



**ASSITEJ**  
**Executive Committee Meeting**  
**Cape Town, South Africa**  
**May 17-21, 2017**

**Present:**

Yvette Hardie, President, South Africa (YH)  
Marisa Giménez Cacho, Secretary General, Mexico (MGC)  
Roberto Frabetti, Treasurer, Italy (RF)

Stefan Fischer-Fels, Vice President, Germany (SFF)  
Asaya Fujita, Vice President, Japan (AF)  
Vigdís Jakobsdóttir, Vice President, Iceland (VJ)

Daniel H. Fernández, Argentina (DF)  
François Fogel, France (FF)  
Sue Giles, Australia (SG)  
Nina Hajiyanni, UK (NH)  
Imran Khan, India (IK)  
Diana Krzanic-Tepavac, Serbia (DKT)  
Manon van de Water, USA (MvdW)  
Razi Amitai, Israel (RA)

Marissa Garay, Executive Assistant, Mexico (Maui)  
Kenjiro Otani, Translator, Japan (KO)

**May 17:**

Jaqueline Dommissé, Cradle of Creativity Festival Director, Host (JD)  
Tiego Shametja, ASSITEJ South Africa, Theatre4Youth, Host (TS)



## AGENDA

1. Welcome from President and Host
2. Apologies
3. Proposal and Approval of Agenda
4. General Review of EC Participation in Cradle of Creativity
5. General Reports:
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  - 5.2 Secretary General's Report
  - 5.3 Treasurer's Report
6. Specifics of Working Groups (Reports)
  - 6.1 Protocols, Policies and Fundraising
    - a. General Assembly Processes
    - b. EC Book
    - c. Fundraising
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    - e. National Centers' Handbook
  - 6.2 Publications
    - a. Magazine
    - b. Newsletter
  - 6.3 Promotions
    - a. World Day Campaign
    - b. Promotion of Congress
  - 6.4 Projects
    - a. ASSITEJ Playground
    - b. Encounters
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    - d. Auction
    - e. Regional Workshops
7. Reports from the Regional and Professional Networks
8. Memberships
  - 8.1 New Member Applications
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9. Work in the Working Groups
10. Specific Items of Business
  - a. Create Citations for new Honorary Members
  - b. Working Plan
11. Next EC Meetings
  - a. Future Possible Meetings
12. Any Other Business
13. Closure



### **1. Welcome from President and Host**

YH welcomed the EC and presented JD, the Festival Director for Cradle of Creativity and TS from the ASSITEJ South Africa staff.

### **2. Apologies**

Apologies from DKT and RA, who would be arriving later that day, and from MvdW who was representing Geesche Wartemann at the ITYARN Conference.

### **3. Proposal and Approval of Agenda**

The agenda was revised and officially approved.

### **4. General Review of EC Participation in Cradle of Creativity**

YH went over the logistics of the Opening Ceremony, reviewed the program of the Festival, Cultural Hubs, Conference and Congress. For the 4<sup>th</sup> day of the General Assembly, YH explained there would be no electronic voting and there were already specific issues and things to happen while the votes were being counted manually.

YH shared that two participants from Next Generation were not able to attend. The participant from Nigeria was not able to obtain a visa and the participant from Honduras did not get the necessary funds.

FF also said there were some people from Rwanda who would not be able to attend and YH explained there were political issues with Rwanda, but also there had been misinformation from the Department of Arts and Culture. The main visa-related issues for African delegates seem to be with Cameroon, Nigeria and Rwanda.

YH asked several EC members to hold workshops for teenagers; she explained that several schools had requested workshops with international guests. Workshops will be given by VJ, MvdW, SG, SFF, IK, NH and DKT.

### **5. General Reports:**

#### **5.1 President's Report**

YH gave her report and said her main business had been working on Cradle of Creativity since the EC meeting in Korea.

Regarding funding, she said the Department of Arts and Culture had given 2.5 million Rand in the end, which was less than they expected but they were able to begin many things since the money came in quite early. The Department of Arts and Culture will be present for the Opening Ceremony and this will hopefully lead to further support. The National Lottery had said it would support with 4 million and only gave 2.95 million; they were very specific on what they wanted the money to be spent on. Additional funding was raised from various other sources, but it has been a big challenge and there is still a shortfall. This puts the rest of the year in jeopardy, as there is no money for peoples' salaries for the rest of the year.



Another main issue was with the National Arts Council, important partners, who had a problem with their council. There was an understanding that they would fund South African productions that applied to them directly, but now their funding has been completely frozen, so no productions will be funded and they will only meet in June.

VJ asked YH to let the EC know about important people who they could speak to in terms of advocacy. YH said one thing that should be stressed is that we all hope it is not only about this moment and one single event, but about catapulting something that must go into the future, about giving children in South Africa access and creating opportunities for connections and projects. Government and cultural institutions have played a very important part, and there has been wonderful support from artists.

YH mentioned the staff was a small one for the size of the event and many new people in the association were helping out, as well as volunteers. The most important thing was trying to build a team that takes pride in what is happening and feels a part of it.

FF encouraged following up with what happens to find ways to continue to support the structures, and YH responded that Next Generation artists have been approached about getting involved with ASSITEJ and their centers, and all African artists have been invited to the ACYTA meeting.

## **5.2 Secretary General's Report**

MGC gave her report, which consisted of the following points:

### Office in Mexico City

MGC informed there had been many changes in the cultural institutions in Mexico, due to the transformation of Conaculta into the Ministry of Culture (*Secretaría de Cultura*). Within the Fine Arts Institute, many public workers/officials changed so she needed to explain the whole situation with ASSITEJ for them again, and lobby, in order to sustain the office until the end.

### Website/Newsletter/Leaflet

The Secretariat has been creating the newsletter and updating the website mainly in the Congress section with material like the Cradle of Creativity newsletters and General Assembly documents.

A new leaflet was produced once more with Mexican designers, and the content was revised with Promotions working group.

### Communication with the centers

There have been all sorts of questions, but mainly the communication for these last months has been regarding support letters for the Congress or guiding people to the correct contacts in South Africa.

A lot of information has been sent to members in preparation for the General Assembly.



#### Issue of Secretary General Candidacy/Post

MGC reminded the EC there had been almost an emergency situation after the meeting in Korea, when France decided not to support the Secretariat. After several email exchanges within the EC, potential candidates were proposed (Meike Fechner – Germany, Philip Hardy – Ireland, Sookhee Kim – Korea, Kolja Burgschult – Austria and Louis Valente – Demark). MGC personally telephoned the last four, the only ones who accepted was Louis Valente after consulting with ASSITEJ Denmark and Theatre Centrum, and MGC has been in conversations with them since then. They feel it is very important to be clear that they were not looking for the position but rather wanted to help the association in this situation where there were no other candidates; they don't think it is the best idea for the Secretariat to be in Scandinavia again. Louis will be supported by ASSITEJ Denmark and Theatre Centrum. For now, they have money to guarantee the support of the Secretariat for one year and are a bit worried about the following two years, but they will be working on getting the full support.

Another issue raised by VJ earlier through the email exchanges was about being democratic and opening the position of Secretary General to everyone. MGC said she had been looking back into ASSITEJ history and found that this position has never been an open one and people have always been invited to become Secretary General.

MGC commented that Secretary General is a position of service and one of the issues of making it an open position is the risk of receiving applications from people who don't really know what it is about and will consider it a power position for their own purposes and careers. In this particular case it was also too late to look at many different proposals. She also mentioned that most Secretary Generals have come from within the EC, except Niclas Malmcrona (in the past 25 years) and this would be the case with Louis.

SG mentioned the Constitution stated the process should be open to all positions and includes that of President, although it doesn't clarify for Secretary General. She also said that it is an extraordinary amount that must be considered because it takes money, time and staff to run the Secretariat.

IK expressed that it has really always been open for people to apply, even though the EC looked for possibilities, they wouldn't have prevented someone's candidacy. It was the responsibility of the EC that this position wasn't empty.

YH asked the EC what they felt about the letter she and MGC had written to the Nordic-Baltic Network in response to their comments about the situation not being democratic.

VJ expressed that it had been a political answer and that it shied away from answering the real question. Not all of the centers were informed that MGC would be stepping down and VJ said this was where here sense of right and wrong had been offended. She felt the information should have been shared and it would not have been a panic situation, but only a matter of announcing the position was free.

YH agreed that if it was an issue it could be talked about and said that this was a decision taken at the time, and it is not always possible to have a unanimous decision. She then asked that if the decision was made as an association to share everything with everyone, how could this be done in



• a fair way? VJ said the only way was to speak directly with people, and that maybe there can be a protocol for this in the future.

YH expressed that even if this had been a mistake, it was done with responsibility towards the association and in good faith so we must move forward now. SFF agreed to spread information in the future but expressed that this had not been a mistake, because it is the position for which we need most trust, and the EC has the right to choose and ask specific people.

IK also said this was very specific to the situation of the association in this case, but it won't necessarily happen the same way in the future. He also said that for the EC members the number is becoming smaller because of the amount of work done, and it wasn't announced who would step down either.

MGC said another issue had been the deadlines for EC candidates to submit proposals. There was a deadline from the beginning but some people, particularly people involved and committed with ASSITEJ, didn't make the deadline for different reasons. This is also an issue around democracy and flexibility that was discussed. MGC thought it would have been worse not to accept the candidates from Norway, Korea, UK, or the changes made by Japan. Since VJ shared this information, we had accepted another latecomer from Estonia, and this was the only case where we accepted someone else; with the previous cases we had been in touch and knew about them.

VJ said she had mentioned Toomas Tross in Korea and MGC replied this had been one of the reasons for accepting his candidacy.

IK proposed a vote from the EC before officially accepting candidates and making them public on the website, so it is more formal and if there is an issue, it is raised somewhere.

MGC mentioned that of course there may have been mistakes, but that the Secretary General also has the prerogative to take some of the decisions and does not have to consult on everything all the time.

#### ASSITEJ Artistic Gatherings

MGC expressed she had been sad that Mexico was not able to apply, but the country is not in conditions for this at the moment and her duty is to support national activities. She shared that the country is currently spending a lot of money in US consulates to help Mexicans being deported, etc. so cultural budgets are being cut, among other reasons.

For the AAG19 there are 3 candidates (Croatia, France and Norway). When there was no candidate for the AAG18, these three candidates were approached to see if they could stand instead for 2018 and only Norway was able to make efforts to move the gathering. At the same time, YH and MGC contacted China to see if they were interested and they have sent their bidding for the AAG18 yesterday morning (May 16). It seems that Norway will go back to bidding for 2019.

VJ inquired if the gathering in China would be with the China National Children's Festival and MGC said it would be, but that they have proposed July.

FF informed that if the AAG19 takes place in France, it will be a huge event. He also said that we could give more attention to the fact that gatherings don't always have to be huge events, because we don't want the same countries all the time. Of course, he expressed he was very happy with



• France's bidding but this will leave the stakes very high for the future, so ASSITEJ should pay attention to this and to how candidacies are presented.

YH agreed that it was important to think of how to frame this. She explained that what is stated in the Protocols and Policies Handbook is much smaller than what we've ever had, so people should be reminded about the minimum requirements and that it is more about participation.

YH said it was a shame there were no proposals for 2021 and SG mentioned there was interest from the festival in Adelaide.

#### New Applications

MGC reminded the EC that after the meeting in Korea, the only two new applications had been from Pakistan and Bulgaria, who had both been accepted as National Centers.

#### Ibero American Centers

MGC said she had been writing to Peru, who had been previously accepted but haven't paid. She shared that Miryam Reategui had been quite aggressive in an email regarding the Congress so she stopped insisting. Miryam was an EC member in the early 90s and is very old-fashioned. MGC informed Miryam they would need to send an application again if they decide they want to join later on.

The same is true for Ecuador.

MGC informed the Ibero American Network had managed to organize a reception for the Congress, and there was a big number of delegates and people present to participate in the Festival and Congress.

Regarding Mexico, MGC said it had been a huge effort, but the two companies and two papers invited by South Africa would be present, and in total there was a delegation of 14 Mexicans. All flights were paid by the Fine Arts Institute and the money that was left over from the Secretariat budget will be given to the artists to support their expenses in Cape Town.

#### EC Books

The EC Books for this period are finally done.

We worked on the main bureaucratic issues; Maui did a lot of work that was necessary and important for RF's records.

RF said he had also worked on the EC Book for the General Assembly in Warsaw.

YH thanked MGC for all her efforts throughout the period and for being extraordinary and incredibly supportive.



### **5.3 Treasurer's Report**

*(See full report as Addendum A)*

RF gave his report, which consisted of the following points:

#### Summary of the state of the Membership of the Association

RF said it was important to define the list of members before the General Assembly, as well as how many are corresponding, full or individual members. For now, he said he had a total of 98 members (not counting Bulgaria who was recently admitted but has not paid yet): 77 centers, 4 networks, 17 individual members from 14 different countries; a total of 91 countries.

RF mentioned this number could decrease because many are in a situation where they don't pay. The total number of voting members must be revised.

MGC shared that the Secretariat had received 54 registrations (7 proxies) for this Congress.

RF said there were problems with Mozambique, Ecuador and Montenegro.

RF informed that the accounting had been sent to Paul Harman and Noel Jordan for them to verify.

RF said he had taken into account for his report, those members who would be paying their fees in Cape Town. In the end, the debt is not so much and there is a high level of solidarity.

The same that was considered in regards to the Secretary General's position for the future, RF said it will be important to see if the Treasurer is linked to the seat. It must be announced with time if someone wants to become the new seat and change the Constitution.

YH said there was also the option to work with an accountant in Italy and remain with the current seat.

RF said the Policies & Protocols working group must discuss how to present the Solidarity Fund to the General Assembly. He said the prospect should be presented before to those countries that support economically to verify if they accept the proposal or not. This way we can know the limitations and if it will be possible to support or not.

#### Statement of Assets and Liabilities for the period 27 May 2014 – 20 May 2017

RF explained the big debts apparent, one for ASSITEJ South Africa for the 2017 Magazine, another to close the position of the Secretariat, the payment of the extra nights for EC members in Cape Town and the support for the World Day video to ASSITEJ Norway.

Other credits are to pay the taxes that must be paid one year before.

#### Relevant Data

Membership fee rate has not changed since Warsaw, which means the amount of the fee is high so there has been a great effort from behalf of members.

#### Observing the totality of Revenues and Costs

A large part of the budget is used for activities, which is a good sign, but the flow of membership fees is a problem.





• ASSITEJ is not an association that should have a profit, we should use the money to support projects and activities, but it is impossible to program this support because we don't receive fees regularly.

### **Approval of Financial Statement**

**RF explained that for the Italian law, statements must be approved every year.**

**He asked the EC if they approved the financial statement for 2016; the EC agreed.**

## **6. Specifics of Working Groups (Reports)**

### **6.1 Protocols, Policies & Fundraising**

SG gave a summary of the work from the working group during the whole period.

Regarding the finance system, she said there has been an extraordinary improvement in how ASSITEJ reports with RF; transparency and clarity are much greater.

Detailed MOUs have been created for Congress and Artistic Gatherings.

MGC asked if the MOU for the AAG18 would be signed in Cape Town and YH said those who win the bids should sign some kind of understanding that we will develop an MOU. YH proposed having it as a moment when everyone comes up to sign it during the Closing Ceremony.

New networks have been proposed this period.

YH said there was potential discussion for a festival network during the Producer's Bazaar.

#### **a. General Assembly Process**

YH and MGC went over the agenda of the General Assembly.

MGC explained that due to a lack of funds, the voting would be manual this time. She said the proposed Voting Commission for this time was made up of Katariina Metsalampi, Niclas Malmcrona and Philip Hardy, who would receive help from three other people from The Conference Company when counting votes.

There will be four different ballots (President, Secretary General, EC and Bids for Congress/Artistic Gathering). MGC showed the different ballots to the EC.

IK suggested having three options when voting: in favor, against and abstain. YH explained that there had been a ballot made with these options but it seemed too complicated.

VJ expressed that it could be relevant in case some people have the same number of votes. YH clarified that if this was the situation, then there would be a revote on those people. She said this was simpler and similar to political voting, and the other was unnecessarily complicated and would take much longer to count.

YH also suggested that people should number each vote, not by priority but only to know how many they've voted for.

DKT asked if there was quorum for voting, to know if it mattered if Serbia voted or not since they haven't paid their fee. MGC answered that it seems there will be enough centers present.



MGC said one of the things that would happen while votes were counted was the Honorary Member citations for Katariina Metsalampi, Kim Peter Kovac and MGC.

Another thing was the report back on the Open Space discussion. YH asked the Projects working group to give this report and specifically those stepping down.

YH explained that there is a draft on the Working Plan, made by RF that will be worked on in this meeting and presented at the General Assembly to be voted upon by a simple raising of hands.

RF asked how the three votes per National Center would be calculated when voting by hands and YH proposed using color-coded cards: one color for full members and a different for corresponding members.

#### **b. EC Book**

EC Books have been created to document the activity and decisions of the EC. These provide transparency and an official record.

#### **c. Fundraising**

As an international association, ASSITEJ has an immediate disadvantage when it comes to fundraising. New possibilities have been explored, such as: Solidarity Fund, EU partnership project, crowd-funding, auction and ASSITEJ Friends.

#### **d. Awards**

New awards raise the profile of the association worldwide and celebrate more people.

YH explained that for the ITYARN award that had been proposed, there were two very strong nominations at the beginning: MvdW and K Gallagher. The problem was that the board was not sure if MvdW was in fact eligible since she created ITYARN, and there was no protocol to deal with the nomination of board members for an award to be decided by the board. Some people abstained so as not to deal with it and others chose KG, but she has not really been involved with TYA or ASSITEJ. Geesche felt the point was to promote research in TYA and eventually the board felt this year wouldn't be a possibility for the award; those questions must be solved beforehand.

Regarding the Award for Artistic Excellence, two people will receive the award and there is one honorary mention.

YH mentioned the Applause for Lifetime Achievement would be the last award given, and films would be shown during the ceremony.

#### **e. National Centers' Handbook**

The proposed Handbook is still a work in progress. This will help understand the needs and challenges that members face.

YH talked about a questionnaire she created in order to gather information for the Handbook, but said she hadn't had enough responses. She said this would be presented during the General Assembly and people will be invited to fill them out at City Hall.



New protocol guides have been created (ASSITEJ Communication Policy, Data and Information Storage Policy, and Guidelines for Communication at Artistic Gatherings and Congress).

## **6.2 Publications**

### **a. Magazine**

MGC said the magazine had been the main task for the working group these past months. She said everything ran very smoothly with the help from YH and Simon Sephton. This turned out to be a more graphical magazine, with a very nice quality of paper, very well done and includes three different African languages (Yoruba, Afrikaans and Xhosa).

We will wait and see what the response is on AF's idea of the open-ending play.

YH said this should be highlighted at some moment in Cape Town, maybe during one of the playwriting events or the Publications evening in order to invite participation.

MGC mentioned that most articles were very much focused on the theme of intercultural exchange and some were also politically strong. MvdW made all the first English edits. There was also an English proofreader who did the final English edit.

MGC said ASSITEJ has gained a lot in diversity and inclusiveness in the magazine with different countries and languages. The articles may not be by the best or most prepared authors, but they are always from theatre professionals who have things to say.

AF agreed that ASSITEJ has been able to make magazines with awareness of diversity, even when there are presidents in the world today who don't acknowledge diversity.

MGC remembered how it seemed impossible to use original languages at the beginning and now it has been done and is a success.

YH agreed and said that although the English edits are much better, the fact is that the other languages are there and people take responsibility for editing and this is a powerful statement of what we're about: anyone can participate.

Several ads were sold and MGC particularly thanked Germany and Japan who are always good advertisement buyers.

### **b. Newsletter**

MGC said that for the future, we should take into account that many people don't read the newsletter, so there must be a way that people at least go through it quickly if we want to keep it as a way of communication.

YH agreed but also said that people learn about things in different ways and not every way will suit everyone. She said that links between the website, newsletter and social media have been great and made it more vital.

RA also said that the question is if the centers are forwarding the newsletter to their members. He mentioned that he personally reads the newsletter first and then writes a few words telling people to pay attention to certain things.



• DKT also shared that she has noticed people read separate articles more than the whole newsletter when these are posted on Facebook. The duty of the center is to pick several things and publish them separately throughout the month.

MGC mentioned that those articles that were not included in the magazine were published in the newsletter.

### **6.3 Promotions**

#### **a. World Day Campaign**

NH commented that the World Day video has a real diversity of art forms and is a high quality video. She informed that the Toolkit had been updated and made more digital; people were prompted in a more accessible way. The Press Release was also updated, although NH said she wasn't sure how successful we've been in getting it to channels that can make a story of it, so this is something to think about.

As always, most of the activity has been on social media, mainly Facebook. NH shared that paid Facebook boosts had been used this year, which are cheap and increase the reach dramatically. These boosts were made for the World Day message, video and World Performance Week. She also said Google ads could be an option.

NH asked to think of a way to evaluate the success of the campaign.

This is the one global campaign that connects everyone immediately and has a wonderful potential.

NH mentioned the World Performance Week logo had been created with the office in Mexico.

YH said the World Performance Week had been a very interesting new development and hopefully we can get more ideas from the associations to bring in more voices. During the Congress and Festival, there will be representatives from ITI, UNIMA, IDEA, AICT-IATC, OISTAT and AITA/IATA.

DKT added that Secretariats from the above mentioned associations have a lot of influence on their National Centers, which should be used to remind them to support the World Performance Week among their members and audiences in their countries. Therefore, ASSITEJ should lobby among the representatives of these organizations to mention the celebration of World Performance Week when sending their annual messages and material.

MGC mentioned that the World Day logo has been modified every year. For the first logo of the period, a lot of countries asked for help in changing the languages and image when it was a possibility, and many people used the logo. After that, the logo has changed twice and this may not work for everyone because people get confused or use past logos. NH agreed that people are more engaged when they can personalize it.

DKT suggested using one same logo for a 3-year period.

NH expressed it was interesting that the first World Day video had almost double the number of views than the following each year; we must find a way to keep people interested. She said that so far the film has captured a festival, which is effective, but a filmmaker could create a piece of work with a different form.



#### **b. Promotion of Congress**

FF worked with the festival organizers and Yusrah Bardien on the Cradle of Creativity newsletter.

NH informed the promotion had been mainly around social media as well as website updates that were mostly made by the Secretariat.

### **6.4 Projects**

VJ informed that the working group is currently working a lot in Cape Town to finalize things and events.

#### **a. ASSITEJ Playground**

There will be games from six different countries and it will be an informal event.

#### **b. Encounters**

The working group informed that the structure is the same as presented in Korea, but a few things still need to be finalized.

#### **c. Awards Ceremony**

VJ informed she had been working with Letlhogonolo Nche and there is now a script for the event that is still being tweaked, but it is more or less clear what will happen and in what order.

YH said she had slides designed and VJ agreed to insert the content.

#### **d. Auction**

DKT said the response to the texts sent through the newsletter was very poor and there is an event now on Facebook. There are currently 7 contributions from different countries, which include several objects and more she expects more to arrive in the next few days.

YH informed that there would be notice boards throughout the festival venues that have information for delegates, so something on the auction could be posted here. She also suggested sending a direct message to delegates. DKT agreed and said it could be a call for solidarity.

VJ mentioned there is an independent theatre company from Lithuania who wanted to donate a puppet from the most famous puppet-maker in Lithuania, so they paid 200 EUR to get this puppet as a donation. She said that although they may not want people to know they paid for the puppet, we should be aware that some things come with a price tag. YH agreed that there should be a bottom price for objects.

DKT informed that she asked people for a starting price so no one is offended.

#### **e. Regional Workshops**

FF has done a report on the French-speaking workshops and DF and VJ are finishing the other report. There are guidelines that are almost ready, sort of a handbook for future workshops.

Fundraising is still in discussion. There are ideas of pairing strong centers with those that don't have many resources. VJ said ideas like the School Bus Fundraiser for Cradle work on a global level, so



• something like this could be used for the workshops, local funding for local projects. The money would go through a National Center and ASSITEJ can help organize it.

VJ said Regional Workshops were one of the main issues to be discussed during the Open Space.

YH suggested Regional Workshops should also be about regional development. She said that in a way, they tried doing this at Cradle of Creativity and ran into things like visa problems, etc.

FF said the question of regional networks is pending and there must be something said about how we want these to be. For example, we would like to develop solidarity between African TYA artists but we should say in which form.

YH responded that it goes back to intercultural collaboration and how to support areas that need more, without imposing.

FF commented that “Shaping Stories” was now addressed to French-speaking African artists because it is funded by French organizations in government and international organizations of French-speaking theatre; it is based on French dramaturgy.

There are two main sides, one is the technical side of gathering people to build and shape the performances and the other is a proposal to build a general network for Africa. FF said Africa is the continent where many ASSITEJ centers have difficulties for a sustainable way of working so they are doing all they can to connect the countries. For example, there will be two workshops coming up in November and December in Cameroon and Benin. Building African networks needs coordination and someone from the EC to be in charge of the specific coordination in Africa.

YH suggested that FF be present at the ACYTA meeting on Monday night to talk about the writing workshop. She explained that ACYTA was born from Niclas Malmcrona’s efforts to build African centers, but some of the people identified for that were not really involved in TYA so it stagnated and must be revitalized. Riccardo Peach will also be present to propose a Pan African showcase for international producers. If ACYTA is used to link people it can be a way to make things happen more actively.

FF mentioned that it was proposed for WLPG to take on this project, but Kim Peter Kovac did not seem very keen. SFF said that WLPG should promote intercultural exchange for writing and he didn’t understand why they wouldn’t support this exchange. YH agreed to speak to Kim Peter.

FF also said that things could maybe change with Karin Serres who is very willing to introduce the problematic of translation. He explained there is already a budget for translation and said that if we want to introduce people to the networks we must give them tools.

IK also said it could be interesting if it was a regional network itself that starts from playwriting and then adds to other areas. If it is a francophone regional network, it can carry out to other aspects.

## **7. Reports from the Regional and Professional Networks**

### IIAN

SG asked if the IIAN Declaration would be presented during the General Assembly, but YH asked to have a meeting with Vicky Ireland beforehand in order to be more up to date. She said IIAN had



simplified the Declaration asking only for one change within the ASSITEJ Constitution, which makes less of an impact. If nothing else, YH suggested proposing it as a discussion document at Congress and invite input on it.

FF asked if their proposal to change the Constitution would be debated as a block or voted upon in separate parts.

YH explained that what they are asking for is actually already in the Constitution, so we must check with IIAN if their change is for the Constitution or for the ASSITEJ Statement.

DKT shared that Vicky had approached her asking to include her name in IIAN's report even though she had not been contacted at all, and although she did not mind, she had a feeling that it is only three people working and they are not contacting everyone.

YH said this had also been an issue with the Declaration presented because it was from a UK perspective, although it was very strong. YH said there should be a strong statement made during this Congress about inclusivity. She mentioned SG had done a very good job of writing a preamble that could be proposed during Congress and then the details can be worked out with IIAN.

FF expressed that he felt IIAN did not behave as a global network; there were no proposals for concrete solutions that could be used in France, for example, for better inclusivity.

YH said that the interesting thing about the Focus Day happening on Friday 26 (Inclusive International Arts for, by and with people of all abilities) was with people who are not current leaders of IIAN so they are new blood who should be connected to the network.

NH said this resonated with the ongoing conversation about the role of networks, and what the real purpose of IIAN, in this case, is. She said their focus has been about organizational change within ASSITEJ, which is right, but it is also beyond that. YH said they had proposed to give a lot of input on what they felt ASSITEJ could be doing to be more inclusive and it is important to have critique of how we work as an association and how to make ourselves more inclusive.

MGC mentioned the report from the network talked about attendance at festivals and gatherings, and how they feel there is a lack of clarity in the Policies & Protocols Handbook, especially on what is expected from the hosts.

YH answered that hosts cannot be told on what they can spend their money because they cannot necessarily guarantee this, as funders are very specific about what they want to support; these demands are difficult to standardize; we need flexibility.

DKT said this was all a sensitive issue because disabled artists are in a completely different situation in each country, so IIAN needs a more flexible attitude. FF agreed and said the network needed more consistency and permanence; they need to think about their communication since accessibility doesn't exist everywhere and is even a new word for many.

YH proposed to ask centers to designate people who can be connections to the networks and work as a liaison in each country, this way the network is also obliged to include those people. SG said this may not be very practical since it is the people who must have a special interest to join each network, and for example Small Size has a cost for membership.



### Small Size

RF said the Small Size days in January had been very successful, and that there hadn't been much more after the meeting in Korea.

YH emphasized the opportunity to bring more artists to the network through the Focus Day on Saturday 27 (Theatre for the Early Years). She also said the Early Years Fringe would be happening from Wednesday 24 – Friday 26 and asked the EC to identify people excited about this work so they can attend.

YH then mentioned one of the main issues for African participation in Small Size was the cost of the membership fee that they couldn't afford.

RF said this could be a point of discussion for the future and he could propose the board to look at this aspect. He said it was not only a problem of having the money, but of actually giving autonomy to the network in order to do something together.

SFF said one of the main focuses of ASSITEJ for the next three years should be to become accessible for African countries.

RF commented that Small Size currently has one member from Africa, Theatre du Chocolate from Cameroon, and they were exempt from payment because they asked, but South African companies have never asked. He explained that the network is not an exclusive one, and that a lot of people use the network to tour or attend a festival. RF explained that being a member of Small Size is also a question of mentality, to be a part of something, and not only a problem of money.

YH expressed it was probably a perception, that people thought they were expected to pay so they didn't approach them, people are reluctant to say they can't afford it.

### Next Generation

MGC asked if Erduyn Maza Morgado, the Next Generation participant from Cuba, would be receiving financial support from ASSITEJ and YH confirmed he had received a grant and the staff from ASSITEJ South Africa was dealing with Next Generation grants.

NH expressed that the aim of the network is to have a meeting on Friday 26 for those who are present and interested in working on a re-imagined body, to identify who will take this forward.

YH asked if the current Next Generation participants would be involved and NH confirmed they would. NH shared they had been talking about an external focus, how to continue to connect, about funding and support for projects. She said there are things that can be done to support people who want to be proactive and lobby for support in their own projects.

YH also suggested linking the other associations to Next Generation projects. For example, IATC has a young critics program and are now very interested in TYA so we could look at their projects to link our people into them.





• DKT asked that the alumni work further to secure placements through their National Centers. NH agreed and said they have three main issues to deal with: new programs/opportunities, supporting the community and how to support Next Generation programs through information sharing.

### ITYARN

MvdW informed that the ITYARN Conference had gone very well, with close to 300 people registered. Panel presentations took place for the first time and each had about 20-30 people. MvdW expressed that she believed there were too many Americans doing these panels, when TYA in the USA has many constraints and is not always the best, although the research is very good and promoted at universities. The idea in the panels was to avoid having an American dominating in all of them, so many were grouped together in order to have a conversation as a group with the audience; the same was done with the German group.

YH also said that people had been invited to propose symposiums, so when they put something together it was from a particular perspective.

MvdW expressed that the Conferences have been improving every time and the model of having it during two days and right before the Congress, was very good. The Book of Abstracts was also a very good addition, which people thought to be helpful. The book was done with the University of Cape Town.

MvdW said she had spoken to people from the Conference to write articles on what came out of the event. YH also said there would be a lot of documentation from Dialogue through their website and Facebook page, although less formal.

Regarding the ITYARN board, MvdW said Geesche would continue being chair, but YH, Cheela Chilala and Young Ai Choi would be rotating off. Veronica Baxter from South Africa will now be part of the board, as well as Young Nae from the University of the Arts in South Korea, Nora Lía Sormani, Norifumi Hida and Tülin Saglam, to the extent that she can.

MvdW also said they would identify projects with Tom McGuire, who was co-opted in Birmingham. She mentioned ITYARN needed statistics since most people who register do it through email and it is hard to know what countries they are from.

YH also commented they had asked Nora Lía for help in finding a second person for Spanish-speaking countries.

## **8. Memberships**

### **8.1 New Member Applications**

Bulgaria's membership to become a National Center was voted on and accepted via email.

The other new applications received this year were from Pakistan (National Center) and Ukraine (Individual Member).

DKT asked if there had been any response from the previous Ukraine National Center and MGC said the Secretariat had tried to contact them several times and never received response.



• DKT advised that if the new individual member is not from the same side of Ukraine as the last members, ASSITEJ should be cautious and not interfere but only remind them to contact the others as well.

## **8.2 Problematic Memberships**

RF commented there were many centers with problems and he wasn't sure what line to adopt with some of the centers. He asked to verify the criteria.

MGC said that some new members accepted during this period had never paid, like Kenya, Mozambique, Peru and Palestine.

RF mentioned there are 98 members, of which 23 are not regular so there are really 75 members. For example, Angola disappeared for a long period but then said they would come to Cape Town and pay here. Others who also disappeared were Benin, Bosnia, Montenegro, Ecuador, Kenya, Mozambique, Peru, Rwanda (who said they would pay in Cape Town), UAE, Ukraine, Uzbekistan, Swaziland, Zimbabwe and Afghanistan.

Kazakhstan paid \$750 the first year and are now having problems so they haven't paid, even though we let them know they could pay less.

DF clarified that in the case of Peru and those who have never paid they are not really problematic members because they have never officially been members.

YH suggested an exchange with ASSITEJ Zimbabwe. Washington Masenda has been working for the festival, as well as three other volunteers. YH asked if this could be used as a mechanism for them to be excused since they are giving time and energy to contribute to the work of the association.

MGC agreed and said their attitude was very important. They have made an effort and managed to be present and are working; this implies interest. MGC said the goal is not only a monetary one, but also of activity, contacts and to have people involved.

MvdW suggested it could be clearer if RF actually received \$75 in some way, maybe from the festival, but YH said that ASSITEJ South Africa could not afford to pay their fee on their behalf.

RF proposed approving the budget and then with the net profit we can fund special situations, for example \$1,000 that we use for fees. In a way we would be anticipating the Solidarity Fund.

As EC we can decide to create a special fund for these situations.

RA asked if this would help in the future or if it would only solve the problem because it relates to the Congress. YH shared that ASSITEJ Zimbabwe has always been sponsored by others, (e.g. Stephan Rabl/ASSITEJ Austria), and that this is what the Solidarity Fund tries to formalize.

RF explained that if the EC decides to create this anticipation to the rotational Solidarity Fund now, we could also solve the problem of Serbia because it is like a credit and they can pay back in July or September when they have money. For some centers it is only a problem of having the cash available at a given time.

DKT said this would be very helpful since ASSITEJ Serbia has only received part of the money for the year and the rest will be paid after June.



RA asked if there was a list of members who will be participating in the General Assembly but that are not allowed to vote and MGC said there was, but it needed to be revised along with RF to see who has paid and who hasn't.

RF asked for a decision to be made regarding the proposed fund and the amounts.

YH then asked that if the EC decides to use the profit from this period for a Solidarity Fund, what would be the basis to use it on. She said there were two options:

1. To decide as EC ahead of Congress to use the money in such a way to fund people.
2. Take this to Congress to present on budget and say we have a profit that we'd like to use in this way and ensure those members who have made an effort to be present but cannot pay their fee that they can use the Solidarity Fund, and the General Assembly decides.

Or the last option would be not to use/consider it.

FF expressed it would be better to take more time because this would allow us to create something to work from and invite people to contribute and establish it permanently in the next years.

VJ responded that this support was needed now and didn't think this decision would need defending. The EC can make this decision and then propose the Solidarity Fund as a permanent fixture.

YH said this was for those who came to Cape Town, but what about those who weren't present and could send a proxy? We cannot work on the basis of supporting some and not others.

MGC said that one basis was communication and ASSITEJ Zimbabwe has been responding, has made an effort and is also present with an artistic project.

MvdW agreed this should be established now, because it has been a conversation that has become more concrete and if it is left to the next EC the discussion has to start again.

RF also said another important criteria is there is someone within the EC that can underline the honesty of the situation. He clarified that if we give this support to Zimbabwe, then they would be downgraded to Corresponding Members.

MGC mentioned ASSITEJ Chile had been an example because they are brand new members, they had very little time to plan and they realized they also had to pay a fee but have done everything possible and are now here in Cape Town.

Another example is ASSITEJ Uruguay who has been active and organized a regional workshop. They asked for financial support but unfortunately we couldn't give them a positive response. However, there will be a representative from Uruguay.

## **9. Work in the Working Groups**

### **10. Specific Items of Business**

#### **a. Create Citations for new Honorary Members**

MGC said it was important to plan who would give each citation and that these be sent to the Secretariat for archiving, since last time many were lost.

The citations were planned as follows: IK will speak on Kim Peter Kovac, YH will speak on MGC and VJ will speak on Katariina Metsalampi (with help from RF).



YH asked if there were any additions in terms of the proposed Honorary Members.

IK proposed Young Ai Choi from South Korea. He mentioned Young Ai had served as vice-president and was a founding member of ITYARN who was still connected to ASSITEJ. Young Ai works a lot within TYA and brought a delegation of students along with her to the Congress.

MvdW agreed to write her citation.

**VOTING:**

1. Does everyone agree to propose Young Ai Choi as an ASSITEJ Honorary Member? (UNANIMOUS YES)

**b. Working Plan 2017-2020**

YH said things that are most important must be prioritized.

The first part of the working plan is the repetition of aims. After this, come the means to achieving said aims; what already exists and what we propose.

Article 3.2 is a big proposal about promotion and support of exchange of experiences between artists from all countries. At this moment, we actually have an income that could potentially be replenished. The feeling is that this money should be used for something specific, and our suggestion is a seed-funding program for collaboration, where members can apply for an intercultural collaboration project. Instead of us doing something with the money, rather have requests from members for what they see as a valuable project to which we can respond. The idea is to look for those synergies and select something that makes sense from the point of view of ASSITEJ and regions. This would make new things happen in a 3-year term, the 1<sup>st</sup> year for the call, selection and decision, the 2<sup>nd</sup> year it will take place, and the 3<sup>rd</sup> year we will report at Congress.

VJ asked if this seed-funding program was separate from the Solidarity Fund and YH said it was, that it had a separate mechanism; taking on a new project and using our reserve for that purpose.

DKT expressed it was a good impulse because centers would now think of how they can use it and is a good response for the association to find out of new ideas.

YH commented that even though there will only be enough funding for 1-2 projects, people will think of projects and if they don't get the funding we can see if it can happen in another way. It will create a lot of initiative from members and will give us more of an idea of what people want. She also said that it was important that this project be a benefit of membership, and members must be in good standing. It can also be a National Center in collaboration with a theatre company in another country, but the grant would have to go to the ASSITEJ member to administer it.

SFF noticed it is a completely open project, for any kind of suggestion and maybe it could be linked to something we want to make stronger like the global south. YH agreed it could be narrowed down. She said this had also come out of the fact that the EU grant (Connect Up project) was not given to Dirk Neldner, so we are looking for our own project in a way and can use the idea that it needs to connect in some way to ASSITEJ threads. SG then said it could also be within the frame of the dramaturgy of the 3 years.



RF commented that behind this is also the idea that it is important to give input to new things. He expressed it was good to be open and create a good call to receive the best ideas and quality projects. He said it should be decided within the first new EC meeting, who would write the call so it can be spread in October and make a decision by June. IK agreed and said the most important is to see what the project is aiming at and how artists or children will benefit.

SFF inquired about the amount and YH responded there was \$10,000 USD for one project, or maybe two; it is only seed-funding for the beginning of a project. SFF then asked if centers will receive the money from ASSITEJ even if they don't obtain any other support, which would probably imply losing the money received from us. YH mentioned there are still many details to work out and this will be on the agenda for the new EC since they will be the ones driving this.

RF proposed presenting a mission budget with a loss since the reserve fund will be used; there are \$50,000 USD of reserve and we will use 20% for this.

YH suggested using the fact that this is happening at Cradle of Creativity to find a title that connects.

YH asked the EC to look at how to link programs to local crowd-funding as well.

Regarding article 3.2.8, YH suggested highlighting examples like the Nordic-Baltic collaboration, or the way ASSITEJ India has collaborated with ASSITEJ Pakistan.

For article 3.4 we are also looking at the ITYARN website to see if we can put the abstracts on there, and Tom McGuire will be helping.

On article 3.8 YH said she would like to report in 2020 how many new African centers were established as a result of the Congress in Africa.

SFF agreed it was good to have more members, but more important to have quality within the centers and we should think of ways to help developing centers because they are the basis of our work. YH said this was part of the Handbook.

YH mentioned that online inclusion has not happened so much, although it will be done for the Congress with help from Dialogue; people can read about it online and see what is happening.

SFF expressed the most important thing was fundraising; there are many relevant and important plans and a very small budget. RF clarified it is not easy to do fundraising, especially in an international level; you need a lot of time and people who work specifically for that. MvdW agreed that it is also harder because we are not tax deductible.

RA also agreed that in general fundraising these days is almost a mission impossible. He suggested that the mission for the EC should be branding the association; how to brand based on the things that already exist, our capability to offer these to the members and bring new ideas. It should be an international association, not only for having members around the world, but well-known, and fundraising will be a result of this. RA shared that ASSITEJ Israel has a subcommittee for branding. DKT agreed that ASSITEJ should work on relocating its status in the world and said the connection with other associations has a strong potential. MGC said there are also several concrete elements present now like the website and newsletter. Many people, who don't know the association, are impressed by these elements and they give us a strong global and modern image, we just need to use them more.



VJ answered that it is very hard to think in the global scale all the time and may be simpler to root it financially on a regional level and build strength from that. The sum of all this becomes the global status of the association so maybe the regional focus should be underlined to present the working plan around this idea. SG said this is also very emphasized within the Policies & Protocols report. SFF suggested that the new EC find work in political situations and then it will be easier to get funding because we are relevant.

RF explained it was easier to fundraise in a regional/national scenario, but one mission for the next EC would be to define why the region needs the international situation.

RF mentioned many people outside think ASSITEJ is strong and economically important, when this is not true. He also commented that the EC always has a hard time deciding things and only simple things happen through email. RF suggested the next EC should be able to delegate more, maybe have a group of 3 people who can decide and share by email because if not there are always 6 months between decisions. YH agreed to this and said the EC should look at acting more quickly, to have resolutions at the end of meetings and actions that will be happening.

FF disagreed and said the current pace is something very valuable and considers the whole lot of work each does in their country. It is important that what happens is objective and with middle-term reflection; when decisions had to be made MGC was there pressing via emails. MGC agreed and said the richness of the meeting is having 15 different points of view and taking into account all the different cultural views. YH said perhaps the only thing was to be more concrete in the actions that need to be taken in working groups and we all need to be held accountable for these.

RF said this was a case-by-case scenario because sometimes time is too short and discussions by 15 people by email are very complicated.

SFF proposed responsibilities be for each EC member and not for the group as a whole. DKT agreed tasks should be delegated because many times YH and MGC end up doing everything.

#### -Proposed Budget:

RF explained there were two separate elements to the structure of the budget, the prudential and the conditional budget. The ideal is to create a budget with no net profit, using seed-funding.

Fees within this budget are practically the same and 60,000 EUR can be considered with the money that is collected here.

For commercial activities, the idea is to balance the cost of the magazine with the income from the ads; maybe cost of the magazine should be reduced a little to be sure the ads can cover it. The EC can also look into other commercial revenues like t-shirts or other things.

MGC said the promotions budget should consider logos, designs and leaflets, which were paid by Mexico this period, and RF asked for an amount from MGC. FF said that from the 6,000 EUR allocated for web hosting and design, half could be used for logos, designs and leaflets.

RF mentioned he increased the Next Generation Placements budget and added support to network projects. For example, this could be support for the ITYARN Conference or any project made directly by a network.



RF asked if there would be a payment in the next period for digitalization of the archives, and MGC answered ASSITEJ does need to invest in the archives, whether for digitalization or other organizational work. RF then asked if there was any type of contract for this cost and MGC responded there hasn't been an agreement until now. It was felt that this should be put in place.

The total reserve is of \$56,000 USD.

**The EC agreed to present this proposed budget.**

## **11. Next EC Meetings**

### **a. Future Possible Meetings**

-Serbia:

DKT apologized because she was expecting support from the Ministry of Culture based on the meeting she and YH had last October in Belgrade with the Secretary of the Ministry of Culture and had been very enthusiastic about holding an EC meeting in Serbia. DKT said they had not received any funding for this year so she addressed people in Novi Sad, but since they left for holidays things are still uncertain and she would not like to put the EC in an uncomfortable situation. She explained that having an EC meeting in Serbia would have helped to strengthen the ASSITEJ National Center and gathering the heads of institutional theatres to make them understand what it is about, since most of them at this point are placed in positions strictly for political reasons. However, she shared that there is a very strong new generation in ASSITEJ Serbia and she is sure there will be a strong center again in a few years. For now, DKT has been elected president of the new board for the next 4 years.

DKT mentioned ASSITEJ Serbia intends to organize a Next Generation workshop, which would be funded by the Novi Sad 2021 – European Capital of Culture Foundation. She explained that the idea is to gather young artists from a region and have as a main topic “culture and young ones”, focusing on what is going on in the region. She mentioned the possibility of inviting an EC member to talk about this topic during a one-day conference from October 28 – November 5. This would all happen at the same time as the Pozoriste Zvezdariste regional festival, and would also be a logical place to gather representatives from Europe 8+.

-Italy:

MGC said she had received an email from Cristina Cazzola on May 2<sup>nd</sup> to which she answered confirming the EC meeting in Mantova during the festival Segni di Infanza on October 28 – November 5. Cristina has not answered back, but will be approached in Cape Town to double-check this information.

MGC said there had also been proposals from Germany (Panoptikum), but the dates did not work out, and Peru who offered a 2-day EC meeting so that would not work either.

MvdW then asked if the two meetings for next year would be Italy in October and then China in July, if that was too much time in between. YH agreed and said there could be a meeting in either January-March or October-December 2018.



DF said there was a proposal from Gabriel Macció of Uruguay for an EC meeting, but it seems his position within ASSITEJ Uruguay has changed, so he will find out if this proposal is still available.

VJ also suggested approaching those centers that do not win the bids for gatherings and asking if they would like to host an EC meeting.

**12. Any Other Business**

**13. Closure**





ADDENDUM A



**TREASURER REPORT – GENERAL ASSEMBLY – CAPE TOWN  
2017**

I start my report resuming the state of the Membership of the Association

**At 20<sup>th</sup> May we are 98 Members: 77 National Centers, 4 Networks and 17 Individual members of other 14 different countries. The total of countries is 91.**

**The member fees 2017 were paid by 58 members: 50 National Centers, 3 Networks, 5 Individual**

**The member fees 2016 were paid by 73 members: 57 National Centers, 4 Networks, 12 Individual**

**The member fees 2015 were paid by 79 members: 61 National Centers, 4 Networks, 14 Individual**

**The member fees 2017 were paid by 58 members , the 59,18% of the total, but the amount paid is the 77,65% of the amount to pay for the 98 members.**

**If we suppose that the all the members that paid in 2016, will pay the 2017 fees too we have this situation:**

<b>Members paying a fees over 300 USD</b>	<b>25</b>	<b>25,51%</b>	<b>15.050 USD</b>	<b>60,52%</b>
<b>Members paying a fees over 300 USD</b>	<b>46</b>	<b>46,94%</b>	<b>7.125 USD</b>	<b>28,65%</b>
<b>Total paying</b>	<b>71</b>	<b>72.45%</b>	<b>22.175 USD</b>	<b>89,18%</b>
<b>Members who don't pay</b>	<b>27</b>	<b>27,55%</b>	<b>Debt: 2.692 USD</b>	<b>10,82%</b>



Without other comments, I think that looking at this table we can be proud of the high level of solidarity existing in ASSITEJ between the members, but at the same time we can see that the situation of the member fees is quite unbalanced.

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Before talking about the Accounting, I want to illustrate you the main topics of my work as treasurer in this three years period.

**The first group is related to the Procedures linked to ASSITEJ's new status of registered Association:**

- registration and enrolment in the EAS, the Italian public list of the Associations;
- opening of the VAT position for the Commercial Activities (Magazine advertisement);
- taking care of the payment of corporate taxes;
- preparing the Financial Year Statements 2014, 2015 and 2016 approved by the EC (art 7.3 of the constitution);
- creating with the PPF work group and the Secretary General **the Corporate Books** (Assembly book & EC book) to care the administrative transparency of ASSITEJ towards its members and third parties (including also official auditors, administrative inspectors, public administrations and financial institutions), and producing an hard copy to certify the certainty of contents and timing, associated to specific responsibilities.

**The second group was connected with the Procedures governing the financial transactions of ASSITEJ.**

Together with the PPF work group, the Secretary General and the all EC was created a "Summary of the procedures governing financial transactions of ASSITEJ" to assist the work of the EC members, following simple and easy procedures to facilitate all the transactions (income, expenditures and reimbursements). The structure of the summary **is a work in progress.**

**During the period we defined the procedures concerning:**

- 1- The Accounting system
- 2- The reimbursement of EC members travels
- 3- The payment of hotel extra-nights for EC Meeting members
- 4- The exemptions from payment of the annual member fees



- 5- The definition of the EC members responsible of the management of EC activities
- 6- The issue of commercial invoices
- 7- The definition of the prices of commercial activities
- 8- The payment of travel for EC Meeting guests and counsellors
- 9- The payment of hotel expenses for EC Meeting guests and counsellors
- 10- The payment of Next Generation placement reimbursement
- 11- The payment of other reimbursements
- 12- The costs for bank transfers
- 13- The payment of the support to projects and activities (Regional workshops, meetings, world videos, etc.), as no-repayable grants.

The “Summary of the procedures” is an annex of the ASSITEJ Policies & Protocols Handbook.

**Other two relevant parts of my work were the proposals for “The ASSITEJ Solidarity Fund” and “Support the campaign Take a child to the theatre (a fundraising proposal)”**, discussed and re-elaborated with the cooperation of the PPF group and the all EC. The 2 proposals will be presented to the members during this Congress, and this is only a short synopsis:

- The first, “The ASSITEJ Solidarity Fund”, is addressed to National Centers & Networks to sustain the memberships and to support strategic projects of the Association (as Next Generation, Regional Workshops or other projects of the same relevance).
- The second is addressed to the Theatre Members of the different National Centers or Networks to support projects in countries with economic disadvantage, to support the campaign of the 20<sup>th</sup> of March (video...) and to sustain eventual projects dedicated to this aim. For its feature is a project of fundraising.

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After this fast presentation of the topics concerning the work done as treasurer in the period 2014- 2017, I start to present you the accounts for the period between Warsaw and Cape Town.

The ASSITEJ accounting currently uses the Double Entry Accounting System, to track all the account movements, to allow for a better control of the situation (by Members, the EC members, auditors) and to facilitate the handover between the Treasurers.



For this reason, now I present you the **Statement of Assets and Liabilities of the period 27 May 2014 - 20 May 2017.**

Now the seat is in Italy and the EUR currency is compulsory for the accounting.

For the exchange in USD we use the ECB rate of May, 12<sup>th</sup> : 1,0876.

<b>TABLE 1: STATEMENT OF ASSETS AND LIABILITIES</b>	<b>EUR</b>	<b>USD</b>
<b>ASSETS</b>		
CASH ON HAND - EUR ACCOUNT	1.149,49	1.250,19
CASH ON HAND - USD ACCOUNT	1.274,37	1.386,00
BPM BANK - EUR ACCOUNT	44.097,75	47.960,71
PAY PAL ITALY - EUR ACCOUNT	9.185,78	9.990,45
PAY PAL ITALY - USD ACCOUNT	8.932,94	9.715,47
CUSTOMERS	975,00	1.060,41
OTHER CREDITS	23,00	25,01
<b>TOTAL ASSETS</b>	<b>65.638,33</b>	<b>71.388,25</b>
<b>LIABILITIES</b>		
RESERVE FUNDS	44.670,46	48.583,59
DEBTS: AGENZIA DELLE ENTRATE - ITALY	0,00	0,00
DEBTS: ASSITEJ MAGAZINE - ADVERTISEMENTS 2018	163,93	178,29
FEES PAID IN ADVANCE 2018	41,18	44,79
OTHER DEBTS	13.758,06	14.963,26
<b>TOTAL LIABILITIES</b>	<b>58.633,63</b>	<b>63.769,94</b>
<b>BALANCE</b>	<b>7.004,70</b>	<b>7.618,31</b>

**Relevant Data:**

**Customers.** This is a credit against Assitej Japan that is changing its structure and for this it has a delay in the payment



**Other Credits .** [REDACTED]

**Reserve Funds.** These are the real value of the reserve before the handover: the value of the cash accounts and bank account (Pay Pal UK, Privredna Banka Zagreb and The Co-Operative Bank – UK).

**Debts: Agenzia delle Entrate – Italy.** There are no debts with the Italian Revenue Agency for VAT or Corporate taxes

**Debts: Assitej Magazine - Advertisements 2018.** To be a Legal entity (registered association) a Financial Year Statement is compulsory and this is also in our Constitution. For this the large part of income and costs are related to the financial year because we used the accrual accounting principle, not the cash accounting. In this case, the Theatre Lovett paid a 3 years contract for the Advertisement on the ASSITEJ Magazine, this is the part for the 2018 edition.

**Fees paid in advance 2018.** PETA, individual member from Philippines, paid in advance in Warsaw the fees for 4 years, 2018 included.

**Other debts:**

- **720 USD:** it is the amount for hotel extra nights for the EC Members, due to compulsory flight itineraries. One of the financial procedures adopted by the EC allows to ensure in this case the payment of a maximum of 1 night before and 1 night after the meeting. Now these are debts because we pay at the end of the congress
- **2.056,84 USD:** the last payment for the work for the Secretary general Assistant. Part of the expenditure for the SG office are in the Assitej Accounting for the same amount of the Grant of the *Consejo Nacional para la Cultura y las Artes of Mexico* to support SG office. This Grant was paid to Assitej, because now is a registered association.
- **3.750 USD:** for the print of the Magazine and the flyers. We received the invoice this week.
- **600 USD:** the grant to Assitej Norway for the realization of the World day video 2017. We are waiting for the formal request.

**The net profit of the period is: 19.881,77 EUR - 21.792,41 USD.**

This is a good result, for sure, but with a negative aspect. This will appear clearer when analysing the Profit and Loss Account and comparing them with the Mission budget set at the previous General Assembly.

**Table 2: Profit & Loss Account: Secretary General Office Part**



The common practice in previous periods (pre-2014) was to account a virtual amount for the SG, directly supported by country hosting the Secretariat. The amount, the same in Profit and in Loss, wasn't part of the Assitej Accounting.

In the current period, 2014-2017, part of the expenditures for the SG office were directly supported by the country (Mexico), while part are in the Assitej Accounting: the amount is corresponding to the Grant that the *Consejo Nacional para la Cultura y las Artes of Mexico* gave ASSITEJ to support the SG office. The Balance Profit-Loss for the SG part is zero.

PROFIT AND LOSS ACCOUNT - TABLE 2: SG OFFICE	MISSION BUDGET approved in Warsaw	FINAL PROFIT AND LOSS ACCOUNT	DIFFERENCE
<b>INCOME</b>			
<b>SUPPORT TO THE SECRETARY GENERAL</b>			
CONACULTA GRANT TO THE SECRETARY GENERAL 2014	180.000,00	37.800,97	
<b>TOTAL INCOME</b>	<b>180.000,00</b>	<b>37.800,97</b>	
<b>EXPENSES</b>			
<b>SECRETARY GENERAL: OFFICE</b>			
EC TRAVEL REIMBURSE - SECRETARY GENERAL	180.000,00	37.800,97	
<b>TOTAL EXPENSES</b>	<b>180.000,00</b>	<b>37.800,97</b>	
<b>BALANCE</b>	0,00	0,00	

**Table 3-4: the following tables present the real accounting of ASSITEJ (income and expenditures)**

PROFIT AND LOSS ACCOUNT - TABLE 3: INCOME	MISSION BUDGET approved in Warsaw	FINAL PROFIT AND LOSS ACCOUNT	DIFFERENCE
<b>INCOME</b>			
<b>MEMBERSHIP FEES</b>			
MEMBER FEES 2014 & Overdue amount	1.000,00	1.037,92	37,92
MEMBER FEES 2015	18.750,00	20.530,76	1.780,76
MEMBER FEES 2016	19.000,00	20.064,01	1.064,01
MEMBER FEES 2017	19.250,00	19.792,80	542,80
<b>Total</b>	<b>58.000,00</b>	<b>61.425,49</b>	<b>3.425,49</b>
<b>ADVERTISEMENTS &amp; BOOKSALE</b>			
ASSITEJ MAGAZINE - ADVERTISEMENTS 2015-2016-2017	30.000,00	22.523,13	-7.476,87
MAGAZINE - ADVERTISEMENTS - Overdue amount	0,00	1.229,05	1.229,05
WEBSITE - ADVERTISEMENTS	500,00	0,00	-500,00
BOOKSALE	100,00	0,00	-100,00
<b>Total</b>	<b>30.600,00</b>	<b>23.752,18</b>	<b>-6.847,82</b>



<b>FUNDRAISING</b>			
FUNDRAISING - SUPPORT FOR ASSITEJ PROJECTS	7.000,00	0,00	-7.000,00
AUCTIONS	0,00	890,73	890,73
	<b>7.000,00</b>	<b>890,73</b>	<b>-6.109,27</b>
<b>FRIENDS OF ASSITEJ &amp; DONATIONS</b>			
DONATION & FRIENDS OF ASSITEJ	3.000,00	2.486,89	-513,11
SECRETARY GENERAL FUND: GRANT USED FOR MAGAZINE COSTS	0,00	2.023,38	2.023,38
<b>Total</b>	<b>3.000,00</b>	<b>4.510,28</b>	<b>1.510,28</b>
<b>OTHER INCOME</b>			
OTHER REVENUES	200,00	213,83	13,83
VARIATIONS OF RATE EXCHANGE	0,00	801,13	801,13
<b>Total</b>	<b>200,00</b>	<b>1.014,96</b>	<b>814,96</b>
<b>TOTAL INCOME</b>	<b>98.800,00</b>	<b>91.593,64</b>	<b>-7.206,36</b>

<b>PROFIT AND LOSS ACCOUNT - TABLE 4: EXPENSES</b>	<b>MISSION BUDGET approved in Warsaw</b>	<b>FINAL PROFIT AND LOSS ACCOUNT</b>	<b>DIFFERENCE</b>
<b>EXPENSES</b>			
<b>MEETINGS</b>			
SUPPORT TO THE ORGANISATION OF THE EC MEETING	10.000,00	3.452,41	-6.547,59
COSTS FOR ACCOMODATION EC MEMBERS & COUNSELLORS	0,00	1.887,20	1.887,20
EC TRAVEL REIMBURSEMENTS FOR COUNSELLORS	0,00	1.904,01	1.904,01
EC TRAVEL REIMBURSEMENTS FOR EC MEMBERS	10.000,00	10.805,84	805,84
<b>Total</b>	<b>20.000,00</b>	<b>18.049,46</b>	<b>-1.950,54</b>
<b>PROJECTS &amp; ACTIVITIES</b>			
ITYARN AND OTHER NETWORKS	1.000,00	0,00	-1.000,00
PUBLICATIONS COSTS - MAGAZINE	40.000,00	26.699,02	-13.300,98
SUPPORT TO NEXT GENERATION	1.500,00	1.975,47	475,47
SUPPORT FOR OTHER PROJECTS & ACTIVITIES	2.000,00		519,83
ASSITEJ REGIONAL WORKSHOP		1.235,91	
ARTISTIC GATHERING BIRMINGHAM		221,96	
COSTS FOR 50TH ANNIVERSARY		612,86	
RENT OF EQUIPMENT FOR AWARD CEREMONY IN WARSAW		449,11	
<b>Total</b>	<b>44.500,00</b>	<b>31.194,32</b>	<b>-13.305,68</b>
<b>SUPPORT TO THE CONGRESS 2017</b>			
SUPPORT TO NEXT GENERATION	7.500,00	8.964,34	1.464,34
SUPPORT FOR ASSITEJ GUESTS		6.972,26	6.972,26



	<b>Total</b>	<b>7.500,00</b>	<b>15.936,60</b>	<b>8.436,60</b>
<b>PROMOTION &amp; COMMUNICATION</b>				
WEBSITE HOSTING/DESIGN		10.000,00		-2.279,46
NEW WEBSITE CREATION			6.477,98	
WEBSITE UPDATING & DOMINIO			651,64	
NEWSLETTERS LICENSE			590,91	
MARKETING AND PR		6.000,00		-1.410,96
ASSITEJ LEAFLET			865,21	
ASSITEJ THEATRE DAY PROMOTION VIDEOS			3.723,83	
	<b>Total</b>	<b>16.000,00</b>	<b>12.309,58</b>	<b>-3.690,42</b>
<b>FUNDRAISING</b>				
COSTS FOR FUNDRAISING		2.500,00	0,00	-2.500,00
	<b>Total</b>	<b>2.500,00</b>	<b>0,00</b>	<b>-2.500,00</b>
<b>ARCHIVES</b>				
DIGITALISATION		3.000,00	2.936,52	-63,48
	<b>Total</b>	<b>3.000,00</b>	<b>2.936,52</b>	<b>-63,48</b>
<b>OTHER COSTS</b>				
ONLINE ACCOUNTING SYSTEM		800,00	0,00	-800,00
COSTS FOR REGISTRATION		700,00	715,21	15,21
ACCOUNTANCY FEES		1.000,00	0,00	-1.000,00
CORPORATE TAXES		0,00	242,84	242,84
BANK COSTS (including Pay Pal costs)		1.600,00	2.182,50	582,50
TRANSFER BANK FUNDS		0,00	85,90	85,90
ROUNDING AND OTHER LOSSES (INCLUDING GIFTS, ETC)		500,00	322,41	-177,59
	<b>Total</b>	<b>4.600,00</b>	<b>3.548,85</b>	<b>-1.051,15</b>
	<b>TOTAL EXPENSES</b>	<b>98.100,00</b>	<b>83.975,33</b>	<b>-14.124,67</b>
	<b>BALANCE</b>	<b>700,00</b>	<b>7.618,31</b>	<b>6.918,31</b>

#### Relevant data:

**Member fees.** The increase of the Member fees: plus 5,91% against the budget. The data is more relevant if we consider that the 78% of the total fee amount is paid in Euro, and the EUR was depreciated for more or less the 15% from May 2014 when the budget was done (1,2583 against 1,0876). This gives a measure of the effort of the members.

**Magazine.** I am really satisfied because costs and incomes concerning this project are balanced, thanks to the big result reached in 2017, when more or less the 50% of the total amount of





• Advertisements was collected. The Income covers the 89% of the costs, and this is a good balance for the management of one the most important project of the association. Moreover, the negative difference was more or less all covered by the SG office that paid the costs for the editing 2015-2016.

**Booksale.** The result is zero, because at the moment there is no sustainable project in this area: this results from the choice to distribute the magazine for free, because it is an important instrument of communication between the members.

**Fundraising.** With the exception of the Auction done in Warsaw, the result is zero also for this period.

Personally, in this moment, I have lot of doubts about the traditional fundraising for some objective problems:

- For public or private grants, the international nature of the Association is an handicap;
- For the crowdfunding, we have an international target, but it is the same target of the Donations;
- The fundraising needs professionalism, creation of relationships and often a lot of time; I think that we should be realistic, keeping in mind the volunteer nature of the EC member.
- If we want insert this kind of income in the future budget, I think that we have to create earlier realistic and operative plans of fundraising, finding new modalities.

Obviously, in the Expenditures there aren't costs for fundraising.

**Friends of Assitej & Donations.** We didn't reach the goal of the budget (2.487 USD against 3,000), but I think the goal was ambitious and the result is five time more than the last 2 periods.

This kind of income can be improved, particularly the web donation aspect, but for now we cannot really use them to programme support to projects: they cannot be clearly foreseen, and in order to count on them we need a longer period to see if there is a regular standard.

I really want to thank the Donors: Hasan Erkek, Paul Harman, Sookhee Kim, Katariina Metsalampi, Philip Hardy and Susan Gilles.

**Variations of rate exchange.** The accounting is in EUR and all the operations in USD are converted in EUR. For the Cash on hand-USD account and the Pay Pal-USD account, periodically we have to adapt the EUR value of these two accounts, to have the real value in USD of the EUR accounted.



In the last period, since the rate of exchange has decreased, the variations were positive. However, this positive flow of the rate in one sense, reflects in a decrease in the value of the fees paid in EUR and accounted for in the Mission budget in USD.

**Meetings.** The partial reimburse for one travel during the period was requested by 9 on 14 EC Members.

**Promotion & Communication.** The goals of the Mission budget were respected with a save of 3.690 USD with the creation of the new website and without touching the quality of the instruments

**Archives.** The Digitalisation made by KJTZ of the Assitej Archives continues and was respected the agreement with Assitej Germany, who on the other hand supported the large part of the costs for the 50<sup>th</sup> anniversary. As you could observe in the expenditures there are only 613 USD for the anniversary.

**Other Costs.** These are all the costs connected to the administration of the association. Please keep in mind that in the future we have to foresee costs for the accountancy.

**Projects.** This chapter includes:

- the first support to a Regional Workshop (in Uruguay, November 2016)
- the increasing of the support to Next Generation
- the increasing of the support to the Congress for Next Generation and to host the Assitej guests (more than the double of the Mission Budget).

**Table 5: Observing the totality of Revenues and Costs,** we can note that **the costs for “Projects & activities”** are the 56,25% of the total, against the 19,03% of “Promotion & Communication” and the 24,72% for the Management of the Association.

Between the Revenues we can observe the importance of the **Member fees.** They are the **67,06%** of the revenues and, if we exclude to calculate costs and income of the Magazine, the total amount of the fees support the costs for projects, promotion and management: **61.425** vs 56.184.

TABLE 5: INCOME & COSTS – PERCENTAGES		
INCOME		
MEMBERSHIP FEES	61.425,49	67,06%



ADVERTISEMENTS	23.752,18	25,93%	
FUNDRAISING	890,73	0,97%	
FRIENDS OF ASSITEJ & DONATIONS	2.486,89	2,72%	
DONATION BY SECRETARY GENERAL OFFICE	2.023,38	2,21%	
OTHER INCOME	1.014,96	1,11%	
<b>TOTAL INCOME</b>	<b>91.593,64</b>	100,00%	
<b>EXPENSES</b>			
MEETINGS	18.049,46	21,49%	
OTHER COSTS	3.548,85	4,23%	25,72%
ARCHIVES	2.936,52	3,50%	
PROMOTION & COMMUNICATION	12.309,58	14,66%	18,16%
PROJECTS & ACTIVITIES: MAGAZINE	26.699,02	31,79%	
PROJECTS & ACTIVITIES: SUPPORT TO THE WORLD CONGRESS	15.936,60	18,98%	
PROJECTS & ACTIVITIES: OTHERS	4.495,31	5,35%	56,12%
<b>TOTAL EXPENSES</b>	<b>83.975,33</b>	100,00%	
<b>BALANCE</b>	<b>15.855,55</b>	<b>9,07% of the Expenses</b>	

This is clearly positive, because it means that the Member fees guarantee without problems a *low profile life* to the Association, whereas for “low profile life” we intend a budget with a limited support to projects and activities. Which is the current life of the association, because, apart for the magazine, the investment in projects was more or less 7.000 USD every year, 21.000 in 3 years.

On the other hand we have to highlight the importance of **the flow** of the Member fees. If we manage the budget with criteria of prudence, in order to spend we need to know the sure amount of the Fees. But we know it only once the members have paid. And in the first and second year of the period the payment was really diluted in the time. For example, in the EC meeting of Kristiansand (Oct 2015) we noted that only 58 members on 102 (the 57%) had paid the fee 2015. For this reason, in Berlin EC we adopted a **Conditioned Budget**, linking the spending of part of some expenditures to the condition of the achievement of some level of the income. This is also the structure of the proposal for the next Mission Budget.



Assitej doesn't have a problem of cash flow now, because the reserve are solid and theoretically we can spend in advance to cash in, but with our system of different fee levels, it can happen (it has happened) that a member pays 750 EUR one year and then it doesn't pay for two years.

This means that we can't have sure credits.

This situation creates uncertainty when we need to program support for projects. In particular in the 2 first years of the period, the better time to promote and sustain the projects. This produces at the end a net profit. In this period we had the possibility to invest part of it in the support of the Congress, because it is at the end of the period and it needs resources. Otherwise we have a net profit much higher. This is the reason why I said before that the net profit hides a negative aspect: because the objective of ASSITEJ it is not to create a profit, but to use the fees to create a development of the aims of the association.

Without the certainty of the fees paid we can't program, we can't support Assitej projects. In 2017, the year of the World Congress the 2017 fees paid are 58, the 60% of the members (not of the fees).

So I conclude inviting you to consider the importance to really respect the timing given by our constitution, that says **Article 7.4. Membership fees, which are determined by the General Assembly, are due on 1st January of each year.** Because this permit to the Association to program spending better.



## TREASURER REPORT – ONLY FOR THE EC MEETING– CAPE TOWN 2017

Financial Statement 2016, to be approved according to our Constitution.

<b>FINANCIAL STATEMENT 2016</b>	<b>Rate</b>
	<b>30/12/2016</b>
	<b>1,0541</b>
<b>Period: 1 January - 31 December 2016</b>	



<b>STATEMENT OF ASSETS AND LIABILITIES</b>	<b>EUR</b>	<b>USD</b>
<b>ASSETS</b>		
CASH ON HAND - EUR ACCOUNT	849,49	895,45
CASH ON HAND - USD ACCOUNT	1.314,87	1.386,00
BPM BANK - EUR ACCOUNT	48.203,31	50.811,11
PAY PAL ITALY - EUR ACCOUNT	5.568,21	5.869,45
PAY PAL ITALY - USD ACCOUNT	8.676,20	9.145,58
WESTERN UNION	0,00	0,00
CUSTOMERS	565,00	595,57
OTHER CREDITS: CORPORATE TAXES PAID IN ADVANCE	63,00	66,41
<b>TOTAL ASSETS</b>	<b>65.240,08</b>	<b>68.769,57</b>
<b>LIABILITIES</b>		
RESERVE FUNDS	46.720,72	49.248,31
DEBTS - CONACULTA GRANT 2017 TO THE SECRETARY GENERAL	8.371,01	8.823,88
DEBTS C/VAT: AGENZIA DELLE ENTRATE - ITALY	0,00	0,00
DEBTS: ASSITEJ MAGAZINE - ADVERTISEMENTS 2016-2017	850,00	895,99
DEBTS: ASSITEJ MAGAZINE - ADVERTISEMENTS 2017-2018	327,87	345,61
FEES PAID IN ADVANCE 2017	995,36	1.049,21
FEES PAID IN ADVANCE 2018	41,18	43,41
OTHER DEBTS	1.107,41	1.167,32
<b>TOTAL LIABILITIES</b>	<b>58.413,55</b>	<b>61.573,73</b>
<b>BALANCE</b>	<b>6.826,53</b>	<b>7.195,84</b>
<b>PROFIT AND LOSS ACCOUNT</b>		
<b>PROFIT</b>		
MEMBER FEES 2016	18.307,19	19.297,61
MEMBER FEES 2015	1.560,05	1.644,45
MEMBER FEES - Overdue amount	138,54	146,04
CONACULTA GRANT TO THE SECRETARY GENERAL	13.686,17	14.426,59
DONATION & FRIENDS OF ASSITEJ	946,32	997,52
ASSITEJ MAGAZINE - ADVERTISEMENTS 2016	4.281,49	4.513,12
OTHER REVENUES	22,86	24,10
VARIATIONS OF RATE EXCHANGE	386,11	407,00
<b>TOTAL PROFIT</b>	<b>39.328,73</b>	<b>41.456,41</b>
<b>LOSS</b>		



SECRETARY GENERAL OFFICE EXPENDITURES	15.031,99	15.845,22
ASSITEJ MAGAZINE 2016 - COSTS	7.317,40	7.713,27
ASSITEJ THEATRE DAY PROMOTION VIDEO 2016	1.333,00	1.405,12
ASSITEJ REGIONAL WORKSHOP	1.136,36	1.197,84
SUPPORT TO THE ORGANISATION OF THE EC MEETING	3.174,34	3.346,07
COSTS FOR HOTEL EC MEMBERS & COUNSELLORS	126,41	133,25
EC TRAVEL REIMBURSEMENTS FOR COUNSELLORS	840,84	886,33
EC TRAVEL REIMBURSEMENTS FOR EC MEMBERS	897,50	946,05
NEXT GENERATION PLACEMENT - REIMBURSEMENT	895,27	943,70
PROJECT COSTS - GATHERING	204,08	215,12
PROMOTIONAL COSTS	294,89	310,84
WEBSITE UPDATING & DOMINIO	132,00	139,14
NEWSLETTERS LICENSE	70,28	74,08
BANK COSTS	882,38	930,12
CORPORATE TAXES	141,31	148,95
OTHER COSTS	24,16	25,47
<b>TOTAL LOSS</b>	<b>32.502,20</b>	<b>34.260,57</b>
<b>BALANCE</b>	<b>6.826,53</b>	<b>7.195,84</b>

### **MISSION BUDGET 2017-2020**

The budget is divided in two sectors: the prudential budget and the Conditioned budget (where the costs are linked to income achieved). The data of the final budget are at the date of May 12<sup>th</sup>. For the Assembly they will be corrected at the date of May 20<sup>th</sup>.

Chapter	<b>MISSION BUDGET 2017-2020</b>	Final Budget 2014-2017	Prudential Budget	Conditioned Budget (Costs linked to the income achieved)	Total Budget	Description of the link between Costs & Income achieved
	REVENUES	USD	USD	USD	USD	



<b>R 1</b>	<b>MEMBERSHIP FEES</b>					
R.1.1	MEMBER FEES 2017 & Overdue amount	1.037,92	500,00	500,00	1.000,00	
R.1.2	MEMBER FEES 2018	20.530,76	20.000,00	1.000,00	21.000,00	
R.1.3	MEMBER FEES 2019	20.064,01	20.000,00	1.000,00	21.000,00	
R.1.4	MEMBER FEES 2020	19.792,80	20.000,00	1.000,00	21.000,00	
R.1.5	SOLIDARITY FUND - SUPPORT TO THE MEMBERSHIP		0,00	3.000,00	3.000,00	
	<b>Total</b>	<b>61.425,49</b>	<b>60.500,00</b>	<b>6.500,00</b>	<b>67.000,00</b>	
<b>R 2</b>	<b>COMMERCIAL ACTIVITIES</b>					
R.2.1	ASSITEJ MAGAZINE - ADVERTISEMENTS 2018-2019-2020:	23.752,18	18.000,00	4.000,00	22.000,00	
R.2.2	OTHER COMMERCIAL REVENUES	0,00	0,00	2.000,00	2.000,00	
	<b>Total</b>	<b>23.752,18</b>	<b>18.000,00</b>	<b>6.000,00</b>	<b>24.000,00</b>	
<b>R 3</b>	<b>FUNDRAISING</b>					
R.3.1	FUNDRAISING - SUPPORT FOR ASSITEJ PROJECTS	0,00	0,00	7.000,00	7.000,00	
R.3.2	AUCTIONS	890,73	0,00	1.000,00	1.000,00	
R.3.3	TAKE A CHILD TO THE THEATRE CAMPAIGN SUPPORT	0,00	0,00	4.000,00	4.000,00	
R.3.4	SOLIDARITY FUND - SUPPORT TO THE PROJECTS	0,00	0,00	1.000,00	1.000,00	
	<b>Total</b>	<b>890,73</b>	<b>0,00</b>	<b>12.000,00</b>	<b>12.000,00</b>	
<b>R 4</b>	<b>FRIENDS OF ASSITEJ &amp; DONATIONS</b>					
R.4.1	DONATION & FRIENDS OF ASSITEJ	4.510,28	1.500,00	1.000,00	2.500,00	
	<b>Total</b>	<b>4.510,28</b>	<b>1.500,00</b>	<b>1.000,00</b>	<b>2.500,00</b>	
<b>R 5</b>	<b>OTHER INCOME</b>					
R.5.1	OTHER INCOME	1.014,96	0,00	0,00	0,00	
	<b>Total</b>	<b>1.014,96</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	
	<b>TOTAL INCOME</b>	<b>91.593,64</b>	<b>80.000,00</b>	<b>26.000,00</b>	<b>106.000,00</b>	



	EXPENSES	USD	USD	USD	USD	
<b>E 1</b>	<b>EC - CORE COSTS</b>					
E1.1	SUPPORT TO THE MEETING ORGANISERS	3.452,41	5.000,00	0,00	5.000,00	
E1.2	EC TRAVEL REIMBURSEMENTS FOR COUNSELLORS	1.904,01	2.000,00	0,00	2.000,00	
E1.3	EC TRAVEL REIMBURSEMENTS FOR EC MEMBERS	10.805,84	15.000,00	0,00	15.000,00	
E1.4	COSTS FOR ACCOMODATION ( EC MEMBERS, COUNSELLORS & GUESTS)	1.887,20	1.500,00	0,00	1.500,00	
	<b>Total</b>	<b>18.049,46</b>	<b>23.500,00</b>	<b>0,00</b>	<b>23.500,00</b>	
<b>E 2</b>	<b>PROMOTION &amp; COMMUNICATION</b>					
E2.1	WEBSITE HOSTING/DESIGN	6.477,98	6.000,00	0,00	6.000,00	
E2.2	WEBSITE UPDATING - NEWSLETTER LICENSE	1.242,55	1.000,00	0,00	1.000,00	
E2.3	OTHER PROMOTIONAL COSTS	865,21	1.500,00	0,00	1.500,00	
E2.4	PUBLIC RELATION COSTS (GIFTS ETC.)	153,55	500,00	0,00	500,00	
	<b>Total</b>	<b>8.739,29</b>	<b>9.000,00</b>	<b>0,00</b>	<b>9.000,00</b>	
<b>E 3</b>	<b>PROJECTS</b>					
E3.1	NEXT GENERATION PROJECTS	1.975,47	3.000,00	4.000,00	8.000,00	100% Auction (R3.2) 60% Fundraising (Net: R1.1 - E6.1)
E3.2	REGIONAL WORKSHOPS	1.235,91	3.000,00	3.000,00	5.000,00	40% Fundraising (Net) + 25 % Support to the Campaign Take..." (R3.3)
E3.3	SUPPORT TO THE NETWORKS PROJECTS	834,82	1.500,00	1.000,00	2.500,00	100% Solidarity Fund - Support to the projects (R3.4)
E3.4	SUPPORT TO THE CAMPAIGN "TAKE A CHILD TO THE THEATRE"	0,00	0,00	3.000,00	3.000,00	75 % Support to the Campaign Take..."(R3.3)
E3.5	ASSITEJ MAGAZINE (Print, editing, shipping & other costs) 2018-19-20	26.699,02	18.000,00	4.000,00	22.000,00	100 % Extra income Magazine (R2.1)
E3.6	ASSITEJ THEATRE DAY PROMOTION VIDEOS 2018-19-20	3.723,83	4.500,00	0,00	4.500,00	
	<b>Total</b>	<b>34.469,05</b>	<b>31.000,00</b>	<b>15.000,00</b>	<b>45.000,00</b>	
<b>E 4</b>	<b>CONGRESS</b>					
E4.1	SUPPORT FOR NEXT GENERATION & OTHERS	15.936,60	5.000,00	2.500,00	7.500,00	





E4.2	COSTS FOR AWARDED AND AWARD CEREMONY	449,11	1.500,00	0,00	1.500,00	
	<b>Total</b>	<b>16.385,71</b>	<b>6.500,00</b>	<b>2.500,00</b>	<b>9.000,00</b>	
<b>E 5</b>	<b>SUPPORT FOR OTHER PROJECTS, CONGRESS, MEETING &amp; ACTIVITIES</b>					
E5.1	SUPPORT TO THE PROJECTS & CONGRESS	0,00	0,00	6.500,00	6.500,00	100% Extra fees (if the other income goal are respected) (R.1)
	<b>Total</b>	<b>0,00</b>	<b>0,00</b>	<b>6.500,00</b>	<b>6.500,00</b>	
<b>E 6</b>	<b>FUNDRAISING</b>					
E6.1	COSTS FOR FUNDRAISING	0,00	0,00	2.000,00	2.000,00	
	<b>Total</b>	<b>0,00</b>	<b>0,00</b>	<b>2.000,00</b>	<b>2.000,00</b>	
<b>E 7</b>	<b>ARCHIVES</b>					
E7.1	DIGITALISATION	2.936,52	2.000,00	0,00	2.000,00	
	<b>Total</b>	<b>2.936,52</b>	<b>2.000,00</b>	<b>0,00</b>	<b>2.000,00</b>	
<b>E 8</b>	<b>ADMINISTRATIVE COSTS</b>					
E8.1	CORPORATE TAXES & REGISTRATION COSTS	242,84	500,00	0,00	500,00	
E8.2	ACCOUNTANCY FEES	0,00	1.000,00	0,00	1.000,00	
E8.3	BANK COSTS	2.182,50	2.200,00	0,00	2.200,00	
E8.4	OTHER ADMINISTRATIVE COSTS	801,11	400,00	0,00	400,00	
E8.5	OTHER LOSSES	168,86	200,00	0,00	200,00	
	<b>Total</b>	<b>3.395,30</b>	<b>4.300,00</b>	<b>0,00</b>	<b>4.300,00</b>	
<b>E 9</b>	<b>UNFORESEEN COSTS AND CONTINGENCIES</b>					
E9.1	UNFORESEEN COSTS AND CONTINGENCIES 3%	0,00	4.500,00	0,00	4.500,00	
	<b>Total</b>	<b>0,00</b>	<b>4.500,00</b>	<b>0,00</b>	<b>4.500,00</b>	
	<b>TOTAL EXPENSES</b>	<b>83.975,33</b>	<b>79.800,00</b>	<b>26.000,00</b>	<b>105.800,00</b>	
	<b>BALANCE</b>	<b>7.618,31</b>	<b>200,00</b>	<b>0,00</b>	<b>200,00</b>	

