organization
2. 2018-2019 City Arts performance
3. 2019-2020 City Arts activities
4. Projects & Partnerships
5. AOB & Discussion

Participants: 15 as per attached list

TOP 1: NGO Organization

The present board committee members were briefly introduced. City Arts is as NGO fully registered with RGB since September 2017.

While City Arts has employed two permanent staff (Francine for the Administration and Georgette as a Nanny), the board committee consisting of the board and additional member are running City Arts on voluntary basis. The full committee has at the moment 8 members with different responsibilities. As two of the members will be leaving at the end of this school year City Arts needs urgently new members for the committee.

Teachers are employed with service contracts based on the number of lessons they are teaching.

TOP 2: 2018-2019 City Arts performance

May 2019 Show

- Attendance: 140 adults + 104 children
- Incomes:
 - Tickets: 5k for 1 adult + 3k for 1 child >6y + 12k for a family (2 ad + 2 children)
 - Costumes: 10k/children*50 children
 - Bar
- Expenses:
 - Venue + lights
 - Printing + photograph + extra hours
 - Costumes (556k)
 - Bar
- Balance: +340.000 rwf

Finances 2018-2019

- Incomes 21.877.200 rwf
 - Children classes + MindLeaps donation + Tutus sells
 - Adult classes
 - Show revenue
 - Summer camp fees
- Expenses 21.881.751 rwf

- o Salaries (teachers + admin) + Taxes
- o Rent fees + Investment (mats, beam, computer)
- o MindLeaps expenses + Tutus to sell
- o Communication
- o Show and Summer camp expenses

The treasurer informs that while our school and reporting year is based on the international school calendar (August – July) the financial year to be reported to RRA is the calendar year.

To be able to pay rent, the permanent staff and the teachers a fair salary, City Arts relies on regular payments. Therefore, all fees need to be paid in advance for the whole term and in general no missed classes are refunded. For exceptional situations City Arts is happy to discuss.

TOP 3: 2019-2020 City Arts activities

Current situation:

- Number of children: around 100 (around 80 last year) – more than budgeted
- Number of lessons taken: 125 / week
- Number of MindLeaps children: 4
- Number of teachers: 7
- Number of lessons per week: 20
- Number of adult classes: 4
- Other activities
 - o 1 show / year 23rd May 2020
 - o Summer camp (July – August) to be continued?

As the number of participating children for the last summer camp has been very low City Arts will discuss in the next term if the Summer camp will happen again next year. Most of the schools offer now activities during the summer break.

Each class needs at least 3 children to cover the costs. Therefore, Ballet III on Monday has been cancelled.

CITY ARTS KIGALI - TIME TABLE - 2019/2020					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Acrobatics & Gymnastics (3-6 years) 11.00 am-12.00 pm <i>Pascal</i>
					Acrobatics & Gymnastics (7-9 years) 12.00 - 1.00 pm <i>Pascal</i>
	Pre-Ballet (3-4 years) 3.00 - 3.45 pm <i>Lauren</i>			Acrobatics & Gymnastics 2.45 - 3.45 pm <i>Jonathan</i>	Theater (6-14 years) 1.00 - 2.00 pm <i>Pieter</i>
4.00 - 5.00 pm Ballet III <i>Nina</i>	Ballet I (5-6 years) 4.00 - 4.45 pm <i>Lauren</i>	Ballet III 4.00 - 5.00 pm <i>Chloe</i>	Ballet I (5-6 years) 4.00 - 4.45 pm <i>Lauren</i>	Pre Ballet (3-4 years) 4.00 - 4.45 pm <i>Evelyne</i>	Acrobatics & Gymnastics (10 years +) 12.00 - 1.00 pm <i>Pascal</i>
5.05 - 6.05 pm Ballet IV <i>Nina</i>	Ballet II (7-8 years) 4.50 - 5.50 pm <i>Lauren</i>	Ballet IV 5.05 - 6.05 pm <i>Chloe</i>	Tap dance (>6 years) 4.50 - 5.50 pm <i>Nina</i>	Ballet II (7-8 years) 4.50 - 5.50 pm <i>Evelyne</i>	
6.10 - 7.10 pm Ballet V <i>Nina</i>	Hip Hop 6.00 - 7.00 pm <i>Lauren</i>	Ballet V 6.10 - 7.10 pm <i>Chloe</i>	Jazz 6.00 - 7.00 pm <i>Nina</i>	Contemporary 6.00 - 7.00 pm <i>Evelyne</i>	
		Optional: Pointes 30 min			

It was informed that the breaks this school year will be from 22nd December 2019 until 5th January 2020 and from 6th April 2020 until 13th April 2020. The school year at City Arts ends on 20th June 2020.

Especially advanced children are encouraged to take different classes to improve their skills. A combination of Ballet, Modern/Jazz and HipHop is taught at many (if not all) dancing schools all over the world.

Communication

It was informed about the means of communication used by City Arts. This is mainly the website and the Facebook page. Twitter and Instagram accounts also exist but are not used regularly. Important information and news are communicated additionally through newsletters (Mailchimp). New this school year is the introduction of WhatsApp groups per class.

For the start of the school year and for the show City Arts distributes leaflets and posters among the schools. If there are any shop owners among the parents who would be willing to display the posters, please contact Francine.

Help from other parents is highly appreciated for

- Keeping Facebook, Instagram and Twitter accounts active
- Design of leaflets and posters for the show and advertisements
- Design of the program for the show

Show 2020

- Date: 23rd May 2020
- Entrance fee: It was agreed that the previous fees were fair and affordable (5000 RWF for an adult, 12,000 RWF for a family ticket including 2 parents and 2 children)
- Cost for costumes: 10,000 RWF was agreed to be ok, but it would be good to have a common understanding of the effort to be done to avoid disappointments.
- Photos and videos: sharing videos and pictures through the City Arts' gmail drive seems to be an accepted and affordable option as done for the Show 2019.
- Help from other parents is highly appreciated for
 - Costumes
 - Decoration
 - Rehearsal
 - Group Photos before the show
 - Children management

TOP 4: Projects & Partnerships

Curriculum Project

- A lesson framework is being developed
- Evaluation of the children towards the end of the school year. It was suggested to do an evaluation even for each term or at least twice a year to give parents a better impression of the progress of their children.
- Photos have been put in the class room.
- Videos will be added.

Crowdfunding proposal

- Platform based in Europe (ulule.com)
- Time limited
- Donations of a certain amount include e.g. a letter from a sponsored child, a trial class at City Arts, etc.
- Details will follow
- Donations will flow into scholarships for children from MindLeaps and the community, a wooden floor, new/additional mirrors, painting of the room

MindLeaps

- Third year of cooperation

- Last year
 - Donation = 196.000 rwf
 - Cost of transportation + clothes and shoes = 351.000 rwf (1.6% of the total expenses)
- Current year: 4 students in Ballet III and IV on Wednesday

Outreach to the community

- As an NGO City Arts is obliged to engage also with the local community. City Arts has been in contact with the two primary schools in the area. The principals have been quite excited about the idea but lack probably the understanding which opportunities City Arts offers. It would be good to do a small performance maybe at the beginning of their school year in cooperation with MindLeaps. A bit problematic is the different school years between Rwandan and international schools.
- City Arts could be involved in the local Umuganura celebrations (every year beginning of August) at Cell level which brings together parents and children from the whole community.

TOP 5: AOB & Discussion

- It was suggested to seek for partnerships with schools to make City Arts better known. Some of the City Arts teachers are already teaching at different schools. For Ballet it is indeed a good way to promote the classes at City Arts as the ballet taught at schools is very basic or more playful. When children are interested to do Ballet more seriously the teachers advise to join classes at City Arts.
- It was suggested to use public events to advertise for City Arts, e.g. the Lightning of the Christmas Tree, where children and parents are normally present. If there are parents in organizing committees who could consider City Arts having a stand or do a small performance, please reach out to Francine!
- There was a question regarding ballet classes on the weekend as it is difficult for some children to attend the classes during the week due to their school schedule and homework. Weekend ballet classes don't seem to work as City Arts had offered those frequently through the last terms but always had to cancel them (in contrast to Acrobatic/Gymnastics classes). It was suggested by one of the teachers to offer every 6-8 weeks a workshop of 2 hours for Ballet 2 and 3 children.
- "After-Show Party" – instead of having all parents run away after the show it was suggested to have a stand at the door to inform parents who are new to City Arts. As it is already always a long day for everybody, City Arts rather suggests having a table with information and a committee member for answering questions at the entrance before the show and during the break.

Please see attached also the slides used during the assembly.

List of Participants

City Arts General Assembly 26.11.2019

Names	Phone	Signature	I would like to help ✓
Nicole Uebelschär		Nicole Uebels	✓
MUSTHIMIYE KIMEEF		(Kim) M	✓
Nina Hamu		Nina Hamu	
Ariane Karegire		Ariane Karegire	✓
Cindy Xu		徐小婷	
Éveline Mukashyamba		Eveline	
Maiti Gasakure		Maiti G.	✓
Marcelo Urzua		Marcelo U.	✓
Stephane de Vanssay		Stephane	
Amour de Vanssay		Amour	✓
Lauren Hakuzimana		Lauren	
Carole KAREMA		Carole	✓
Peter VROOMAN		Peter	✓
Chloe Brokenshire		Chloe	✓
Francis Opondo		Francis	✓