



Review **2016-17**

noda

Be inspired by amateur theatre

Our new team at Peterborough

2016 and 2017 have seen some significant changes within NODA’s Peterborough Head Office. Having spoken to many of you at your AGM’s, I’d like to introduce you to The Peterborough Head Office Team.



Dale Freeman – Chief Operating Officer

I am extremely pleased to say that at the beginning of 2017 I was offered the role of Chief Operating Officer, a position I was very proud and pleased to accept. I am now in my tenth year with NODA. Working as Membership Services Manager gave me an invaluable insight into the mechanics of this wonderful organisation and, equally importantly, the needs of you, our members. It has been a real privilege for me to attend some of the regional conferences this year and meet so many of you wonderful people. I look forward to meeting many more of you in the coming years. Please do feel free to call for a chat or drop me an email: dale@noda.org.uk



Beverly Clarke – Administrative Support

Another long standing member of the NODA head office team is Beverly Clarke who has also been with us for over 10 years as Finance Assistant. Beverly has recently taken over the role of Summer School Administrator and those of you attending Summer School this year may well have had some communications with Beverly already. Following a staff restructure, Beverly’s new post within NODA is to provide admin support to the Chief Operations Officer, Chairman of NODA, Chairman of NODA Limited, Council and Summer School. Beverly’s email address is beverly@noda.org.uk



Richard Hutchinson – Membership Services

has taken over Antonia’s role (minus the Summer School Admin). Richard was employed by NODA between 2006 and 2007. We welcome Richard back to the fold in Membership Services. His responsibilities include processing NODA Long Service Awards, Licensing, Pantomimes, New Membership Applications and General Membership Correspondence.. Richard’s email address is richard@noda.org.uk



Craig Allison – Finance Manager

will be at the helm of all finance related matters and replaces Sue Cuthbert as Finance Manager. AAT qualified Craig brings with him a wealth of experience in customer related operations including training, customer services and team-working. Craig’s email address is craig@noda.org.uk



Rebecca Owen-Fisher – Marketing and Publishing Executive

comes to us with a wealth of experience in theatre, working in local community arts as a performer, writer, contributor and participant in events, shows and artistic laboratories. Rebecca works closely with Lamphouse Theatre as a writer, playwright and performer. Rebecca’s email address is becky@noda.org.uk



I am just writing a short note to wish you all the best for your upcoming productions. Amateur dramatics is one of the purest of the dramatic arts, not for profit and without the inhibition of market forces. It is a very special thing and part of the lifeblood of the ecology of entertainment,often in areas that mainstream productions cannot reach. Therefore I commend you in your endeavours.

Break a leg
Love
Connie



President’s report
Michael Hastilow

The last two years have seen great changes in our association, in his report last year Chris Ingram wrote at length on the challenges we face and detailed the areas of concern.

It is encouraging for me to be able to report that many of those changes have been made; fresh staff at our headquarters, the CIO up and running and at the conference in September we will be launching our new website.

With these changes we can expect to serve our members with what they need to be successful both artistically and economically.

An Association such as ours only thrives where there is input from its membership, it is a two way flow of information. We know we still have far to go to achieve nirvana, that mythical goal where perfection is reached, however we can get close to it through stronger performances, satisfied audiences, innovative works to stretch both our acting and technical members on the one hand and on the other a seamless

management of risk, logistics, box office versus costs of production and the increase in legislation and pressure by our venues to recoup lost local and government subsidies.

We strive to put the membership in the best position possible but you do have to participate by looking at our factsheets and following the guides on risk assessment and risk management. Most regions run workshops, nationally we run the NODA Theatre Summer School where the ethos is teaching you a skill whilst still having fun, it is up to our membership to take advantage of these offerings.

This report concludes my year as President, as eventful a year as one would not readily wish to experience but one which I have much to be grateful for. I have seen the final moves from unincorporated body to a charitable incorporated organisation, on a personal level I have visited most Regions, seen productions of all genres met with a very enthusiastic and hardworking membership I have seen new staff installed at HQ and a feeling that we are all pulling in the same direction, I have seen the final thrust in getting our new web site up and running and I have seen a surplus on operating costs, all positives and so I end my report with the exhortation to keep up the good work.

Be inspired by amateur theatre!

Trustees Report of NODA CIO No 1171216

The National Operatic and Dramatic Association Charitable Incorporated Organisation Charity No 1171216

Report of the Trustees for the First General Meeting of the National Operatic and Dramatic Association (NODA CIO)

The Charitable Incorporated Organisation was incorporated and registered by the Charity Commission on 20th January 2017.

Within 15 months of incorporation NODA CIO is required to hold an Annual General Meeting, thereafter they must be held within 15 months of the previous Annual General Meeting.

The meeting convened for 23rd September 2017 meets the requirement and puts us on track for 2018.

At an extraordinary general meeting of its sister organisation (NODA Association) a resolution was passed that the entire undertaking of NODA Association be transferred to NODA CIO with effect from 1 May 2017 on which date NODA CIO accepted the membership of

the Association and all assets and staff and ongoing activities and liabilities were transferred to the CIO.

The opening balance sheet of the Charity is the mirror image of the closing balance sheet of the Association. No Statement of Financial Activity is being presented. The first accounts of NODA CIO will be for the period 1 May 2017 to 31 December 2017.

The Trustees who acted in the formation of NODA CIO invited all Trustees of NODA Association onto the board to serve in that capacity until the meeting on 23rd September 2017 when all posts will be confirmed in accordance with the Rules of NODA CIO.



Vision

The vision for the National Operatic and Dramatic Association is that amateur theatre is successful and sustainable, providing a range of opportunities for people to develop their skills, and enjoy taking part, at all levels.

Mission

NODA’s mission is to support the education and information needs of individuals and organisations with high quality services and products that contribute to the success of amateur theatre as well as encouraging appreciation of the sector by participants and audiences alike.

- We aim to:
- ★ Give a shared voice to the amateur theatre sector.
 - ★ Help amateur theatre groups and individuals achieve the highest standards of best practice and performance.
 - ★ Provide leadership and advice to enable the amateur theatre sector to tackle the challenges and opportunities of the 21st century.

Be inspired by amateur theatre

Founded in 1899 “to protect and advance the interests of operatic and dramatic art, and of societies engaged therein”, our membership continues with 2053 society members and 999 individual enthusiasts individual enthusiasts staging musicals, operas, plays, concerts and pantomimes in venues ranging from the country’s leading professional theatres to village halls.

NODA structure

Each of NODA’s 11 regions is headed by a Councillor who sits on the ruling body of the Association (the National Council). In turn, they are supported by a network of regional representatives and committee members who provide a vital link to the grass roots of the association. NODA is administered from the registered head office in Peterborough by knowledgeable and friendly staff.

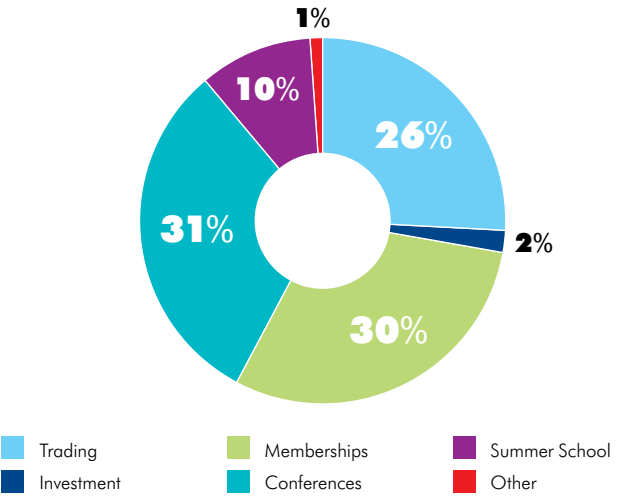
Highlights

- ★ The Association became a Charitable Incorporated Organisation
- ★ The new membership database which went live in October 2015 has improved our contact with members. Investment continues in developing a new website to be launched in September 2017.
- ★ NODA’s National AGM and Presidential Gala took place at the Hilton Birmingham Metropole on 24th September 2016
- ★ Over 200 students attended the 2016 Summer School which featured 15 courses in a variety of disciplines. This was the final year of Summer School being held at the University of Warwick and a new venue was used for 2017.

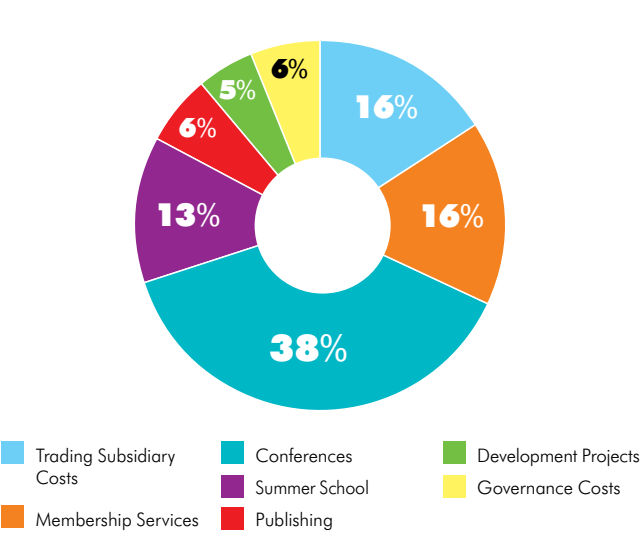
Income and expenditure

These charts show how income and expenditure were allocated in 2016-17:

Income 2016/17



Expenditure 2016/17



National Operatic and Dramatic Association

Summary consolidated statement of financial activities (incorporating income and expenditure account)

For the period 1 January 2016 – 30 April 2017

	Restricted (£)	Unrestricted (£)	2017 Total (£)	2015 Total (£)
Income from:				
Donations and legacies	-	1,047	1,047	4,915
Other trading activities - inc subsidiary	-	282,770	282,770	230,694
Investments	-	26,321	26,321	32,835
Income from Charitable activities				
Membership	-	326,773	326,773	249,659
National conference	-	14,198	14,198	6,038
Regional events	-	330,828	330,828	173,541
Summer school	-	112,161	112,161	116,583
Other incoming resources	-	7,112	7,112	7,703
Total incoming resources		1,101,210	1,101,210	821,968
Expenditure on:				
Raising funds				
Trading subsidiary costs	-	169,164	169,164	150,170
Charitable activities				
Membership services	-	169,557	169,557	151,008
National conference	-	36,062	36,062	23,340
Regional events	-	376,178	376,178	213,131
Summer school	-	139,260	139,260	140,587
Publishing	-	63,766	63,766	56,068
Development projects	-	51,334	51,334	119,596
Governance costs	-	70,166	70,166	52,886
Total resources expended	-	1,075,487	1,075,487	906,786
Net expenditure before transfers	-	25,723	25,723	-84,818
Net income before other gains and losses		25,723	25,723	-84,818
Gains/(losses) on revaluation of fixed asset investments		48,485	48,485	-18,627
Net movement in funds		74,208	74,208	-103,445
Reconciliation of funds				
Total funds at 1 January 2016	1,927	813,594	815,521	918,966
Total funds at 30 April 2017	1,927	887,802	889,729	815,521

Summary balance sheet

For the year ended 30 April 2017

	The group		The charity	
	2017 (£)	2015 (£)	2017 (£)	2015 (£)
Fixed assets				
Tangible fixed assets	138,793	145,681	138,793	145,681
Investments	668,414	619,929	668,514	620,029
	807,207	765,610	807,307	765,710
Current assets				
Stock	10,649	8,416	0	0
Debtors	117,102	142,779	119,270	145,944
Cash at bank and in hand	359,179	150,296	321,665	121,112
	486,930	301,491	440,935	267,056
Creditors:				
Amounts falling due within one year	-400,821	-246,566	-377,239	-234,545
Net current assets/liabilities	86,109	54,925	63,696	32,511
Creditors due after more than one year	-3,587	-5,014	-3,587	-5,014
Net assets	889,729	815,521	867,416	793,207
Funds				
Restricted funds	1,927	1,927	1,927	1,927
Unrestricted funds:	753,031	727,308	730,718	704,994
Revaluation Reserve	134,771	86,286	134,771	86,286
Total funds	889,729	815,521	867,416	793,207



Chairman’s report
John W. Barnes

2016 was very much a year of change with the departure of the CEO and 4 other members of the Headquarters’ staff, including the resignation of Fred Piggford as Chairman of NODA on health grounds, soon after the 2016 AGM at Birmingham. I stepped into the role as Interim Chairman of NODA from November 2016.

The services we provide to our members is a very important part of our work, and this we managed to ensure continued despite the changes.



Achievements and Performance

NODA continued to work towards the 5-year strategic plan introduced in January 2013 and explore the potential to improve services to members:

- ★ Health and Safety Advice line called NODA Safe continued to offer on line resources as well as workshop training and a telephone/ email advice line;
- ★ The on-line First Aid training for members continued to be available;
- ★ The use of social media by NODA, with an increased use of Twitter and Facebook, continued to prove more effective than ever. During the year it was noted that for the first time, email and online contact between NODA members and the Peterborough based staff was greater than contact by telephone;
- ★ Regular newsletters were issued to its members;
- ★ Investment continued in developing a new website;
- ★ Increase in informal advice and guidance was provided by the professional staff team on a range of commercial and contractual issues.

Membership

At:	31.12.15	30.04.17
Societies/Associates	2,185	2053
Individual/Joint	1,119	999

NODA Theatre Summer School

As part of its Education and Training programme and in line with its educational objective, NODA continued with the residential Theatre Summer School, held from 30th July to 6th August at the University of Warwick. This was the last year that the school could be held at Warwick due to being unable to host NODA in 2017 & 2018 and a new venue was negotiated. The provision of bursaries by NODA is an essential component of the success of this event, giving people who would otherwise be unable to afford it, the opportunity to increase their knowledge and skills with professional tutors. Courses in all area of theatre and off-staff disciplines such as burlesque, video production, Stage combat, stage management, sound design and costume design were held, to name but a few.

National Conference

NODA’s National AGM and Presidential Gala took place at The Hilton Birmingham Metropole on 24th September 2016; we were delighted to have the presence of our Patron, Connie Fisher and Colm Moules, President of the Association of Irish Musical Societies, with first class entertainment by West Bromwich Operatic Society and WBOS Youth Theatre.



Regional Conferences

All regions held their own conference during the year. These varied from one to three-day events, dependent upon the support within the region. Nine of the eleven regions incorporated a performance awards scheme, normally as part of the Regional AGM event, to encourage improved performance standards by their member societies.

Most Regions held workshops in both technical and performance skills thus enhancing the competence of NODA members. Many of these involved youth, which NODA is very keen to increase and promote throughout the country.

All regions held many networking events, either evening or afternoon meetings, each covering one or more districts, the prime purpose being to disseminate information to members, receive feedback and statements of need from members, as well as encouraging networking between members and societies.

Advice, representation and recognition

NODA continued to play a vital role as an advocacy body with the provision of the NODA Legal Helpline, provided by Counterculture LLP, and the Health and Safety Advice line, as well as the provision of Fact Sheets.

1,913 long service awards including youth awards and certificates were issued compared with 1,794 during 2015, to recognise their contribution to amateur theatre. NODA awards are available to all NODA affiliated societies to present to their own members or members can apply through their society.

Magazine

NODA Today was published twice during 2016. Highlights included news on former members of an amateur society getting parts in the professional field after their hard work at drama schools, students sharing their experiences of NODA Theatre Summer School, NODA societies' involvement with the RSC's "Open Stages", as well as the regular roundup from Regions celebrating members' long service, exceptional performances and societies reaching their centenary or other milestones.

Website

The website continues to offer access to a range of information and services, including online access to pantomime scripts, a special discount code for members to book top attractions all over the UK. The website also offers the facility to book on line for the NODA Theatre Summer School, and to join or renew membership of the Association.

The website had 280,697 visits in 2016 compared with 274,552 visits in 2015; the number of visits has risen from 123,093 in 2009. Number of individual visitors was 175,955 compared with 167,651 in 2015.

Programme & Poster Competition

Each Region held its own programme and poster competition, winning entries going forward to the national competition. The national awards ceremony was held at the National AGM in September.

Fundraising

There were no national fundraising initiatives this year.

Finance report

The Consolidated Accounts (audited by MHA MacIntyre Hudson) are prepared to conform to SORP (Statement of Recommended Practice) as required by the Charity Commission and incorporate the changes required by the implementation of FRS 102 (Financial Reporting Standard).

The audited accounts were approved by of Council on 26th August 2017 and copies are available from the Peterborough Head Office.

We are reporting an operating surplus for the 16 months ending 30th April 2017 of £25,723 (2015 loss of £84,818) plus a surplus on revaluation of investments of £48,485 (2015 loss of £18,627) to give a total surplus in the period to 30 April 2017 of £74,208 (2015 loss £103,445). Profit from NODA Ltd increased to £113,606 for the period to 30 April 2017 compared to £80,524 for the year 2015 equivalent to an annual increase of 5.8%. The profits from NODA Ltd are donated via gift aid to NODA (the Charity).

- ★ Trading subsidiary (NODA Ltd.) As stated above the profit from NODA Ltd increased by 5.8% in the period compared to the year 2015 although the gross sales income was down by 8.7%.
- ★ Insurance commission of £186,689 received in the period included a profit share of £29,851 indicating that the campaign (in co-operation with NODA Insurances and NODA Safe) to promote safe working in Amateur Theatre continues to have a positive effect.
- ★ Investment income. This was reduced in this extended period to £26,321 compared to 2015 (£32,835) due to withdrawals of

- investments used to support previous years activities.
- ★ National Conference in 2016, the net cost of the conference was £21,864 compared with costs of £17,302 in 2015.
- ★ Regional Conferences/events. This category includes regional conferences, regional awards, regional workshops and district meetings. The overall net costs of regional events in the period was £45,350 compared with £39,590 in 2015.
- ★ Summer School. The net costs of Summer School amounted to £27,109 (£24,004 2015) being bursary support and allocated administration costs.
- ★ Publishing, Print and electronic newsletters and magazines spend has increased to £63,766 compared to £56,068 in 2015.
- ★ Governance Costs in the period amount to £70,166 compared to £52,886 in 2015.

The "Summary Consolidated statement of financial activities" and the "Summary balance sheet included" in this Review of the period to 30 April 2017 are extracted from NODA Consolidated Accounts which will be available on the NODA website.

Council are therefore reporting at the end of April 2017 that the net worth of NODA, your Association, was £889,729 and Council recommend the adoption of these accounts at the AGM on September 23rd 2017.

Council propose that this report will be taken as read at the AGM but that questions will be invited to be submitted either prior to the AGM (preferred) or from the floor of the AGM.





National Operatic and Dramatic Association

Reference and Administrative Details of the Charity, its Trustees and Advisors for the Period 1 January 2016 to 30 April 2017

Trustees

Michael Hastilow, President (appointed 24 September 2016)
Chris Ingram, President (resigned 24 September 2016)
Nick Lawrence, Vice President (appointed 24 September 2016)
Michael Hastilow, Vice President (resigned 24 September 2016)
Chairman, John Barnes (appointed 26 November 2016)
Chairman, Fred Piggford (resigned 25 September 2016)
Robert Lumsden Life Member Representative
John Barnes, Life Member Representative (appointed 24 September 2016)
Derek Grattidge, Life Member Representative, (retired 16 August 2016)
Chris Ingram, Immediate Past President (appointed 24 September 2016)
John Barnes, Immediate Past President (resigned 24 September 2016)
Philip Barnett, Councillor for Youth, (resigned 10 March 2017)

Regional Councillors

Don McKay, Regional Councillor, East
Nanette Lovell, Regional Councillor, East Midlands
Jacquie Stedman, Regional Councillor, London
Gordon Richardson, Regional Councillor, North
David Streeter, Regional Councillor, North East
Christine Hunter Hughes, Regional Councillor, North West
Gordon Blackburn, Regional Councillor, Scotland, (died 9 January 2017)
Kay Rowan, Regional Councillor, South West
Nick Lawrence, Regional Councillor, South West
Leah Collett, Regional Councillor Wales & Ireland
Michael Hastilow, Regional Councillor West Midlands (resigned 24 September 2016)
Ian G Cox, Regional Councillor (appointed 24 September 2016)
T Davies Brock, Acting Councillor Scotland (Non Trustee) from 10 January 2017

Principal staff

Dale Freeman, Chief Operations Officer (appointed 1 January 2017) but formerly Membership and Services Manager
Beverly Clarke, Finance & Administrative Assistant
Richard Hutchinson, Membership Services
Bronwen Stanway, Executive PA,(resigned 3 February 2017)

Susan Cuthbert, Finance Officer, (resigned 9 January 2017)
Hazel Allerton, Finance & Administrative Assistant (resigned 16 December 2016)
Antonia Gray Membership Services Assistant (resigned April 2016)
Anthony Gibbs, Chief Executive (resigned 14 January 2016)

Patrons

Lord Andrew Lloyd Webber
Connie Fisher

Honorary Solicitor

Christopher Harper

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors

GRM Law
1 Bedford Row
London
WC1R 4BZ

Auditors

MHA MacIntyre Hudson
Chartered Accountants &
Registered Auditors
1 The Forum
Minerva Business Park
Lynchwood
Peterborough
PE2 6FT



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