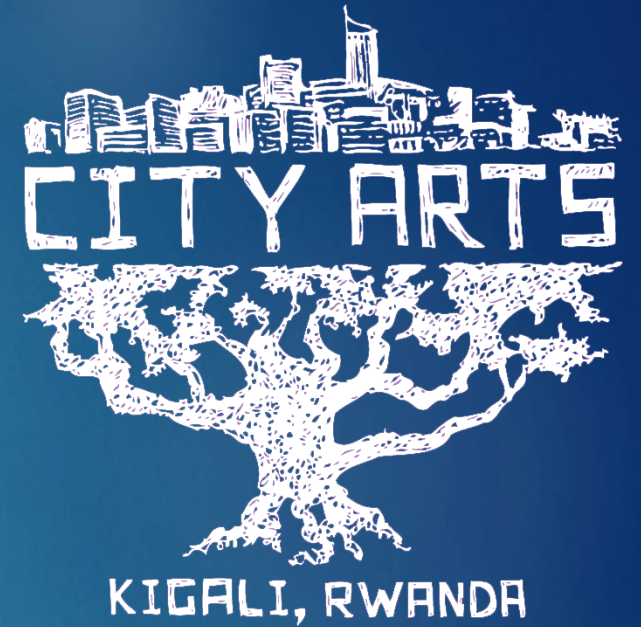


AGM

26th November 2019

CITY ARTS



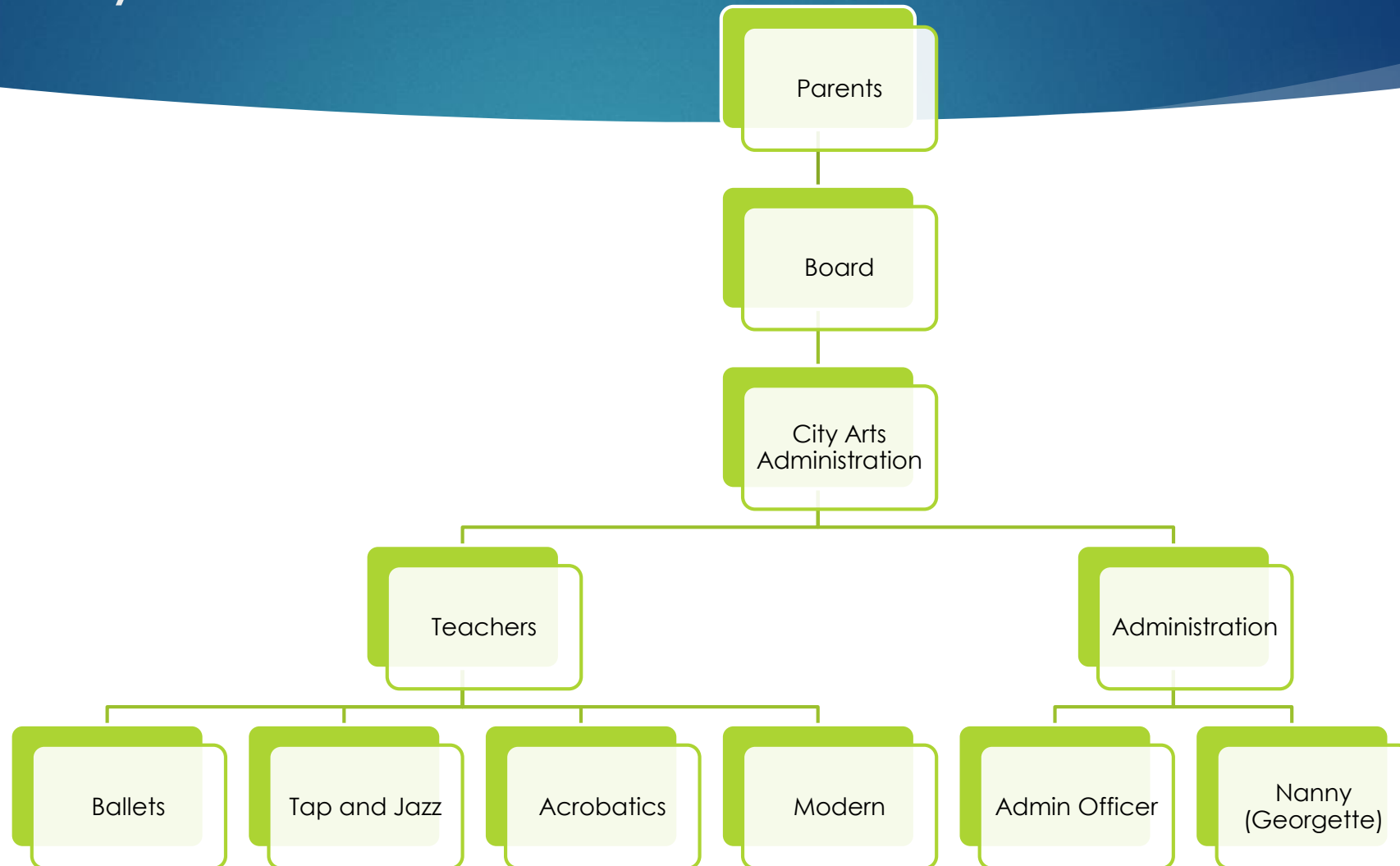


# Agenda of the AGM

1. City Arts organisation
  1. NGO governance and organisation
  2. Presentation of the teachers and admins
2. 2018-2019 City Arts performance
  1. May 2018 show
  2. Finances
3. 2019-2020 City Arts activities
  1. Some figures... and budget
  2. Timetable
  3. Calendar 2019 – 2020
  4. Communication
  5. Show
4. Projects & Partnerships
  1. Curriculum project
  2. Fundraising (parquet, children) / cooperation
  3. Volunteering
5. AOB & Discussion



# 1.1. City Arts Governance





# 1.1. NGO Organisation

- ▶ Board committee
  - ▶ President: Anita Haguma
  - ▶ Treasurer: Stéphanie de Vanssay
  - ▶ Secretary & communication: Nicole Ueberschär
  - ▶ Other active members: Carole Karema (Audit), Arnaud de Vanssay (projects), Samantha Diouf
- ▶ Parents are members
- ▶ Employees
  - ▶ Permanent: 1 nanny + 1 admin
  - ▶ Services contracts: Teachers



## 1.2. Admin & Teachers

### ▶ Admin

- ▶ Francine Mushimiye

### ▶ Nanny

- ▶ Georgette

### ▶ Teachers

- ▶ Nina (Ballet V, Ballet IV, Tap, Jazz)
- ▶ Lauren (Ballet II, Ballet I, PreBallet, HipHop)
- ▶ Chloe (Ballet V, Ballet IV, Ballet III + adult classes)
- ▶ Evelyne (Ballet II, PreBallet, Contemporary)
- ▶ Pascal (Acrobatics)
- ▶ Jonathan (Acrobatics)
- ▶ Pieter (Theater)

## 2.1. 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

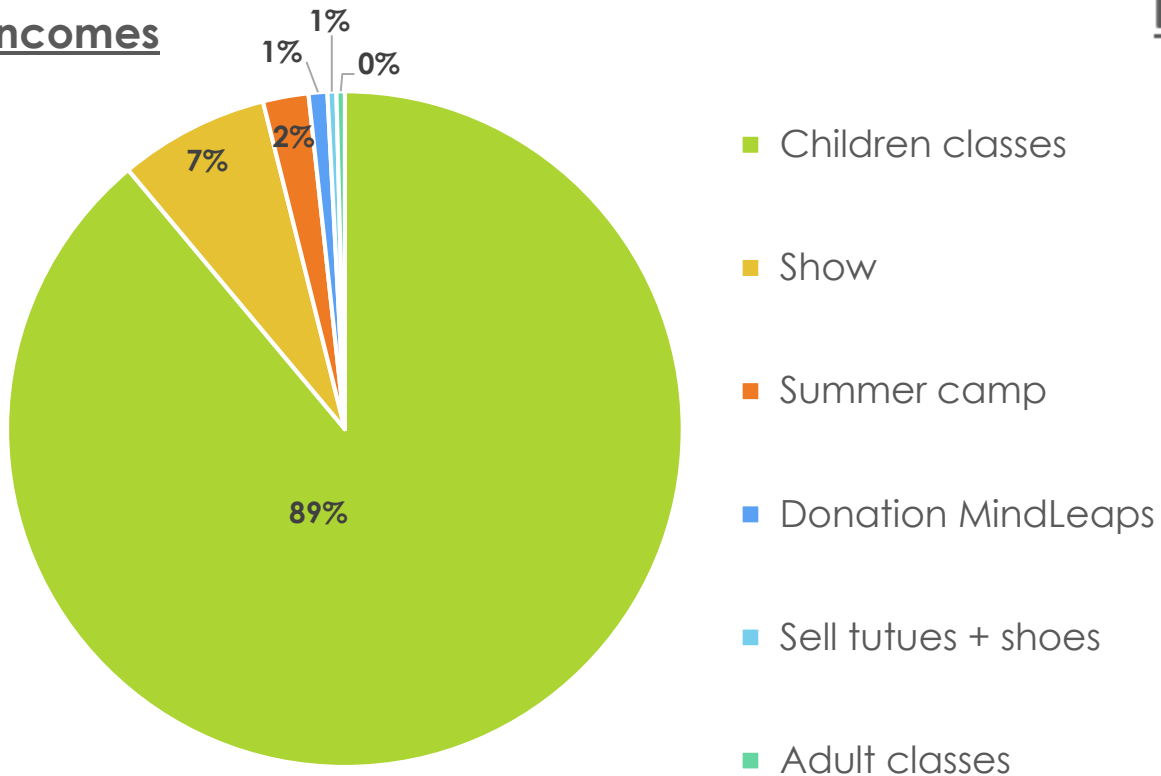


## 2.2. 2018-2019 - Finance - balance

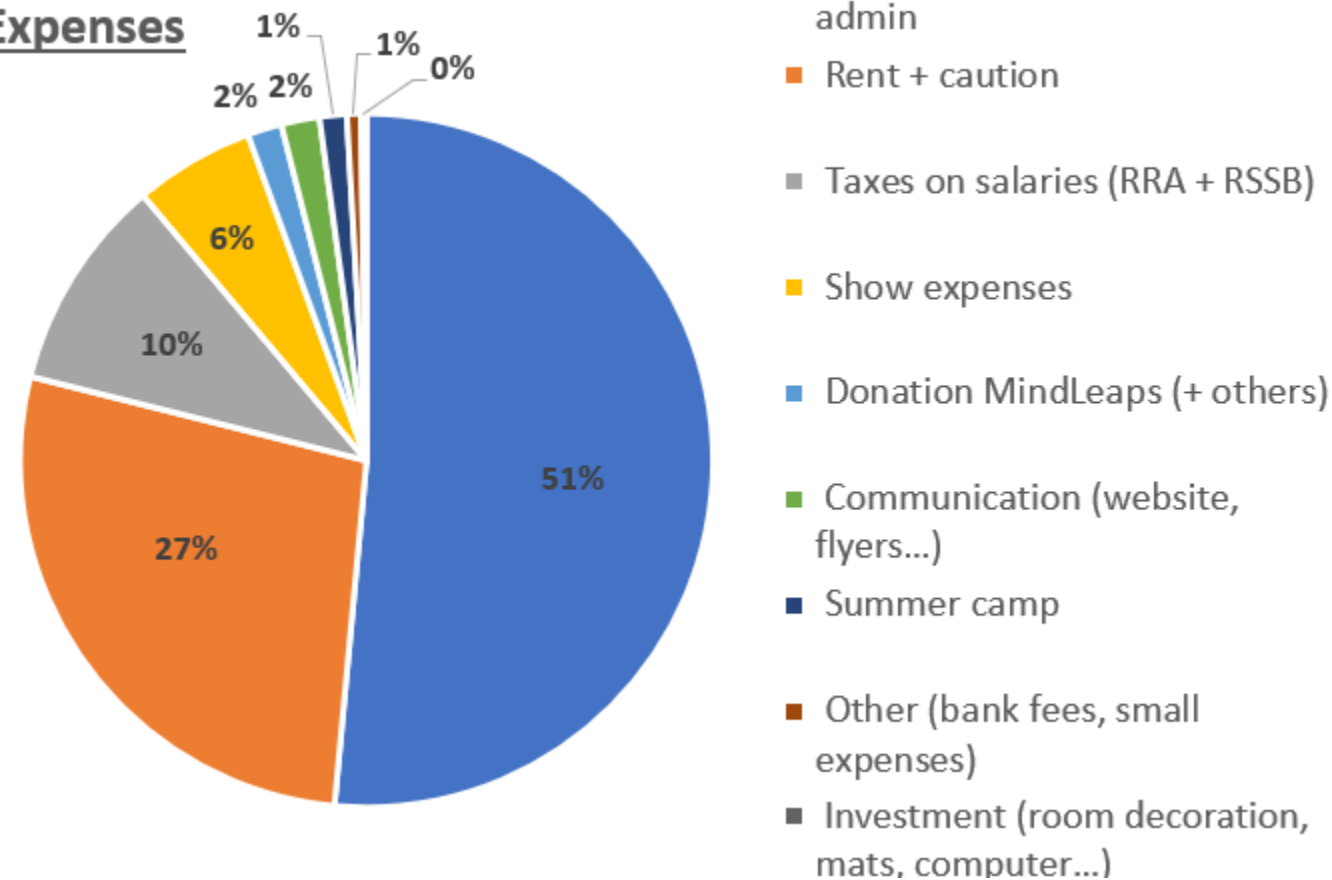
- ▶ Incomes 21.877.200 rwf
  - ▶ Children classes + MindLeaps donation + Tutus sells
  - ▶ Adult classes
  - ▶ Show revenue
  - ▶ Summer camp fees
- ▶ Expenses 21.881.751 rwf
  - ▶ Salaries (teachers + admin) + Taxes
  - ▶ Rent fees + Investment (mats, beam, computer)
  - ▶ MindLeaps expenses + Tutus to sell
  - ▶ Communication
  - ▶ Show and Summer camp expenses
- ▶ REMINDER about fees payment
  - ▶ per term
  - ▶ or drop-class (10.000 rwf/lesson)
  - ▶ Refund policy, if sickness or move...

## 2.2. 2018-2019 - Finance

### Incomes



### Expenses







## 3.1. 2019-2020 - Some figures...

- ▶ 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
  - ▶ 1 show / year in May, 23rd 2020
  - ▶ Summer camp (July – August) to be continued?

# 3.2. 2019-2020 - Timetable

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

## 3.3. 2019-2020 - Calendar

- ▶ Three terms
  - ▶ 1st: 09 September - 21 December - 15 weeks
  - ▶ 2nd: 06 January - 05 April - 13 weeks
  - ▶ 3rd: 14 April - 20 June - 10 weeks
  
- ▶ Holidays
  - ▶ 2 weeks for Christmas: 22 December – 05 January
  - ▶ 1 week for Easter: 06 April – 13 April
  
- ▶ **Show: Saturday, 23rd of May 2020**



## 3.4. Communication

- ▶ Website: <http://www.cityartskigali.rw/>
- ▶ Facebook (Twitter, Instagram)
- ▶ Flyers & leaflets
  - ▶ In the schools
  - ▶ In offices or shops...
- ▶ Other ideas?

## 3.5. 2019-2020 - Show

- ▶ **Date: On 23rd of May 2020**
- ▶ Entrance fee: fair & affordable?
- ▶ Cost for costumes: fair & affordable?
- ▶ Photos and videos: right way of doing it?
- ▶ Help for the show
  - ▶ Costumes
  - ▶ Decoration
  - ▶ Rehearsal
  - ▶ Photos before the show
  - ▶ Children management



# 4.1. Curriculum Project

- ▶ Lesson framework
- ▶ Evaluation of the children
- ▶ Photos – videos



## 4.2. Fundraising Projects & Partnerships

- ▶ 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
- ▶ Wooden floor in the room
  - ▶ Settle a new wooden floor, adapted for ballet and dance
  - ▶ Budget: 2.5 million RWF
- ▶ Other
  - ▶ More mirrors
  - ▶ New materials for ballet and acrobatics

## 4.3. Volunteering

- ▶ We need new active members
  - ▶ At least Treasurer to be replaced (Arnaud and Stéphanie are leaving next June)
  - ▶ Other Committee (Finance, Communication, Partnership, Show)
  
- ▶ Help for the communication
  - ▶ Embassy Newsletter
  - ▶ Flyers
  - ▶ Posters in the school
  
- ▶ Help for the show





# 5. AOB & Discussion

▶ AOB