



ASSITEJ
Executive Committee Meeting
Perth, Australia
October 6---11, 2014

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)

Daniel H. Fernandez, Argentina (DF)

François Fogel, France (FF)

Sue Giles, Australia (SG)

Imran Khan, India (IK)

Diana Krzanic Tepavac (DKT)

Manon van de Water (MvdW)

Jenny Simpson, AWESOME Festival Host, Australia (JS)

Marissa Garay, Executive Assistant, Mexico (MG)

Nao Miyauchi, Translator, Japan (NM)



AGENDA

1. Welcome from President and host
2. Apologies
3. Proposal and approval of agenda
4. General Reports:
 - 4.1 President's Report
 - 4.2 Secretary-General's Report
 - 4.3 Treasurer's Report
5. Working plan 2014---2017:
 - Review the working plan
 - Identify key aspects of work in the working groups
 - Roles and responsibilities of members of working groups
6. Overview of the work of the working groups since Warsaw:
 - 6.1 Report from Projects group on Berlin meeting: 2015 Artistic Gathering
 - 6.2 Dramaturgy of the three years
 - 6.3 Specifics of Working Groups:
 - a. Protocols, Policies and Fundraising
 - MOU with Germany, Birmingham, SA
 - Protocols for choice of African Councilors
 - 50th year fundraising campaign: Take a child to the theatre
 - Additional Awards
 - Membership Fees
 - New modalities of account and administrative management after registration
 - b. Publications
 - Issues of website
 - Newsletter – Daniel for October; Establish between November and May
 - 50th Anniversary Magazine
 - Other publications
 - c. Promotions
 - World Day Campaign, Performing Arts week
 - Facebook/etc
 - Design of materials
 - Video
 - Stamp for 50th Anniversary (Office)
 - Promoting the annual meetings
 - New Website on occasion of Jubilee
 - d. Projects
 - Next Generation Placements
 - Augenblick Mal
 - Birmingham
 - South Africa
 - Regional workshops
 - ASSITEJ Auction
7. Reports from the Regional Networks and from the Professional Networks (please present in writing prior to the EC meeting)
8. Work in the working groups guided by working plan 2014 – 2017
9. Reports from the Working Groups
10. Memberships:
 - Update on problematic centers



- New members
 - Old/Expelled/Problematic Memberships – strategy?
11. Specific items of business:
- Report on the 2014 World Congress – activity around positives and negatives
 - 50th Anniversary (other events, publications)
12. Next meeting/s of EC:
- Augenblick Mal, Berlin, Germany:
 - October 2015, Norway
 - March 2016 Smaller meeting in Cape Town, SA??
 - July 2016, Birmingham
 - October 2016 – January 2017, Israel or China or Korea
 - January 2017 Smaller meeting in Cape Town, SA??
 - May 2017, Cape Town SA
13. Any other business
14. Closure



1. Welcome from President and Host

Yvette Hardie welcomed everyone present and gave the floor to the host, Jenny Simpson.

JS welcomed the EC members and talked about the festival activities that the committee would be attending, as well as mentioning other people that would be present in the festival.

2. Apologies

YH received apologies from Vigdís Jakobsdottir, Ady Beerli and Nina Hajjiyanni who were not able to attend, and Mr. Asaya Fujita who would arrive two days late.

3. Proposal and approval of agenda

The agenda was presented and YH explained to the new EC members how the next few days would follow. The specific points were reviewed and the importance of all these was stressed.

4. General Reports

4.1 President's Report

(See full report as Addendum A)

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

1. ASSITEJ Related Business (International Associations Meeting, System for Rotating African Councilors, Project Shift+ and Boomerang).
2. Communication and Travels (Attended--- Mexico, Johannesburg and Pretoria; and Upcoming--- Baku, Rabat and Brussels).
3. News of African Centers (ASSITEJ Ghana, From Idea to Action Project, ASSITEJ Cameroon and ASSITEJ Uganda).
4. ASSITEJ SA News (Funding, Current Projects)

YH mentioned that ITI would be having their Congress in Armenia this year and Wolfgang Schneider, who has acted as liaison before, will not be available this time. Sue Giles proposed Vigdís and YH agreed to consult her on this matter.

After mentioning that Pamela Udoka had not been able to attend, YH suggested Mohammed El Ghawy could probably attend the meeting one day. She proposed inviting two counselors to Berlin, Pamela and one from East Africa (Kenya or Uganda could be a possibility). François Fogel said he could consult with Etoundi Zeyang as well.

Regarding Project Shift +11, YH suggested that they could probably propose a production for Berlin.

Concerning the EU Workshop on Cultural and Creative Industries, YH said it was an opportunity for good connections and potential partners. She agreed to present to EUNIC about the congress, since there is an occasion for engagement between Africa and the EU.



YH commented that she may not be able to attend the FETEN festival and asked if anyone else from the EC could go. Manon van de Water said she might be able to arrange it.

YH said that ASSITEJ Ghana is asking for ASSITEJ participation to their Festival in November and proposed that if FF is attending FATEJ in Cameroon, he could possibly go to Ghana. FF agreed to confirm, in a few days, if this is a possibility.

ACTION:

1. YH will consult Vigdís on being the liaison at the Armenia Congress.
2. YH will present the EU Workshop to EUNIC about the 2017 Congress.
3. MvdW to check on the possibility of attending FETEN.
4. FF to check on the possibility of attending the Festival in Ghana.

4.2 Secretary General's Report

(See full report as Addendum B)

Marisa Giménez Cacho gave her report, which consisted of the following points:

1. Transfer of the Croatian Office to Mexico.
2. Office in Mexico.
3. Executive Assistant.
4. IberoAmerican Theatre for Children and Young People Festival and Congress.
5. Communication with the Centers
6. Website
7. Newsletter

Regarding Ivica's transfer of information, YH stated that she was very worried that the loss of one computer meant to lose so much of the period 2011--2013. YH said that this called into question how to systematize and keep records of the way ASSITEJ works, and that it must be in a formal and clear structure.

DKT asked about the archive that resides in Frankfurt and MGC put forward that she might have to go to make out what information lies within the archive and who runs it. YH stated that the person who runs the archive is Jorgen Kirschner. Imran Khan shared that he had already been to the archives, but there is no record of the administrative work of ASSITEJ per se, but only of the centers. YH finally mentioned that there is a need for an online, as well as an offline database. The Treasurer's hard copy should be in Italy, since ASSITEJ is registered there and the bank will always be there (for the foreseeable future).

MGC and YH agreed to make a plan to visit Frankfurt in order to revise and work on the archive.

On the subject of Honorary Members, MGC suggested looking into the creation of a modern and/or artistic citation to award them with.

MGC and YH presented the ASSITEJ Member Questionnaire (https://docs.google.com/forms/d/1TuYM1NZmGe44yxk1iywZY--Q-----CBjnB9MumhsJT0A8XM/viewform?usp=send_form) for feedback from the other EC members.

Stefan Fischer--Fels proposed that it should be linked to research of each centre, and there should also be questioning on whom they exclude.



YH proposed, that as part of the newsletter, a report on the progress of the questionnaire be included, in order for people to see that there is some kind of response, as well as guiding them to apply to projects and funds known to ASSITEJ (e.g. IberoEscena, Art Moves Africa, Prince Claus Foundation).

IK mentioned that for members, the database is also important to be able to get in contact. He suggested to take on the responsibility of the respective regions to get this going because once the data is collected, we can know what to offer and where. YH agreed that everyone needs to be involved regionally to support and follow---up, but that the primary communication should come from MGC.

DKT mentioned that there is a member whose membership is only on paper, and doesn't organize anything with ASSITEJ Serbia, but uses the name/logo. YH proposed telling them that ASSITEJ Serbia knows they haven't done what they are supposed to do and will inform the international body that they are no longer members, unless they are able to comply.

VOTING:

1. Shall the questionnaire be sent via email to ASSITEJ Members? (**Unanimous YES**)

ACTION:

1. MGC and YH will plan a visit to Frankfurt to revise and work on the archive.
2. MGC will look into a citation for the Honorary Members.
3. MGC and MG will make the agreed changes to the ASSITEJ Member Questionnaire and send it back for approval from EC members.

4.3 Treasurer's Report

(See full report as Addendum C)

Roberto Frabetti gave his report, which consisted of the following points:

1. Registration of the Association.
2. Transfer of Money to the Account.
3. Issue with the Contract with CONACULTA. Support to the General Secretary.
4. Handover from Noel and New Modalities of Account
5. The Update on the Status of Membership Payment

Regarding the VAT and advertisements, MGC asked if it would also apply to the magazine. RF said it would, but an application for VAT position can be made and taxes will be paid only on the commercial part.

RF emphasized the point that the costs for commissions inside EU are not so high; the problem is when you pay outside of the EU.

RF asked if the part in USD should be kept or transformed into EUR since it is better to pay using the main account, not PayPal, and it is in EUR. YH stated that if it is not useful, there is no reason to keep it. RF said it is better to receive fees in EUR because costs are lower.



SG asked if members will be paying through the account and RF stated yes since it will be a clearer way. YH proposed to state fees both in EUR value as in USD value. RF commented that for the transfer of money, PayPal is easier for some members so we should continue to have it.

RF stressed the fact that all costs must be documented in order to be reimbursed.

On the magazine, RF commented that it may not be sent to Italy if it is printed somewhere else, and that the same goes for other products.

Talking about the handover, RF clarified that The Co-operative Bank is what was received from Paul Harman, and he also commented that the Cash Reserve is a problem.

For the Balance Sheet, RF clarified some points below Profit and Loss Account:

- Member Fees 2014 concerning Netherlands.
- Donation & Friend of ASSITEJ refers to money given by Hassan Erkek and Paul Harman.
- Other Revenues refers to money received from the Auction.
- Interests and Rounding is mostly the UK account.

Regarding what currency to use, YH stated that for the EC meetings reports could be made in EUR, but for the General Assembly they would have to be in USD.

RF asked that a decision be made on the way and times that an EC member can receive payment for travel expenses. He said that future economic decisions must be clearer and better documented.

YH proposed that if members state how much they pay in the ASSITEJ Member Questionnaire, they can be asked to sign a document with that amount specified.

Concerning the non-payment, YH recalled that in the past, with a debt of 3 years or more a letter of demand telling them to pay or make reasonable argument for not paying was sent, and if they did not respond, they would be expelled. If it were a debt of less than 3 years, they would receive a warning letter. MGC recommended making the information public to pressure the ones who don't pay. YH suggested maybe adding it to the newsletter. She suggested contacting the members who have not paid.

IK shared that Little Art, from Pakistan, don't have access to PayPal, and asked him to pay in cash and receive their transfer later. IK stated that he will ask them to pay to the bank account in the days of the EC meeting, and if it is not possible, he will pay RF in cash.

In relation to Uruguay's overpayment, Daniel H. Fernandez agreed to write to them asking to explain.

RF asked if there are credits cancelled upon decision and if so, how much time is given before cancelling them. To this, YH responded that cancelations would come at the end of a period, so they have 3 years to pay but are not able to participate in the next General Assembly if they haven't paid.

Finally, RF asked that a decision be made on what system should be used: one based on "Accrual Basis" or on "Cash Basis".

VOTING:

1. Do you agree to open the VAT position for ASSITEJ as soon as possible? (**Unanimous YES**)
2. Do you agree to start using the Double Entry Accounting System? (**Unanimous YES**)



ACTION:

1. State membership fees in both EUR and USD.
2. IK will pay Little Art's fee in cash to RF if they are not able to do it through the bank account.
3. DF will write to Uruguay for an explanation regarding their overpayment.
4. EC must decide on what system base to use: Accrual Basis or Cash Basis.

5. Working Plan 2014---2017

The Working Plan was reviewed.

YH mentioned that for new projects, they could be given to a working group to explore and then brought forward to the EC members to decide on the strategy moving forward. Also, she stated that there is already developed a criteria for international projects; ASSITEJ may choose to bring different partners together to develop a particular project (e.g. different national centres, or different festivals).

With reference to the working groups, the role of Chair was set for each group as follows:

- Protocols, Policies & Fundraising – YH
- Publications – MGC
- Promotions – Nina Hajjianni, but due to her absence, FF will act as Chair during this meeting
- Projects – Vigdís & SFF

6. Overview of the work of the working groups since Warsaw

6.1 Report from Projects Group on Berlin Meeting: 2015 Artistic Gathering

SFF gave the aims and purposes that the organizational group worked on. It will be a short 5---day festival that will include 10 German productions and 5 international productions. The idea is to connect performances, find languages to talk about art, taking into consideration that the objective is to have dialogues between generations and regions. It will be an intensive program in 5 days, with 4 encounters to discuss performances. The first encounter will highlight what we want to talk about, the second and third, how to talk about them, and the fourth, what it means for the future? (Birmingham/Cape Town), and what we found out. It will be intergenerational and multi---perspective.

YH asked how the description of intergenerational dialogue being framed, from 4 or 5 perspectives, would be included. SFF answered that the issue was: how theatre is changing by knowledge of young people. In the first meeting, concerns will be dealt with, issues will then be highlighted and performances can be looked at under this. Concerning the image of childhood, the theme is what did you see? YH proposed that the German committee place their ideas of themes next to the productions.

On International Networks, SFF commented that the Festival wants to invite networks to cooperate with a partner in Berlin, so they can meet and give a space to talk about a certain theme. Hildesheim University could meet in Berlin with ITYARN. The idea is also to integrate Next Generation into every activity; they should meet the other generations, and be part of the encounter at all times. The travel grants for Next Generation will be focused on the south of the world. YH commented that IIAN is keen to have a workshop with Next Generation participants, to introduce notions of inclusivity.



MvdW also asked to include a research perspective, possibly accomplished through one of her P.H.D students, who is writing a dissertation on theatre with people with disabilities.

For the 50th anniversary ceremony at the French Embassy, MGC proposed to have speeches as well as a video with pictures and short pieces from different festivals. FF said that the idea was to collect testimonies from people of different Centers (video & written) to edit and show at the ceremony. He mentioned the content could be gathered by mid March to have one month to edit and be able to show it in Berlin. The idea would be to ask: what do you wish for the next 50 years of the organization? What are your hopes for the world in TYA, how do you see it in 50 years? What does ASSITEJ represent in your country? What do performing arts change in your life? IK added that it would be important to show how it has benefited TYA and still does, as well as who were the people who initiated, how it started, what happened thereafter, and how so many things have come out of it (networks, etc.). He also proposed to share it on social media. YH asked if it could be done through a couple of selected interviews of Honorary Members (Vicky Ireland, Maurice Yendt, Wolfgang Schneider), ask them to record the past 50 years and splice their stories, to tell one story through various voices.

MGC suggested to work on a concrete script, to ask each Honorary Member, and then record it in a certain format and specific time. YH asked to make it simple and accessible for everyone, giving them suggestions of how to be framed (backgrounds) and asking one specific question to each person, and one question which is the same for all. MGC said Meike could probably scan some pictures or somebody could go choose them. In the end, someone would be paid to put it all together. FF agreed but asked to take into account that it is 2 weeks full---time for editing. MGC proposed the promotions group to be in charge, but mainly herself and FF to keep it simple.

MvdW inquired about people who wouldn't be able to realize a video interview for different reasons (like Natalia Stats who was there since the beginning). SFF shared that there will be a possibility to show other things at the exhibition, as well as the German ASSITEJ award ceremony.

FF asked if a historian from ITYARN could make a first script and MvdW agreed to look into it.

YH recommended including no more than 15 questions, and 10---15 people.

FF added two comments about the ceremony inside the French Embassy. First, there is room for only 200 people/guests, and there are security issues. Second, there is a *carte blanche* with a French Festival, where an exchange with one production from Augenblick Mal will happen. Regarding guests, YH suggested to ask Honorary Members, and to let National Centers invite two representatives. SFF agreed that the EC should write to National Centers, and also ask famous people from ASSITEJ history, since not all centers will send two people, but they can have the invitation. MGC asked that the guests be provided with a list of hotels/information for their arrival. SFF said this would be done.

YH stated that she would like to have a live---streaming of the event if possible. DKT agreed it is a very good idea because it connects to youth and gives them the chance to follow ASSITEJ, but asked if the Embassy would allow it, due to security reasons. FF said that the French Ministry of Foreign Affairs would let their commitment be known soon, including any financial support. YH said if not, someone



could tweet the entire ceremony, as well as record the ceremony and upload it to YouTube soon afterwards.

YH asked about having artistic elements in the Embassy event. IK suggested a band within the formal ceremony. FF talked about a young French artist in Next Generation, who writes opera for young audiences (Charlotte Lorient), and said he could ask her to create something short. RF also proposed to use parts of the video presented in Malmö.

FF was proposed for any consultation with the Germans, regarding this ceremony.

For the closing ceremony, SFF commented that Sunday evening some people might start to leave and Saturday is the moment when all participants could be present. It was concluded that Saturday was a better option and this way people could be invited to the final Sunday encounter as well. There can be another Sunday closure, with a reduced group.

SFF said that on Thursday evening there would be an award for young writers with a buffet from a sponsor. He said he would like to have all the international groups at his theatre this day, and that there was a possibility to have famous writers to talk about what they want to give to the next generations. He proposed to talk with WLPG to make this the day of the authors/texts.

On the Festival Budget, SFF said that the EC will not have to pay. YH asked him to check if Next Generation will not have to pay either.

Regarding organization/transportation between plays, SFF commented that the Festival Centers would be the Eastern & Western Theatres, and three other theatres that are 30 minutes away from each other. The idea is that different hosts will take a group each time and give them a tour of the city on the way.

On the subject of the Encounters, SFF said there should be a balance between who runs the encounters and who facilitates them. YH proposed that the EC members take responsibility for the first and second encounters, and the Festival for the third and fourth.

Concerning the arrival dates for EC members, SFF recommended Sunday could be the arriving day in order to start Monday. In November the concrete dates of performances will be set, so exact hours for meetings can be established then. MGC suggested to make the last Monday as a whole-day meeting instead of having small meetings after the encounters, as proposed on the schedule, and leave Tuesday as a departure date. YH stated that it is very likely for many to arrive before for the Small Size Frats.

YH asked SFF to clarify the deadline for Next Generation applications with the host (Nov. or Dec.). She also mentioned it was very important to publicize the call for Next Generation in Berlin (newsletter, website, Facebook), and encourage Centers to put the word out. On this, she also said that ASSITEJ Germany is in charge of the call since it is a placement program in their Festival. SFF said Meike has asked for the Network to be defined to them. YH stated Next Generation network is looking for a space within artistic gatherings where they can speak to potential Next Generation



people. People will have a place to share their experiences with others in different parts of the world. There needs to be communication between the residency in Germany and the network.

YH recalled that in the past, there have been three previous Next Generation people come and coordinate the group. She asked if they would be within the 30 sponsored places already or over and above these. On this, SFF said that the Festival suggested we have a Network coordinator for all these questions. For this, it was decided on one person in the EC per network, to have better communication: MvdW for ITYARN and WLPG, DKT for IIAN, Nina for Next Generation, and RF for Small Size.

YH went over the AAG document and all gave comments.

ACTION:

1. Record testimonies from Honorary Members for 50th Anniversary video.
2. Meike (tentatively) will scan photographs to include in the video.
3. MvdW will look into a historian from ITYARN who can make a first script for interviews.
4. Write to centers, inviting two representatives to the Ceremony at the French Embassy.
5. SFF will provide guests with a list of hotels and information for their arrival.
6. FF will contact Charlotte Lorient, to create something short for ceremony.
7. SFF will talk with WLPG to make Thursday the day of the authors/texts
8. SFF will check if Next Generation will have to pay, or if they are included in the Budget.
9. EC members will be in charge of 1st and 2nd Encounters, and the Festival of the 3rd and 4th.
10. SFF to clarify deadline of Next Generation applications with host.

6.2 Dramaturgy of the three years

SFF shared what the Projects working group had discussed, and that it had to talk about the future (beyond). The group looked at Berlin, Birmingham and Cape Town, and with this in mind decided the following: Berlin (generations & dialogue); Birmingham (being at the edge and looking beyond artistic crossovers); Cape Town (future of dreams, cradle of creativity). The Projects group looked at the possibility of linking them with the motto "One Step Beyond."

There was a general agreement on the idea of "One Step Beyond." YH said there was not a clear difference from one year to the next, and that it was harder to take concepts brought forth by the bidders and bring them together, than proposing something that is more about the work ASSITEJ wants to do. Dialogue and confrontation (Generations – Berlin), Collaboration and experimentation, (The Edge – Birmingham), Production and identifying visions (Cradle of Creativity – SA).

YH proposed the following themes for the three years:

One Step Beyond: Inter---generational exchange, Interdisciplinary exchange, and Intercultural exchange.

The decision to keep these ideas was taken in the following meeting.



6.3 Specifics of Working Groups

a. Protocols, Policies and Fundraising

New Modalities of Account and Administrative Management after Registration

YH commented that since ASSITEJ is now an NGO, we can ask for fundraising. She mentioned online mechanisms (GivenGain, Crowd Funding) could be an option. For this, she said the memberships should be systematized, and a partnership program created between weak and strong members.

Additional Awards

YH observed that artistic excellence should be defined and recognition sought in separate awards (Playwright Award---about contribution to the field in terms of writing linked to WLPG, etc.). The idea is to proliferate awards and recognize more people. DKT suggested including an Award for people who are advocating for this field. YH commented all awards should be every three years, connected to the congress, and in the next congress, there must be a focus on the winners, celebrating their work.

Membership Fee Structure

RF asked to verify how to conserve all the documents produced, to identify why certain decisions were made. He proposed using a simple system like PDF in a server and to have it online. FF also said that it can be included in the backup system of the new website.

ACTION:

1. Create an Award for people who advocate in TYA and explore a Playwrighting award with WLPG.

b. Publications

MGC read the report for Publications.

Newsletter

YH said that organizational policies are needed, and one should be around IT management, which should mention intellectual property.

FF commented that the newsletters are sent by Robert Grabrovec's own system and to use a regular system would cost around \$200 each time as we have more than 20 000 recipients of the newsletters. FF consented to keep looking at options that were less expensive. SG mentioned that using a regular system, people could unsubscribe easily by themselves.

YH asked the Publications group to discuss the issue of adding information to the newsletter that is not from members. FF shared that for him it is important that they are members, because this encourages the center to be organized and to manage their members.

RF mentioned that, as a new EC member, he does not know what to write for the newsletters, and that it would be useful to have a precise task. YH mentioned there are 3 levels of news: Introduction



and Information from EC members, News from Networks, and News from Members. MGC agreed to include guidelines for people to give information. She also commented that FF and herself were talking about changing the format of the newsletter and asked if it was meant to list activities. YH said there should be a balance. She also mentioned that the EC introduction could be in a different language every time, as well as English.

MGC said she believed the unsubscribe option was not working because lots of people are responding with angry emails for having received the newsletter after unsubscribing.

YH recalled that the news from newsletters has appeared before on Facebook, as a different posting each time, but this should happen constantly not once in a while.

Website

MGC and FF read their respective reports on the website.

YH asked that Twitter and Facebook be embedded onto the website.

On the issue of the website, FF added that all services must be relocated under ASSITEJ's name and in a known place. FF believes that there should be no problem to change the domain owner. FF stated that the domain should then be located in a Euro---zone country due to currency charges. He also proposed that an electronic policy be created, ideally to have it ready in time for the Jubilee, along with the new website. FF said that he could deliver an email address to each EC member.

YH announced that if an outside system like MailChimp is used, the website expenses would still be within budget. She asked to be reminded how much of the budget was used in the last 3 years, and RF said 9,000 EUR. RF also stated that in Noel's worksheet, it says \$7,000 for website costs and all invoices are to other companies, directed to Theatre Epicenter, but the last invoice was to ASSITEJ.

YH took into account that there was no contract in the past, because the association was not registered, but believes that this must be an alert to future potential situations.

MGC proposed asking for the domain to be transferred to ASSITEJ before it expires, in January 2015.

YH declared that the contact email on the Facebook page doesn't exist anymore, so it needs to be changed and asked FF to change the email so bounce---back emails will go somewhere else.

Report on Warsaw Congress

MGC said that collaboration was needed with the Polish in order to have a finished report. The EC should send a report and minutes. YH said the minutes could be reduced to headlines and decisions. MGC said the EC report should be done by November so she could send it, and have it the final report by December. YH asked MGC to look at the June newsletter, make a list of what is missing and give each EC member a task. It is the duty of the Publications group to finish the report of 2011.

Magazine

On the 2014 magazine, MGC said that ASSITEJ Russia had presented costs and asked if they could receive support for the expenses they had on translating it or if the costs can be taken into account for their fee. YH suggested giving them an advertisement in the next magazine.



MGC said that little feedback comes back from the Advisory Committee, and MvdW asked for guidelines. MGC said concrete questions are sent out and very few reply.

MGC inquired about the language for the next magazine and suggested three languages for the 50th anniversary. YH suggested using the language of the writer of the article, so essentially there will be 50 languages represented. MGC said this could be a problem with some languages for printing and editing/reviewing.

RF talked about the two lives of the magazine: print and diffusion. He commented that the paper edition is enough in English and for distribution the online version could be translated, and can be the duty of the National Center. Then, each can decide if they print the version.

IK proposed the advisors could help; they could have a role giving a final shape to the magazine. YH proposed that alternately, 50 quotes that are important could be chosen and translated.

MGC expressed that she would like to publish the Birmingham version into Arabic and the SA magazine into Chinese.

On the content, MGC asked for work on a call in order to make things concrete.

MvdW talked about the idea of having 50 divided into groups of 10: Productions, Festivals, Moments, Ideas, and People. She mentioned having a map in the middle as a contents page, and showing all 50 things. MGC shared the proposal to make it a double issue for the anniversary. She also commented that printing in Germany would probably be more expensive, so maybe Ivica could help. DKT agreed to check printing costs in Serbia.

SFF mentioned that the Berlin Festival committee asked how they are required to assist in the magazine. MGC informed that ASSITEJ pays for printing and design, and the country should collaborate with translations and choosing the design.

VOTING:

1. Change the domain name to be in the possession of ASSITEJ? (**Unanimous YES**)
2. Do we leave Umbraco to explore a new Content Management System? (**Unanimous YES**)
3. Should the website be redesigned? (**Unanimous YES**)

ACTION:

1. Protocols & Fundraising: The creation of organizational policies, and specifically one regarding IT management.
2. Promotions: Embed Twitter and Facebook onto the website.
3. FF and MGC will work on the website to have it ready by the 50th anniversary.
4. FF will change the email for bounce---back emails.
5. MGC will send a list of missing items for the Warsaw Congress Report.
6. DKT will check printing costs for magazine in Serbia.

c. Promotions

YH read the report that Nina sent for the Promotions group.



World Day Campaign/Performing Arts Week

YH commented that more things should be added to the World Day Kit. She said National Centers should be asked to request a Google Doodle, as well as every EC member. For the press release, she said it would be better to have a single release that can be translated, and look into international press (Times) to cover World Day and how it happens internationally.

On the World Day Message, FF said he wrote to Arianne Mnouchkine and is waiting for her response. YH suggested coming up with options of someone else in case she can't do it. She also said to think if the message should only be from someone who is involved in TYA or if we can engage with people who are outside of the field to make the reach of the message broader. YH also recalled conversations about taking the message beyond theatre practitioners, to speak to a wider audience.

RF proposed to have one from inside and one outside like a testimonial, and suggested Elizabeth Coltof (winner of Excellency Award). However, it was also pointed out that there is already the word from the President (which is inside) and therefore we may not need a third message.

50th Anniversary Logo

YH suggested using the logo for everything throughout the year. MGC showed the different proposal images for the logo. YH said word 'years' could be translated into every language. She also asked to embed it onto the website so anyone can use it.

Regarding the website, YH asked to create space on the new website for Friends of ASSITEJ and Honorary Members, in the same way as EC members page, so it feels like a bigger community. MGC said the Friends of ASSITEJ should be included in the 50th Anniversary Video and Augenblick Mal.

MGC commented that Hussain Al Abdulmohsen accepted to create a logo for Performing Arts Week.

Regarding flyers, MGC asked if the current one would be kept. YH consented but agreed to make any relevant changes for the 50 years. SFF suggested the Toolkit could be included in the flyer.

IK proposed to reduce the number of prints to the meeting so they are distributed there and use more e-flyers. SFF suggested an addition to make it more communicative, like an application to become a member, or 'if you want to read more'. YH also asked to think on how to promote international meetings (specifically Berlin). SFF proposed to contact Meike so that news can be included in every newsletter from now. RF asked about the possibility to make the flyer bilingual for the national centers, keeping the same editing. FF agreed to send the template by demand.

Facebook, etc.

DKT asked for a social media manager to approach young audiences. YH said the idea is to make a call for a volunteer, which can be different for every meeting. FF said it could be proposed to Next Generation trainees during the festival and make it a turning system. YH said it should be someone who knows a little of what is going on, and has some context of the people, but Next Generation could look for someone.



ACTION:

1. EC and Centers must request Google for a Doodle of the World Day of Theatre for Children.
2. Once the logo is agreed upon, embed it onto the website. MGC to go back to the Designer on the logo.
3. Create a better space on the website for Friends of ASSITEJ and Honorary Members.
4. Create a call for a volunteer/Next Generation trainee to be in charge of social media.

d. Projects

Next Generation Placements

DKT read the document on Next Generation Placements. She pointed out that she was waiting for a complete list of selected participants by the end of this meeting, to take a decision on who would decide about the funds. At this point, there is one person from Mexico asking for financial support. Some centers don't know how many people they will be able to accept.

After this experience, DKT said she believed the next one should start very early, right after Berlin. YH remarked that Berlin could be used to advertise the call for offers of placements, in order to start gathering them in March. FF suggested it could be announced in April when the new design of the website and newsletter are ready. YH said the call for offers should come out between 15 Feb -- 15 March and by April 1st the offers are ready to be announced in the newsletter. Then, the call for applicants can close around May 10, to make decisions and announced by June 1.

SFF observed that the program should be evaluated because nine offers are very few; maybe something can be done with the result, so that the participants feel they are important, their experience can be shared. YH stated all experiences should be evaluated in a uniform way.

YH suggested asking each national center for one placement in their region each year. MvdW suggested they could make a small publication to distribute. YH mentioned there are very few promotional materials that speak about ASSITEJ. Maybe flyers for specific programs need to be created, and they can include quotes from people who have been there so others can see how it's worked before. These should be ready by Berlin so they can be distributed there. SFF also suggested including an application form with the flyer. YH proposed to have an e-fly as well as the hard copy.

DKT shared that she received an email from a lady in Norway asking to make an offer, and DKT told her to wait for the new 2015 cycle.

Birmingham/South Africa

YH said there should always be an update on the progress towards future meetings. Working group should send email to Nina and ask for a short report on Birmingham.

SFF mentioned communication should start slowly with Birmingham and Cape Town to begin including the dramaturgy.



Regional Workshops

SFF shared a brainstorming paper that Vigdís wrote about having a philosophy on what a regional workshop is (sharing skills and knowledge).

YH mentioned that every regional workshop should have the expectation that, whoever receives it should later be able to deliver the workshop to others. She said that there must be regional collaboration, and that part of the work of the project group is to identify possibilities of funding for workshop (e.g. IberoEscena project), to start where these possibilities exist.

SFF said centers that think they don't need anything should be taken into account for opening them to new perspectives.

ASSITEJ Auction

YH mentioned that the total received at the auction is allocated for Next Generation Placements. She asked the protocols group to look at how to make the selection. The last auction was discussed; SFF commented it had been very badly organized. MGC agreed it was chaotic and she was ashamed of leaving the place a disaster, but said the auction itself had been a very good thing. SFF believed that the problem was on how it was announced, because everybody wanted to leave.

PING PONG

FF mentioned that the goal is to create links between structures, theatres, associations, and festivals of different countries. The first year is between France and countries of ASSITEJ, and then the idea is for it to become permanent.

YH considered adopting it as ASSITEJ since it is a wonderful compliment for the Next Generation Program. She said this is a way of asking the middle generation artists (not Next Generation), for personal exchange and will only cost them the flight.

FF added that he is still evaluating what it takes because it is complicated to organize. French people will be granted with some money for tickets, and maybe ASSITEJ could help people from other places. YH mentioned that potentially the money can be taken from New Projects, and members can be assisted to find a way for funding, and not necessarily to use money from ASSITEJ's current budget.

YH stated that it is important to make the personal contact, and to develop the relationship between people. Maybe in the meetings, ask if they've met someone there that they would like to do a Ping Pong or ask National Centers to offer an event where they can share Ping Pong experiences.

ACTION:

1. Call for Next Generation Placement offers should come out between February 15 and March 15, the offers must be ready for announcement in the newsletter by April 1st and, the call for applicants can close around May 10, for decisions to be announced by June 1.
2. Ask each National Center to have one Next Generation Placement per year in their region.



3. Create flyers for specific ASSITEJ programs.

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

Small Size

RF read the report for Small Size.

He requested to look into the status of a European network as a possible way of fundraising; the support could be of 80% of the budget. RF made a proposal to the EC to promote Small Size worldwide as well as the other networks. MGC suggested distributing the reports among members.

DKT commented that in January there will be a lecture by ASSITEJ Serbia and Japan about dance for the very small age, and she will be promoting it with Dalia, so there could be a way to connect it to Small Size. RF answered that at end of November he will have a meeting with directors to see how to collaborate. YH said that Small Size Days should be something ASSITEJ promotes.

IIAN

DKT read the report for IIAN.

YH asked the EC to think about how inclusivity is addressed in MOU for Berlin, and that IIAN should be invited to give some wording about it, since there is a lot of prejudice.

FF asked if IIAN would like accessibility on the website. DKT agreed to ask them about it.

ITYARN

MvdW said that Geesche will talk to the Berlin organizers to see when their Forum can happen. She proposed writing to Geesche to look into the possibility of linking one of the papers to inclusivity.

YH said that in Cape Town, there will probably be an opportunity for a longer congress for ITYARN. SFF asked if the issues would be linked to 'intergenerational,' 'interdisciplinary,' and 'intercultural.' MvdW said she would have a conversation with the Board and Geesche because they have been trying to connect to the theme always, but with a researchers' point of view.

MvdW mentioned that ITYARN's website is very ad hoc, although Erica (ASU) is working on it but doesn't have enough time. IK proposed announcing a placement for help on the website. YH also suggested to think of organizations like Volunteers Abroad, to give a place for someone who can work on website.

WLPG

YH read the report for WLPG.

She requested to ask each network to put the countries that participate in their network, in columns. This way, there will be an idea of how many countries are involved in ASSITEJ in one way or another, and will be a stronger promotional statement for ASSITEJ.



Next Generation

MGC read the report for Next Generation.

YH suggested including in the report how Next Generation is encouraging people to attend events.

Regional Networks

Regarding the creation of Regional Networks, YH remarked that there is a Central European Network, and a Nordic Network and that it is a matter of need, and some European members don't feel it necessary. However, if we are to apply to the EU for funding, we will need to build a European network (or several).

SFF mentioned that there is a European Theatre Café project about new texts for young audiences (Germany, Norway, Holland, England) where the translation is paid by EU and then presented in Theatre Café Festival. This way, they are exchanging the best plays within Europe. YH proposed to connect this project to WLPG. DKT commented that one program was started in ASSITEJ Serbia as well, with ASSITEJ France and Canada to impulse translators of contemporary drama.

YH remarked that Centers have different scenarios, and creative ideas of functioning without money and about getting money, must be implemented. She proposed looking at who is already connected with a regional network to try and formally network them.

Asia

IK said that ASSITEJ India will be organizing the next Asia meeting in July 2015, and ASSITEJ India will be doing the Next Generation program. There will be around 25 participants from Asia, and they already have funding for it. YH commented she had asked for an online copy of the Asian report, and agreed to put it into the Dropbox so that the whole EC has an idea of what's happening. If any regional workshops are planned in Asia, the reports should be taken into consideration.

AF reported that after the result of the election was announced, Chinese members left and people were worried about the situation in Asia so he met the president of ASSITEJ China who is new and very motivated. He commented that they left because they didn't arrange Chinese interpreters so they could not follow anything. AF asked the president to take a central role in east of Asia and he responded that ASSITEJ China is also trying to be international and working hard on creating productions and he would do his best to take a central role. ASSITEJ China's president asked for practical advice as what to do and AF suggested to take part in the Asian meeting next year and to offer to host an EC meeting in the future, since this would be a good opportunity to show their productions. Because of the political situation, the relationship between Japan, Korea and China has been complicated, so AF created a production this summer, with Korean actors to have a deeper understanding. The president of ASSITEJ Korea gave a positive response about the show and AF thinks he has rebuilt the relationship. In 2020 Tokyo will host Olympics so they need to organize their cultural program and their government has approached AF about a program for children. He mentioned they are considering hosting the next world congress in 2020, and for this they need the cooperation of Asian countries, so he is repairing relationships and exploring possibilities for funding.



YH stressed the importance of how regional networks can serve as community building. Initiatives with China and Korea are very important and an example for other regional networks.

Europe

DKT said there will be a regional network in Slovenia, gathering representatives from Italy, Austria, Hungary, Slovenia, and Bosnia and Herzegovina, and the first meeting will be the 19th of October. She also mentioned there were some suggestions for concrete programs, like the contemporary dance regional program that should be considered an ASSITEJ project.

SFF pointed out that for the Directors Seminar next year in Germany, the applications will be received until Nov. 3rd and they should come from a National Center.

IberoAmerica

DF talked about the forum of researchers and critics of TYA on July 3rd, and the IberoAmerican Congress and Festival in Mexico last September. He said Taboo workshops took place in October in Argentina with people from Mexico, Uruguay, Honduras and Argentina. A Facebook page was created and the Uruguayan Center of Dance for TYA produced the 1st magazine.

He also mentioned the meeting with Lola Lara (ASSITEJ Spain) and MGC in Mexico, where they talked about including texts from different centers of Latin America in the Cervantes Virtual Library. DF mentioned that in 2015 IberoAmerica and Japan would carry out the Taboo workshop. He also said Interplay in Spanish is a project but has no date to start.

YH proposed making a connection between WLPG and the Cervantes Library.

Asian Pacific

SG recalled that in Japan, the question of Australia being a part of Asia came up and it is indeed a part. Australian presence in the Asian region can be emphasized in the next 3 years. She said that the National Center is in a state of evolution, because two years ago they lost all funding and now have no office, and basically a new Board (beginning of 2014). The funding situation has changed dramatically, the Australia Council has a new plan, and there is no particular fund for Youth Theatre, so they compete with the entire arts sector. Arts are part of a strategy for the national picture, so there is a positive outcome. Every TYA Company is coming together in a round table that the council is putting together. ASSITEJ wants to make networking clear for people and focus it in a central body while being globally connected. There is a lot of activity with the closer Asian neighbors. The role of the artist is being called soft diplomacy. People want to tap into support of international bodies. SG said it has been a difficult time for the Center but people want to be connected and are very positive about moving forward.

MGC asked for a written report.



USA

MvdW commented that most communication in TYA USA comes from Michael, the Secretary. During One Theatre World in Chicago, in May, WLPG will have a place as well as ITYARN. MvdW hopes to get together with Ernie & Michael to see what the center is doing. YH suggested she speak to Karen (President) and say the EC requires reports for the meetings, and ask her if she should approach Kim Peter as the international representative or will the reports come from Karen, explaining that MvdW will be the one receiving them.

ACTION:

1. Protocols and Fundraising: Look into forming a European Network, which will help apply for funding.
2. Protocols and Fundraising: Networks shall distribute their reports among members, for promotional motives.
3. DKT will ask IIAN if they would like accessibility on the website.
4. MvdW will write to Geesche to look into linking one of the ITYARN papers to inclusivity.
5. MGC: Ask each network to list, in columns, the countries that participate with them.
6. MvdW: Connect the European Theatre Café to WLPG and connect WLPG with the Cervantes Library.
7. YH will put a copy of the Asian report on Dropbox.
8. DKT will report on the regional network meeting.
9. SG will send a written report of the Asian Pacific regional network.
10. MvdW will speak to Karen and ask about regional reports.

8. Reports from the Working Groups

These reports followed work in the working groups on the various priorities identified above.

Promotions

The group informed the rest of the EC that they decided to ask the graphic designer to rework the first proposal for the ASSITEJ 50 year logo, adding more fun spirit to it and making it more readable. AF insisted it must refer to theatre; he suggested adding a mask. They mentioned that the other possibility is to keep the first one and use its colorful version.

Regarding the newsletter, guidelines must be sent to centers on what information is relevant when the call for contributions is sent (festivals, important changes in organization, awards/distinctions, international events, illustrations, logo, pictures and links, national center projects).

On the website, the group notified that the structure and back office must be ready by the end of January, and then the design. A restricted call for designers must be made and could be related to issues about magazine and publication group. The changes on hosting will happen in the beginning of next year.

YH mentioned that the video is a very particular item on the agenda and timelines need to be set in collaboration with ASSITEJ Japan.



DKT said that she could speak to Israel, about a multidisciplinary work on the history of ASSITEJ that they will be doing, that can probably be used for the video.

ACTION:

1. MGC will talk to designer of logo for a new design, and share it with the EC.
2. MGC: Write guidelines on what information is relevant for the newsletter.
3. MGC/FF: Make a restricted call for designers for the website.
4. DKT will speak to Israel on the material that could be used for the ASSITEJ video.

Publications

The group reported that the first thing to finish is the Warsaw Congress report. They promised to make a list of missing things.

MvdW worked on the report that consists mainly of postings from the Swedish and Danish, so it needs to be edited. There are several parts missing, including reports from ITYARN, Next Generation (2011), Small Size, and WLPG. Part of what is missing is from the General Assembly; some changes made are not there. MvdW asked MGC and YH to look at it and send her the information to write in.

On the magazine, MGC will write to colleagues in Germany to find out if they would like to collaborate with the magazine and in what terms. The design and printing decisions depend on their response. If they collaborate, we can have a German design and print in a European country. She said a decision must be taken on the number of pages. There will not be a host section at the beginning, but there will be contributions from Germany throughout the magazine.

FF showed the EC a draft for the magazine. They commented that it has to be reworked and given to a professional team of graphic designers but it was a starting point. The draft included: Summary; Column by YH (optional); World with different articles; Main section indicated at the bottom; Double page between sections with important information and facts about what ASSITEJ does; Brief history written by Nat Eek probably; Double page with 50 facts about TYA; Page about ASSITEJ and its centers (globes with date of admission).

Concerning the content 'One Step Beyond Inter---Generational Exchange', a call for papers must be produced. MvdW read a draft for discussion to be sent later to the Advisory Committee and finally to EC members and centers as a call; it can also be included in the newsletter. The criteria of the past period will be kept. The idea of 5 items will continue, but it won't be mandatory to have 10 of each.

The call stated that the 2015 magazine will be dedicated to the 50th anniversary and have approximately a double amount of pages with 50 publications from long time members and Next Generation. We are looking for the following submissions: International Festivals (1st festival that introduced you to ASSITEJ, around 2000 words); Influential People (two people from each decade, around 1000 words –there are 7 honorary presidents at the moment so it could be a combination or 3 non honorary presidents can be asked, or the advisory board can decide); Moments (milestones in ASSITEJ, individual perspectives, one or two paragraphs –12 artistic award winners); Ideas (articles that reflect the work of ASSITEJ, can merge with theme One Step Beyond); Breaking Initiatives



(artistic, political, social, economic, what will guide us into the future, individual perspectives, 1---3 paragraphs). Call for contributions must be sent by the end of October, materials sent in December, articles ready for redaction by January and March will be for design.

The magazine will include call for papers and news about artistic gathering from Dec/Jan.

Regarding language, the idea of articles and statements in original languages and English, will be respected as far as is possible with the printing houses. There must be an English version of everything in order to be aware of what is being published. MvdW proposed to go back to the centers for retranslation and corrections. IK also proposed asking for help from WLPG.

SFF asked for more communication with the Augenblick Mal team before the call out.

RF asked to have estimated costs/budget for magazine, website and newsletter, as soon as possible in order to check all payments.

Regarding advertisements another call will be made and MGC will ask for help from Kenjiro.

The EC members should identify people in their regions that can participate. SG encouraged thinking regionally rather than country---wise, to spread further.

MGC said Promotions would try to connect the newsletter with social media.

For introductions of the newsletter the following was agreed on: November--- FF, December--- Ady, January---RF, February---AF, March--- MvdW, April---SFF, May--- Nina, June--- Vigdís, July---IK.

On the website, MGC agreed to write a letter for Robert regarding the domain.

For the World Day Message, a plan B could be Janet Pillai from Malaysia. Other options from Asia and South America may also be proposed, since they haven't done it for the last five years.

ACTION:

1. MvdW: Warsaw Congress Report must be finished by the end of this month.
2. YH and MGC will send information on General Assembly to MvdW for the report.
3. MGC will produce letter to Germany regarding collaboration for the magazine.
4. MGC: Call for contributions to the magazine must be sent by the end of October and articles ready for redaction by January.
5. The EC should identify people in their regions that can participate in issue of the magazine.
6. Promotions: Connect newsletter with social media.
7. MGC will write to Robert, regarding the domain of the website.
8. FF will insist with Arianne Mnouchkine and report to the EC if another option is necessary.

Projects

The group worked on 4 issues (Placements, Regional Workshops, Auction, Dramaturgy of One Step Beyond), and had a Skype chat with Vidgdís. Each member will be in charge of one aspect, DKT of Placements, IK and Vigdís of Regional Workshops, DF of Auction, and SFF of Dramaturgy.



**Next Generation Placements:*

The discussion was mostly about what is related to communications program and how to help those who are offering, to recognize the benefits. The idea is to increase the number of users in the future period. Each EC member shall address a letter to at least 10 friends with an explanation of the program, and Friends of ASSITEJ are asked to do the same. The letter will be based on an example of what placements are and how to put it in practice, as well as give suggestion on how to formulate it. Letter shall be ready by the end of October for DKT to distribute it. An evaluation form will be adapted from Next Generation for the placement program, and when it is finished DKT will send the form to previous placement participants, in the beginning of November to be sent back by December. This will help to know the needs for the further development of the program, as well as how much money is needed and how to fundraise. This evaluation will be done after Berlin.

For publicity and publications, the group expressed that the program needs to have a new and more visible place on the website because it is very confusing. The group also suggested having two pages with reports from placements in every ASSITEJ magazine, one from the offerer and another from the participant. Also, when they give feedback, it should be published on the ASSITEJ website or Facebook. The idea is to show that every institution that gives a placement has a benefit, their name can be mentioned in the magazine with a short report talking about them so it is promotion. YH said that potential funders outside of ASSITEJ must be identified and publicized to Next Generation potential participants and added to the website and Facebook page. She also stated that institutions that make an offer could become Friends of ASSITEJ to recognize the member in the organization, as well as receive a standardized letter of participation. The group also mentioned that the offerers can be invited to the Auction, and a video (taken by participants beforehand) can be shown as a remembrance, as well as a presentation of how the previous auction has benefited artists.

If Next Generation becomes a network, the group suggests talking to them and asking them to take on the promotion of the program as a network, and possibly negotiating if they want to take over the placement program.

SFF read the offer for application, which addresses both sides.

YH proposed to have the offering more than once a year.

The group that decides on financial support will include DKT, YH and RF. DKT will be in charge of the redaction of reports since she will be collecting them.

**Regional Workshops:*

The group worked on the paper created in Berlin by Vigdís, SFF and DKT. IK read a proposal that they developed further based on that paper:

- Philosophy--- share skills and knowledge around the world.
- Aim--- artists who can pass skills and sustain them in the region.
- Context--- organized in collaboration with respective regions.
- Format--- proposition for a pilot project before.



- Information on Needs-gathering and Congress can be used as platforms; data can be collected by the Member Questionnaire and EC during meetings.
- ASSITEJ center agrees on suitable location.
- Proposal of three workshops, with minimum number of participants that can last 3-7 days.
- Participants will pay their travel. Accommodation/meals may be partially subsidized by center if possible.
- ASSITEJ finds the leader, trains them and pays for their travel and fee (fundraising is needed for this).
- Three workshops will be held in the same place simultaneously (an opportunity to interact and share).
- Suggestion of steps: Find suitable region to perform pilot workshop (Mexico, Argentina); Map particular needs of skills in region; Design workshop; Find location and leader; Hand over to center (but overseeing it); Two EC members should attend first workshop to document it.
- Evaluation- once data is collected, the president and two members of the Projects working group should evaluate to identify where to start with first pilot.
- Close cooperation between Academy/EC and arrangement.
- Logistic support to be organized by host.
- After workshop, three reports are collected (Organizers/Participant, Trainer & EC Member) to evaluate pilot and re-launch program globally.

Regarding the monetary aspect, there will be a total of three trainers (10 days of fees), two days of meeting in advance (travel hotel and fees), five to seven days of the workshop (travel, hotel and fee), and two days more of fees to prepare report. Potential supporters for funding are the Arts Network Asia, European Union, Goethe Institute, and IberoEscena. The group proposed that the Policy, Protocols and Fundraising group do the fundraising with help of regional partners. They also propose a placement for an individual to assist in the fundraising program and, in return, they may get to travel (grant) to the place where the workshop will happen or to a gathering/congress.

SFF also proposed making a connection to UNESCO, so they can support the idea because their stamp could be useful for fundraising.

RF mentioned that there is a problem with the structure of the budget. In the budget for projects (\$45,000 USD), 90% is dedicated to publications and 10% to projects. He said there should be a good balance to understand the main aim of the association (projects or documentation). YH commented that advertisements are in fact linked to publications, so they are costing \$10,000 of the original funding because \$30,000 is received from advertisements. She said it should not be an issue because a previous target for advertisements was made. It is important to look at in terms of presentation of the budget in 2017, to know what the association is really capable of.

The idea is to have a meeting between ASSITEJ and trainers to find a common spirit. There must be a good description of the academy. SFF mentioned that the group asked Vigdís to write a one-page proposal for fundraisers, and YH added that it should also talk about why TYA in the first place.

YH proposed to link it to the artistic gathering or annual meeting. A first regional workshop should be planned for September/October 2015; there can be a meeting in Augenblick Mal with the people involved. The goal would be to have three regional workshops by the 2017 Congress.



In terms of time frames, YH reminded everyone that the application for proposals to IberoEscena is in Jan---June 2015, so this could be used for the 2016 project. She proposed linking it to Asia or Africa for 2015. IK said he must speak to host in Chennai because there is a lot going on there already. There is a possibility to organize a workshop in February 2015 with University Festival; he agreed to write to them. YH mentioned there are possibilities in Africa, but 2016 would be better, it could be linked to the Creative Economy Congress, which is usually a two---day meeting in November. In South Africa, it could be connected to the 2016 African Youth Theatre and Dance Festival in June. YH commented it would be good to have one in 2015 and then two in 2016. MGC will look into the option of Mexico and IberoAmerica.

**Auction:*

As many people as possible must be reached to connect this with the fundraising of particular projects, and if members understand these they will participate more. The Auction in Berlin can be published in the page or a blog can be created and linked to the page with photographs and information on the objects. The auction will take place during the Festival; a professional auction house could be contacted and asked to do a workshop on how to make an auction. An announcement should be made in the newsletter for the reception of objects for the Berlin Auction.

For Birmingham, objects should be received two to three months before the Festival, and the auction can begin online, although a live decision will be made at Birmingham. A proposal to do it on an existing platform like E---bay was made, and the idea is to project this for 2016.

**Dramaturgy:*

There will be three meetings (Intergenerational, Interdisciplinary, Intercultural exchange); members, networks and festival partners should be communicated with about this so they can relate to them.

Definition: (just a beginning) One Step Beyond is about changes. Society and childhood are changing and so does theatre for children. We have to look behind our daily work to identify impulses and seeds of change, and together with the experiences of the past try to create new ideas for the future. In Berlin--- be aware where everything comes from in TYA and start connecting with Birmingham.

The group proposes ITYARN to identify fundamentals of the work, artistic impulses that were given that changed the scene (deciding papers, moments that changed our looking at TYA).

What we can get from networks:

- Next Generation--- they have different experiences, and that influences work to find different ways of telling their stories. How does this change TYA?
- WLPG--- experienced and new authors, how they deal with gap between generations. Are there any plays that deal with issue of generations?
- Small Size--- it's a young tradition, but founders who had the idea could tell about the beginnings and their mistakes. How do they respond to new ideas?
- IIAN--- disabilities are regarded totally different; we talk about inclusion and not separation. Old generations have different experiences on their handicap and how society treated them.



SFF said he would work more on this idea until November 17 (Berlin meeting), where he can present the idea of One Step Beyond dramaturgy so they can make it richer.

ACTION:

1. EC members and Friends of ASSITEJ shall address a letter to at least 10 friends with an explanation of Next Generation Placements.
2. Evaluation form will be adapted for NG Placements; DKT will send it to previous participants.
3. FF: New and visible space for Next Generation Placements on website.
4. VJ will write a one---page proposal/description for fundraisers of regional workshops.
5. IK will speak to Chennai host about regional workshop in 2015.
6. MGC will look into regional workshops in Latin America for 2015/2016.
7. MGC: Newsletter will announce the reception of objects for the Berlin Auction.

Policy, Protocols & Fundraising

The group informed of the meeting they had with Mohammed El Ghawy and the determination from ASSITEJ to bring in African members leading into the 2017 Congress. Mohammed is currently travelling to find out what people want and how to bring them together. There is a complicated situation in Egypt due to the expulsion of ASSITEJ Egypt and the situation with Mohammed Kareem. The goal is to build national infrastructure. Mohammed commented that his colleagues in Egypt have a very low expectation, and he's at a loss as to how to engage. The Festival in Tunisia has never replied to ASSITEJ, and currently there's a push in Morocco. The suggestion from YH is to do a regional workshop to break prejudices and bring in people to train in the missing skills. Mohammed was asked to apply as an individual member to look into the regional workshops. The group suggested that Next Generation be a focus for 2015 and the 50 years campaign, and Mohamed's story could be personal story to attract this.

Regarding the protocol for spending funds, the travel money budgeted for EC members over 3 years (10,000USD), needs to be monitored over the plan of one travel per EC member. Up to \$700 requested per person can be approved by RF only once in a three---year term, from \$700---1,000 will need permission from President and Secretary General, and over \$1000 will need a conversation with the entire EC for approval and a voting by email. Everything must be approved formally and the group suggested members to make their intentions clear. This option should be used in exceptions.

SG and YH will research crowd---funding models and come back with possible plans, as well as the possibility of offering a reward for donors. The model selected needs to be able to connect to the Italian bank account, and needs to be a system that can receive money in different currencies.

IK asked about the possibility to hire someone for full time fundraising, now that ASSITEJ is a registered association. YH responded that it would be difficult because there is \$2,500 for fundraising, and it is not enough for a salary. There are people who receive a percentage of the fundraising as a salary but some organizations/corporations do not like that practice. It would need to be someone closely linked to an office in Mexico, South Africa or Italy, to communicate directly with a key person within the organization, and to have the possibility of attending meetings.



RF mentioned the option of having a main sponsor of the association that supports it in all activities. The sponsor would have their logo close to ASSITEJ's and would always be present. It can be a private or public sponsor and there can be a different sponsor in each country, but it must be elaborated on. RF also said that another option is to have more objects to sell (space on the website, etc.).

Online donations are another option, on the front page of website people will be able to donate to a campaign, and Friends of ASSITEJ could be one of the rewards given.

For the suggestion on asking for support through UNICEF, UNESCO and other larger organizations, a presentation of some sort will be needed to have all arguments at hand. RF added that if National Centers are linked to structure, a legal entity could operate better to auspice grants for ASSITEJ.

A proposal was made for the application to the EU as a network. Meetings will be set up before and in Berlin to find out what the situation is and who can apply. RF will make inquiries of how the network could work, so potential countries can be looked at and asked to a meeting in Berlin to discuss possibly applying together for EU grant for ASSITEJ as European network. EU asks for an annual balance sheet and a lot of time is needed in order to prepare for applying.

For the artistic gathering and congress, the group worked on the Memorandum of Understanding for the three hosts (from ASSITEJ--- YH, MGC and SFF can sign, from Germany--- they must decide). YH read the MOU, which included:

- General Principles
- Obligations of Host (funding, promotion, use of ASSITEJ logo, design collaboration in magazine, translation to their language, adhere to timeline and description of gathering--- Rider 1)
- Obligations of EC (global promotion, provide facilitators as required, prepare content of magazine and pay design & printing, advise and collaborate with gathering, ensure networks are engaged, representation of association at all major events, available for media opportunities, assist in advocacy work, responsibilities and timeline in Rider 1)
- Benefits of hosting (local event promoted worldwide, using it for fundraising, increase size of audience to the event, excite practitioners in TYA and opportunities, stronger collaboration with national center and local partners, strategize around long---term planning and goals.
- Criteria for hosting.
- Diplomatic relations.
- Accessibility (first step is to reframe documents with inclusion in mind).

YH said she would send the MOU to Meike as a draft and that all three MOUs must be signed by the end of this year. The MOU for Birmingham will be very similar, with different specifics and the one for the Congress will be longer, including Small Size seminars and other activities that were not identified in the document.

It will be important to update this on the website, after they have been signed.

There must be an explanation of what is needed in reports (qualitative information, report on General Assembly or interactions, network reports, evaluation of organization and administration,



analysis of success/failure, reflections and responses from people, comments on economy of festival, participation figures, list of representatives, number of productions that applied and were accepted, list of funders/partners, list of marketing materials, overview of budget and all expenses).

RF suggested national centers support the active participation of members who attend the festival by helping out in meetings/seminars.

The group suggested having a penalty clause in the contract for the Congress. The suggestion is to have a clause that says that in case of non compliance the host will pay 5,000 EUR to ASSITEJ, paid 90 days in advance of the event, and if everything is respected, ASSITEJ gives it back within 15 days.

On this, MGC commented that although it can be very good, the problem can be when applying the clause; also the only way it will have value is if a lawyer stamps the MOU. She expressed that it's a bit aggressive for the host, and they may feel uncomfortable. The meeting is already a great investment of money and effort mainly for the host and we need to find ways to be kind and grateful.

YH clarified that this would only apply for the Congress. IK stated that if this is ever applied, it should also be to gatherings. RF expressed that this is one solution to protect the association from what could have happened in Warsaw. There has to be a way to safeguard the association during the organization.

SFF called it a document for mistrust. He proposed a mediator could be used for an emergency case.

SG felt there are other ways to safeguard this behavior. In the contract, the importance is already stressed and the word host is very important, it is not a relationship with a buyer/client.

RF stated that this kind of contract is about respecting the work done and if you respect the work it will not be necessary; he proposed to say collaboration would stop, instead. YH agreed with the idea of a cancellation clause instead of a penalty clause in the Congress contract, and added that if things are not going as they should, ASSITEJ has the right to cancel event and propose an alternative event/time if they wish. YH proposed the mediator being someone like an Honorary Member or National Center not involved in the particular relationship, which would be mutually agreed upon by both parties.

Regarding Awards, the working group discussed three major points: What awards; How people are selected; Under what criteria should they be granted. They suggested the awards be framed within the dramaturgy of the three years, and built up around a particular question. The award is not just a lifetime achievement award, so the committee would need to describe and make a supportive argument. RF suggested formulating a questionnaire for this in the next EC meeting.

Additional dates for the EC were set:

- Oct. 11** Respond to Berlin's questions regarding gathering (YH email)
Oct. 15(or whenever newsletter goes out) Announcements of elements for 2015 theme One Step Beyond and Jubilee celebration, as well as a call for travel grants for Next Generation from Germany.
Nov. Call out for magazine articles in newsletter. Reminder of Auction.
Dec. Information on Augenblick Mal in newsletter. Provide German team with information.



Jan. Information on hotel accommodation in newsletter.
Feb. Program and announcement of Next Generation travel grants in newsletter.
Mar. Reminder of any important events in newsletter.
Oct. 2015 Final report of gathering, by Norwegian meeting.
Dec. 2015 Ask Germans for documentation.

ACTION:

1. SG and YH will research crowd--funding models and come back with possible plans.
2. FF: Include Online Donations to the website.
3. YH will send MOU to Meike as a draft.

9. Memberships

Individual Membership from Chile: OANI Theatre Company (Valeria Correa).

MGC commented that she received an email from another Chilean company as well, but they are not sure how to join this company for applying together. YH recalled that the Individual Membership was created in order to help create a center, so she suggested granting them both individual memberships and then help them create a center together.

RF asked about the number of members in OANI because the fee depends on it, if there are more than 5 the fee is \$50, and if they are less it is \$30. MGC agreed to ask them.

VOTING:

---Do we propose to accept OANI Theatre Company as an Individual Member? (**Unanimous YES**)

Individual Membership from Greece: Pavlos Novak

YH inquired about his reasons on wanting to become a member, what he hopes to gain by it, and if there are any additional activities that he is planning for the future; this part of the application must be completed by the individual. No decision will be taken until he has answered the questions.

Individual Membership from Algeria: Mohammed Ababou

MGC mentioned that communication with him has not been clear, mainly because of a language issue (he speaks French), so FF accepted to write to him.

MvdW commented that he is already a member of WLPG and ITYARN, so technically he is already a member of ASSITEJ and there is no need for him to apply as an individual. YH suggested telling him that if he still wants to apply, he needs to answer what he hopes to gain (in application).

It was also commented that ASSITEJ Algeria is no longer a member because they were expelled due to lack of communication, but someone continues to post things as ASSITEJ Algeria. This is a very difficult situation, partially of communication and also of someone continuing to use the name and logo of ASSITEJ for their own purposes.



Network Application from: Next Generation

MGC commented that they should articulate their task and aims in a better way. YH proposed voting and then saying that as a member, they will be required to fulfill specific obligations.

RF said it is the first network to come from an ASSITEJ project, and it is important to distinguish the activity from the network and project, to keep them separated so they collaborate better.

IK added that they should spread the circle larger if they want to create a network, they should clarify how collaboration will happen in the real world and not only online, as well as what they will do on their own, and not only within ASSITEJ.

VOTING:

---Is Next Generation accepted as an ASSITEJ Network? **(8 In Favor, 0 Against, 3 Abstentions).**

Problematic Centers

YH stated that, regarding the centers that have not paid, a person in charge of communication must be allocated. In instances where it is a 2014 fee, RF needs to contact the center asking for payment, and where there are 2 or 3 years, RF must follow up with Noel to see if there has been any communication with them and send them a strong letter that they are in danger of being expelled if they don't pay by this year.

- Asia: Bangladesh, Singapore, UAE, Uzbekistan (RF will write to them).
- Africa: Benin, Zimbabwe, Swaziland (YH will write to them and ask for their payments).
- EU: Bosnia and Herzegovina (DKT will contact them).
- South America: Colombia, Ecuador, Paraguay (DF believes that Ecuador and Colombia have never paid, but the latter asked Noel for facilities. He will write to them and check).

MGC proposed making a call for payments in the newsletter at the beginning of the year. She also commented that, together with DF, she will work with the centers from Latin American.

IK recalled Ivica had reported that Ukraine was not able to transfer international funds since there was an issue with the banking system, and they would pay cash in Warsaw, but they were not present. YH declared they should have been expelled and asked if the EC would be lenient because of the political situation and give them another year. It was decided that MGC will send a concerned letter of support telling them we understand the situation, and to let us know how to support.

RF mentioned that the constitution states that after six months of non---payment, they are not capable to vote. Because of this, they must be invited to pay, or removed from the list of the Berlin magazine because they will not be full members for the Jubilee. MGC proposed giving them three chances to pay and if they don't respond then they are removed from the magazine list. RF mentioned he can produce a claim for payment, but the invoices are sent after they have paid.

YH stated that the centers will need letters, and that the letter for Latvia should be written by MGC since they have recently invited her to a festival.



Warnings will be revisited in Berlin. There is a possibility to waive fees, like Ukraine, and they keep their right to vote, but there needs to be communication and this will only happen in special cases.

RF stated that there will be a sentence included in the letter of payment for the next 3 years, that says it is important to pay the fee regularly.

VOTING:

---Are we in favor of being lenient with Ukraine for one more year? (**Unanimous YES**)

ACTION:

1. MGC will respond to Pavlos Novak.
2. FF will write to Mohammed Ababou to improve communication.
3. MGC will write to Next Generation, explaining specific obligations they must compel with.
4. RF will write to Asian countries with non---payment issues, YH to African countries, DKT to Bosnia and Herzegovina, DF to South American countries, and MGC to Latvia.
5. MGC will send a concerned letter of support to Ukraine.

10. Specific Items of Business

10.1 50th Anniversary

For the process of making the video, YH said the EC should identify people to respond to the two questions (1. Something to do with ASSITEJ, 2. How they see the future of TYA, linked to something they would be interested in answering). She proposed asking three key people, who know the history of the association (e.g. Nat Eek, Wolfgang), if they could identify for themselves what the five key moments in history are to them, and SFF remarked that the last three years are important because of changes, so the third person should probably be YH, so we can end in actuality.

MGC proposed linking the process to that of the magazine and simply split into two formats at the end, they can complement each other. She also suggested paying a professional to work on it.

ACTION:

1. EC must identify people who will respond to questions for the video.

11. Next EC Meetings

Augenblick Mal!

The next meeting will be April 20---27, 2015. The arrival will be on the 19th, for a morning meeting on Monday 20th and departure the 27th. MGC will ask German team if departure can be extended to the 28th. DKT advised the members to count about 40 minutes of transport from the hotel to airport, to have in mind for flight details. SFF also commented that there are two airports in Berlin, so people check them. RF asked checking if some hours can be gained during the week in order to leave the 27th as a departure date for evening flights.



Other Possible Meetings

The following meeting is most likely to be in Norway, in October 2015.

YH mentioned an invitation from China to attend The 5th China Theatre Festival and hold an EC meeting in Beijing, but the dates are July---August 2015 so it's very close to Berlin, and it couldn't be 2016 either, because July is Birmingham. She proposed asking them if they would be interested in 2018 and work around it. August 2015 is a possibility, but it would mean almost a year for the next meeting in Birmingham. If the EC does go in 2015, the meeting in March 2016 (or Jan. 2017) in Cape Town would be necessary, but the idea is to offer it to a working group and the Secretary General, not the whole EC. SFF suggested a small group go to China, and another to Cape Town.

Between October 2016 and January 2017, there is a possibility to meet in Israel (October), or South Korea (January).

IK stated that with help from the ASSITEJ EC, there could be a meeting in March/April 2016 or 2017 in Sri Lanka.

FF also commented that France would like to celebrate the Jubilee and invite German friends for the beginning of next April (31March ---15April), as well as an international delegation, so if some EC members want to come it would be a pleasure.

ACTION:

1. MGC will ask German hosts if departure can be extended to the 28th of April. YH will write to China asking if they are interested in 2018.

12. Other Business

RF stated work must be done on a flyer that presents ASSITEJ to the main sponsors in different countries. He suggested Publications to work on this, only a few copies are needed. YH agreed to do the part of "What is ASSITEJ?" and set November 15 as a deadline to put together a basic proposal document and send it to her.

YH read a letter from ATINA, about presenting the website in three languages (English, Spanish, French), where they strongly support the proposal, and offer to help with the Spanish translation. This is also a way to ensure that the toolkit gets translated. YH's response will say that ASSITEJ will commit to translate central documents, until we know more on the website.

MGC read the proposal from ATINA to make the Taboo Workshops an ASSITEJ project. YH declared that a request for an ASSITEJ international project status works the following way: needs to be created and driven by members of ASSITEJ from 3 countries on 2 continents or 5 countries on 1; must advance mission and aims of ASSITEJ, artistic work and ongoing research; exemplary to non---discrimination; well documented; application in writing. The project must also invite one person from the EC to participate (DF said he would be a part of it). The proposal was analyzed, and the project was given designation for 3 years.



DKT mentioned that it was not possible to organize in Europe this time, but it is a shared project. YH asked to encourage them to include Next Generation Placements, and to give them a space on the website and meetings/congress, as well as access to use the logo.

VOTING:

1. Are we in favor for the Taboo Workshops to take on international project status?
(Unanimous YES)
2. Can we officially approve the contribution to travel from ASSITEJ funds to DF and DKT? (DF: 2.434,23 EUR & DKT: 1327,00 EUR). **(Unanimous YES)**

ACTION:

1. Publications and YH will work on texts for ASSITEJ flyer.
2. YH will write to ATINA regarding translation of the website.

13. Closure

YH thanked everyone for their work during the meetings and declared the meeting closed.



ADDENDUM A

PRESIDENT'S REPORT

Perth, Australia

October 2014

1. ASSITEJ related business:

a. International Associations Meeting (Warsaw):

The minutes from this meeting have been finalised, the two line sentence of cooperation and collaboration has been approved by ASSITEJ, IATA/AITA and IATC and these have been sent to ITI, UNIMA, and IDEA for their comments. We have not had a response so far. ITI has their Congress from 17th---22nd November in Armenia, and ideally we should have a representative from ASSITEJ there. Wolfgang Schneider will not be able to attend on our behalf due to other engagements. Diana has suggested contacting the President of IDEA while we are here in Perth, and requesting a meeting.

b. System for Rotating African councillors: We invited Pamela Udoka to be the first African counsellor in Perth, but she was unable to attend due to a clash with the Subotica Festival in Serbia. Due to the tight time frames, we were then unable to invite another counsellor. I propose inviting 2 counsellors to the Berlin meeting, if possible. This would allow for more intense engagement in the early stages of Congress preparation in order to build joint projects. I suggest Pamela Udoka (West Africa) and a candidate from East Africa, still to be determined. It would also be good to find candidates who could be linked into one of the specific ASSITEJ networks, so that they can potentially drive the involvement in that network's activities in Africa towards the Congress.

Ideally we need to engage with 1 counsellor from each of the 5 African regions and at least 1 from French---speaking Africa, given the number of French speaking countries.

c. Project Shift +11 and Boomerang – Dirk Neldner --- possibilities for partnership and collaboration:

Platform shift+ consists of 11 partners from 9 countries – ten theatres and a university. Leading organization is Pilot Theatre, York (GB). Looking at engaging with technology in order to understand the target audience. **Platform shift+** will develop 40 theatre productions based on newly developed plays/concepts, correlated to the reality of the digital age. In more than 50 activities, it will connect theatre makers directly with young people in an artistic dialogue. **10 Creative Forums** all over Europe will offer training programs and tools for sustainability of progress and ambition.

Points of collaboration with ASSITEJ: Invite Next Generation participants to the Creative Forums. Possibly invite people from Platform shift+ to the ASSITEJ Artistic Gatherings. Identify ASSITEJ members already within the project, and look for possible performances within ASSITEJ events/festivals/ even potentially the Artistic Gathering in Birmingham, 2016. Potentially technology can be an area of training within our Regional workshops, with their assistance. They proposed ensuring that all the participating theatres joined ASSITEJ.

d. “Boomerang --- documents of poverty and hope” will bring 3 European companies together with 2 from Canada and one from Australia. Uses “documentary theatre” as a starting point, interviewing young people about poverty and migration, bringing young people's voices on stage. All performances are embedded in extensive Arts Education programs. The final presentation of Boomerang will be beginning of 2016 in Sydney and Vancouver.



Points of collaboration with ASSITEJ:

Possible showcasing of a production en route between Sydney and Vancouver in 2016...

Also look at how these companies can link into their national ASSITEJ centers, if not already the case.

2. Communication and travels:

Attended:

2.1 Mexico City, Mexico (27 August – 8 Sept): We had a very successful series of meetings and experiences in Mexico. These included the OEI funded IberoAmerican Congress of Theatre for Young Audience at which 20 countries were represented, the IberoAmerican Festival of Theatre for Young Audiences, a mini-EC Meeting, several meetings with Marisa around planning for the office, and a meeting with ASSITEJ Mexico. We hoped to join the meeting in Berlin by Skype, but unfortunately this was impossible.

Some of the outcomes:

- Potentials for funding/partnerships revealed from IberoScena, from SESCO and from FUNARTE for IberoAmerican projects, or for participation of IberoAmerican artists in events; we can apply in Jan-June 2015 for 2016; individual artists can also apply for residencies, which might be useful to the Next Generation programme; they are also interested in creating a special project with us: possibly we can launch regional workshops in Mexico, inviting 1 person from each of the 12 countries which are eligible, and doing 3 workshops, 3 seminars over a 3 day period.
- INBA is able to support Mexican companies to travel – fees/travel for INBA companies or projects; can also co-produce or send companies.
- We proposed a survey of all members to kickstart the regional workshops project and to improve communication with national centres and other members.
- Ideas around the 2015 magazine, the website, were shared etc.
- Proposal for a new network in ASSITEJ is emerging – Theatre AS Education network (could link into the OEI network)
- Proposals were made to the meeting in Berlin about the Artistic Gathering in 2015

2.2 Johannesburg, South Africa (9-10 Sept) EU Workshop on Cultural and Creative Industries: a chance for youth. YH chaired a panel on “Youth empowerment through Cultural and Creative Industries – opportunities and pitfalls”.

2.3 Pretoria, South Africa: International Conference on Strategic Repositioning of Arts, Culture and Heritage in the 21st century: YH delivered paper on “The Case for Theatre from the Early Years”, and participated in discussions around Arts Education; met with Wolfgang Schneider to discuss certain aspects of Berlin 2015, and other matters. There will be another TUT conference in 2016, which can be used as a pre-cursor to the SA World Congress.

Upcoming:

2.4 Baku, Azerbaijan: 3rd International Theatre Conference – 4-6 November; Theme: The World Theatre Process In XXI Century: Place of theatre in the system of multi-culturalism and universal values”; YH to deliver paper on “Children’s Cultural Rights”

2.5 Possibly, Africa Creative Economy Conference: 13-15 November, Rabat, Morocco – if YH can’t attend, has asked Wolfgang Schneider to present on the 2017 Congress in South Africa since this will be a very important meeting of African countries.

2.6 Invitations have been received from Vitamine C meeting in Brussels (5-7 November, won’t be able to attend, so have asked Vigdís, Diana or Nina to consider going); Swedstage, Stockholm



(have asked Ismail Mahomed to represent SA); FETEN (22---27 February, Spain – may not be able to go due to South African project happening at that time – is anyone else available and interested?).

3. News of African Centres:

- 3.1. ASSITEJ Ghana – may host Festival in from 19---22 November; are asking for our participation with a workshop on theatre for young audiences.
- 3.2. From Idea to Action Project with Mozambique, Zambia, Zimbabwe, South Africa and Sweden is going well. Plays have been developed and will be performed at the HIFA festival next year. ASSITEJ SA has proposed a Women in theatre forum for next year, which will look at empowering female directors to direct theatre for young audiences in Africa.
- 3.3 ASSITEJ Nigeria has become very active and Pamela is ensuring that a number of people apply for opportunities in Next generation, as well as for international festivals. We may need to speak to her about quality controlling the applicants. Unfortunately Pamela is not able to join us in Perth, due to other travels.
- 3.4 ASSITEJ Cameroon:
10th version of FATEJ festival is to be held this year in Yaounde from 7 to 14th of November.
Landry Nguetsa has requested a series of workshops for actors and directors in Cameroon – I'm not sure if this is under the auspices of ASSITEJ Cameroon, or separately.
- 3.5 ASSITEJ Uganda: News from Jackson Ndawula that the centre is undergoing serious re--- organization, they have revised their constitution and the entire membership to accommodate all organizations and people involved in theater for children and young people in Uganda. They will keep us updated and will hold their General Meeting in November 2014. A new Executive will then be elected in office and they will reapply for membership.

4. ASSITEJ SA news:

4.1 ASSITEJ SA has received substantial funding for 2,5 posts for the next 21 months, and for Congress incubation and showcasing from our National Arts Council over the next 2 years. Yvette has not yet received any support for her position as President (specifically for travels). ASSITEJ SA has appointed a Communications & Marketing Manager and are about to appoint a Financial Manager and a Corporate Relations Manager, whose job will be to engage with corporate sponsorship towards the Congress.

4.2 ASSITEJ SA is working on a number of projects currently:

a. National:

- Platforms at Cape Town Fringe Festival, DUT Festival, Muizenberg Festival, Western Cape Schools Festival
- Own festivals: Bodibe Festival (25 October); Vrygrond Family Festival (27---30 November); Observatory Family Festival (15---27 March)
- Touring of productions by our 10 mentee companies to schools
- War Horse educational mediation workshops for young people and for teachers in two provinces
- 2 year long Arts Education programme for 20 schools in KZN/Free State to start next month
- Inspiring a Generation: 4 creators who went to Denmark are in the process of making their plays under our mentorship
- Inspiring a Generation 2015: about to start, using a concept similar to schoolyard stories
- Theatre4Youth: working on a new catalogue of our members
- Theatre4Youth provincial forums to publicise the Congress and get people involved



- Will be commissioning 3 early years works, 1 teen performance and 1 dance for young audiences performance as part of Congress incubation
- Magnet theatre inviting Barbara Kolling from Helios Theatre, Germany to be involved in the training of the next group of interns in Early Years work.

b. International:

- African Youth Theatre and Dance Festival – we are working towards this in June 2015. This may involve writers/directors or even theatre companies from several Southern African countries, and is a week-long festival at Artscape in Cape Town. They see this as a precursor and building towards the Congress.
- New Visions New Voices South Africa – we are working with the Kennedy Centre on developing new voices in theatre for young audiences; 5 South African writers will attend the 2016 NVNV festival in Washington, and we hope that at least one of the plays will be presented at the Congress
- Project between Theatre Thump and ASSITEJ SA – workshops and performance in Mpumalanga province, SA
- Co-production between Speelteater and ASSITEJ SA – Red Earth Revisited – June-October 2015
- Hoping to bring Patrasket and Zebu to SA in 2015
- Dance for Young Audiences project with De Stilte and with Szene Bunte Wahne
- Possible collaboration with TYA UK for Inspiring a Generation 2015
- Co-production with British-based SA writer: “The Rain Queen and the Baobab” for 2016
- Possible Co-production between theatre junge generation, Dresden and ASSITEJ SA in a puppetry production: The Big Five

c. World Congress:

- Things have been slow since the initial excitement of having won the bid. Various people have been unavailable for meetings, and it took some time before the National Arts Council was able to meet with our new National Minister of Arts and Culture to apprise him of what we are doing.
- There is still a great sense of positive support and interest, but no actual funding, apart from the NAC funding mentioned above, has been secured as yet.
- The Cape Town Fringe Festival (run by National Arts Festival), which we will be using as the infrastructure for the festival has just occurred for the first time, and it has been successful, making YH feel positive about the possibilities for the Congress.
- The main venues are confirmed: City Hall, Artscape, Zip Zap Circus, Baxter Theatre.
- A new City of Cape Town Arts & Culture policy is being formalized, and this also has very positive implications for the Congress.
- We need to finalise the contract with ASSITEJ SA in terms of the Congress this meeting, so that we have a formal document to use in applications for funding. We will also discuss time frames with the group this meeting.

4.3 Our Publicist was awarded a Business Arts South Africa award for the pro-bono work they do on ASSITEJ SA at a recent national awards ceremony. This brought an added profiling to the organization.

5. General:

I would like to thank Marisa Gimenez Cacho for the way she has jumped into the office of Secretary-General and also Maui (Marissa Garay) for the work she has done so far.



I also thank our Australian hosts for their generosity and welcome, and we are looking forward to a productive and positive engagement with one another and with Australian artists while we are here.

REPORTED BY: Yvette Hardie, President

4 October 2014

ADDENDUM B

Secretary General Report

Perth , Australia

6---11 October 2014

Generals

Transfer of the Croatian Office to Mexico

Ivica was in Mexico during the month of July. The main reason of his visit was not the transfer of the Secretary General Office, but directing a children's show in Mexico with the Company "Susy López Titres"

Nevertheless, taking advantage of this visit, we got together on three occasions to talk about the management of the Secretariat. Despite Ivica's good disposition, very little information was received. No physical documents were received.

A digital archive was handed over. Unfortunately, the information corresponding to the 2011---2014 period has many gaps, given the robbery that Ivica suffered of his computer in Buenos Aires in 2013. Ivica has communicated to us, that he and Meicke will transfer some documents into the files at Frankfurt. He will let me know what files are to be transferred.

Regarding the bank statements, these should have been sent to Roberto.

Office

The costs generated by the Secretariat office in Mexico are covered by CONACULTA and INBA.

The INBA covers my salary and the office expenses.

Until now, I have received the same salary for both jobs. My salary has not been defined yet, although it will basically be the same as before.

For the time being, the Secretariat office is the same as the one for the Theatre for Children and Young People Program, located at the Cultural Center *del Bosque*, where the INBA theatres are. It is expected that by December/January, a new office for the Secretariat will be finally established here or at another location.

There is an option to have the office somewhere else, under better conditions, you might say. However, it would be isolated from theatrical activities. Because of this, we are waiting for the possibility of an available space in the same cultural center.

The advantages have been that I can count with the necessary infrastructure to operate, with IT assistance, possibilities for shipping, general assistance, etc., and some sort of budget that has allowed to cover some of the ASSITEJ expenses with the budget for the Theatre for Children and Young People Program: shipping, diplomatic pouch, designing, etc.

The CONACULTA will cover the assistant's salary and trips (airplane tickets and some travel expenses) As a contribution to the Secretariat for 2014, CONACULTA will grant \$20,000 (twenty thousand dollars) for travels of the Secretary General and Executive Assistant, as well as the Executive Assistant's salary.

An agreement has been signed on behalf of ASSITEJ so that the contribution is made.



This contribution is pending and there is no set date for the transfer to be made, but surely it will be done before this year is over.

At present, we are searching for a way to bring a part of these resources to Mexico by a legal and transparent way in order to pay the assistant. Hopefully it will be defined by next month. My and the assistant's airplane tickets were bought with my own credit card and were then reimbursed by ASSITEJ. Once CONACULTA's contribution is received, ASSITEJ will recover the money. The work for the months of June to September, has not been as it should due to various reasons:

- My present work in Mexico required all of my energy in order to accomplish the Iberoamerican Theatre for Children and Young People Festival and Congress of the OEI, unavoidable commitment acquired in 2013, before having been nominated as a candidate for this Secretariat.
- I was able to hire an assistant as of the last week of August 2014.
- As of October 2014, this situation will improve since there are very few commitments still pending with my previous job.

Executive Assistant

As of the last week in August, Marissa Garay has been collaborating as Executive Assistant to the Secretariat.

Hopefully we will have a formal contract for her.

Marissa has theatre studies and has worked in the field a few years now, mainly acting but also producing and directing. She is a native English---speaker.

Iberoamerican Theatre for Children and Young People Festival and Congress.

It is important to highlight that the Festival and Congress were significant events for different reasons:

- The event took place between two important meetings with representatives from all of Iberoamerica, one with Ministers of Culture and another with Ministers of Education. The festival's inauguration took place between both meetings and was attended by both groups of Ministers.
- Present, were ministerial as well as artistic representatives from 20 countries. Formal presentations of ASSITEJ were made before both groups. Copies of the magazine and leaflets were distributed.
The president, and other Executive Committee members, as well as ASSITEJ Spain's President Lola Lara, and Roxane Schroeder from Next Generation Adelaide, had the opportunity to appreciate the work done in Mexico regarding Theatre for Children, as well as in other Spanish---speaking countries.
- The Congress featured a simultaneous translation into English, the goal being that the guests from ASSITEJ could understand the conferences, speeches and opinions fully. Although this was a high cost for only four people, we think that this enabled our guests to form a complete vision of the Iberoamerican context and its characteristics.
- We also gave a formal ASSITEJ presentation at the UNAM (Mexican National Autonomous University) where they have recently included Theatre for Children as an official subject matter. This presentation had a special emphasis on ITYARN, given that the presentation was given under an academic context, and with a prior relationship between Manon Van de Water and the person responsible of Theatre for Children at the UNAM, Nadia González Dávila.
- Nina Hajiyianni imparted the workshop "Acting Like Children" to a group of 23 professional artists. The reaction of the participants was a very positive and enthusiastic one, some even commented that they would like to take part in a second version of the workshop.



- We visited the headquarters of ASSITEJ Mexico, where each one of the ASSITEJ guests presented how their respective Center works. There was a discussion about the challenges that ASSITEJ Mexico is facing to consolidate themselves as a Center.
- Chile and Portugal manifested their desire in becoming members of ASSITEJ, however they have not yet sent their applications.
- Starting in November, we will begin a campaign in order to try and integrate more countries from Iberoamerica into ASSITEJ and activate the communication with existing Centers.

Communication with the Centers

In order to work in a more efficient and concrete way, we need to know more about the Centers. We have elaborated a questionnaire that will be sent in a personalized way to all the Centers, so that we have a better understanding of their situation, needs and challenges.

The following letters were sent:

- ASSITEJ Poland--- Thank You Letter for their work at the Festival and XVIII Congress.
- WESGRO (Cape Town and Western Cape Town Convention Bureau)--- supporting the 2017 Festival and Congress.
- ASSITEJ Germany--- supporting the 2015 Global Gathering.
- ASSITEJ Norway--- supporting the 2015 EC Meeting in October.
- Paul Harman, thank you letter for his contribution for the registering of ASSITEJ.
- ASSITEJ China--- Thanking them for their participation in the Congress and inviting them to continue engaging with ASSITEJ in order to learn more about what they are developing.
- Letters of Congratulations to the recently named Honorary Members of ASSITEJ: Tony Mack, Peter Manscher, Vicky Ireland, Maria Inés Falconi, Stephan Rabl and Ivica Simic.

Web Site

In order to have a better understanding of the situation with the ASSITEJ website, a report and professional diagnosis was requested. This will let us understand and move forward on this subject matter with François Fogel.

Newsletter

From June to October, the calls for the newsletter have been sent. The information received has been collected, selected, edited and later sent to François Fogel who has placed them in the correct format. Finally, they are sent to Robert Grabovec for their distribution.

Marisa Gimenez Cacho
Secretary General

TREASURER REPORT --- EC PERTH – OCT.2014

Registration of the Association

The Constitution was registered on 5th of June at the “Agenzia delle Entrate” of Bologna (Italian Ministry of Finances)

The seat registered is: Via Matteotti 16 --- 40129 BOLOGNA



The same day we received from the same office the ASSITEJ corporation identification number (tax code): 91368710371

As for now we are a no---profit / no---commercial organisation and so we have not VAT position.

We have to decide when we want to start with a commercial activity (i.e. for sell of advertisements).

In that moment we will have to modify our status and open a VAT position. In that case, we will operate under the benefits of the law 398/91 that allows for the no---profit organisation with limited commercial activities (till 250.000 €/year) several tax reliefs.

This law allows to pay a 27,5% tax only on the 3% of our commercial income (not on the incomes coming from donations, grants or member fees).

We have to remember that this procedure needs some time (to collect the Yvette's signatures by mail, to verify all the details...). Only after we have opened a VAT position we can produce Invoices for Advertisement or other.

I suggest to start from the fiscal year 2015, opening the position next January.

The cost for this upgrade are limited (30 € for registration to the REA – Registrar's office for the Commercial entities). We only have to consider that for the buyers the costs for advertisement will increase, because we will have to add the 22% of VAT.

We have to devolve to the Italian State only the 50% of the VAT we collect (always for law 398)

Transfer of money to the account

We opened the bank account right away after the registration, but we needed a month to collect, through the bank channels, Yvette's signature in Cape Town.

However, from July7th **the new bank account is active:**

Account name: ASSITEJ International Association of Theatre for children and young people

Bank: Banca Popolare di Milano (BPM)

Address: via di Corticella 184/3 40128 Bologna, Italy

IBAN: IT50 I 05584 02412 000000000700



BIC SWIFT: BPMIITM1209

It is possible to consult the **bank account on---line** on the web site “BPM Banking”

The path is: Imprese (tick “Login Amministratore”) Codice Cliente: 0854156 --- Password: ASSI2014

The web site is in Italian, but if you are interested I can show you how to use it. It is really easy.

We had no problems to collect the **UK funds** from Paul Harman.

On July22th, Paul sent us 30.032,47 GBP, equivalent to 37.726,79 EUR. The transfer cost 8 GB.

On September 4th we received 1.200 EUR from **the Epicenter accounts**. Now the Accounts are closed.

The transfer cost 13,80 EUR.

It was more complicated to move the **Pay Pal funds**, because it is impossible to transfer more of 2.500 USD without the legal entity (for the transparency laws). So thank to Noel (he knows all the hidden check questions to operate on Pay Pall UK), we sent all the documents. At the same time we opened an account on Pay Pal Italy, since it is not possible to link an Italian bank account to Pay Pal UK. With the help of Noel we transferred on the Italian Pay Pal account:

337,56 GBP --> 339,26 --- 1,70 (0,5% costs),

1.13 ,60 EUR (no costs),

6.149,06 USD --> 6.179,81 – 30,75 (0,5% costs)

The last transfer was made on 19th of September.

Now we must:

- close the UK account
- insert the link to the Italian account in the next claims and invoices.
- transfer a part of the PayPal funds on the bank account at BPM.

Issue with the contract with CONACULTA. Support to the General Secretary

Marisa has negotiated with CONACULTA--- National Council for Culture and the Arts.

México a financial contribution of \$20,000 USD directly to ASSITEJ for the year 2014, to cover staff and indirect costs, as well as headquarters’ operations. This budget will be used for the following items:



- Executive Assistant honoraries
- Travel expenses for the Secretary General and the Executive Assistant to attend the Annual Meeting in Australia.
- Travel expenses for the Secretary General to attend possible meetings in Lithuania and Berlin.
- Travel per diems for the Secretary General and Executive Assistant in case needed.
- Office supplies
- Special services: design, web manager, communication, translation, etc.

On September 10th (with date 1st of August) was sent the copy of the contract for 2014 between CONACULTA and ASSITEJ, signed by Yvette and me.

We are waiting for the payment of the grant and Marisa can illustrate you the progress of the contract 2014 and the development until 2017.

What Marisa achieved was really important: it is the first time that the support to the Secretariat passes through the ASSITEJ account.

We analyzed the matter with our consultants in order to verify the fiscal and social security problems (and all those concerning the International conventions to avoid the double taxation) linked to this particular situation: a Mexican public institution gives money to an association with seat in Italy (that must comply to Italian tax laws) to pay goods, services and salaries in Mexico.

This is the situation after the examination:

1) Cashing in the contribution of CONACULTA.

There are not any problems because it is clear that “the contribution is a free grant given by CONACULTA for supporting the promotion of theater for children and young people in the world by the Secretary General Office, that for the three---year period 2014---2017 will be established in Mexico”.

It is not a commercial income (subject to the international conventions to avoid the double taxation), but a free grant, one of those contributions foreseen by art.7.1 of our Constitution.

2) Reimbursement for travel costs.

If all the costs are well documented with invoices and tickets, there are not any problems (if the reimbursement is a lump sum, this would result as a fee from a fiscal point of view, subject to the international conventions).

3) Office supplies and Special services (design, web manager, communication, translation, etc..).

All the costs must be well documented with invoices and/or receipts, but there are no problems

because these are costs for goods and services bought and used in Mexico. The Association doesn't have the problem to respect the international conventions to avoid the double taxation, because all the processes take place out of Italy. We can't reimburse costs that are not documented because they can result as fees.

4) Executive Assistant salary.

This is the only problem, but it is a big one. We could pay the Assistant salary directly, but we must respect the Mexican Laws about tax and social charges. To do this, we would need a Mexican consultant to do all the practices for the pay---slips every month, in order to protect



Yvette from a legal point of view. Otherwise, if it is possible, it would be really **better to reimburse the costs for salaries and overheads to a Mexican association (ASSITEJ Mexico)**. We are trying to solve in this way.

Handover from Noel and new modalities of account

I received a high level of collaboration by Noel and Ivica who help me answering to a lot of questions.

The questions were necessary to try to define our real situation.

In the accounting and in the budget there were a lot of imprecisions and several mistakes. Also in the budget that we presented in Warsaw. There were small mistakes of sum and a more relevant mistake in the exposition of the Cash Reserve.

After the controls on the budget, here is the actual situation of the accounts at the end of last Congress:

Rate EUR/USD= 1,2583	EUR	USD
CASH ON HAND (received by Noel)	158,94	200,00
THE CO--OPERATIVE BANK	37.656,13	47.382,71
PAY PAL UK (GBP)	416,71	524,34
PAY PAL UK (USD)	4.911,24	6.179,81
PAY PAL UK (EUR)	1.013,60	1.275,41
PRIVREDNA BANKA ZAGREB -- EUR	3.011,99	3.789,99
PRIVREDNA BANKA ZAGREB – USD	1.272,42	1.601,09
PRIVREDNA BANKA ZAGREB –GBP	883,62	1.111,86
TOTAL	49.324,65	62.065,21
CASH RESERVE PRESENTED IN THE TREASURER REPORT	50.976,60	64.143,85
LOSS – DIFFERENCE	1.651,95	2.078,64

In this situation are included all the payments made by cash and reported by Noel in the budget.

What happened after the congress (like Award Auction) is reported in the new accounting that I will present later.

I think that the difference of 2.078,64 USD is due to different problems, but perhaps the main problem is that the fees appeared in the budget with the amount as it was on the invoice, and not as



it was actually cashed (that could be different for the commission on the exchange rate or for different payment).

Noel answered *“Yes that is correct. I found that we were dealing with several differences in currencies and the exchange rate was not an accurate exact amount of what was charged. This is not great book keeping on my part I admit but was the most straightforward way of attempting to track monies paid near to the amount owed. This was the situation discussed in our handover and probably accounts for why there is not an even balance.”*

I think that to avoid this kind of mistakes we have to introduce in the accounting the “double entry system”, that considers costs and incomes, but also assets and liabilities/credits and debts.

If this system is used in a correct way, it permits to track all the account movements because it asks to allocate each amount in 2 different ledger accounts. For example: I register a fee of 150 USD in the ledger account of “member fees income” and “credit by member”. When I receive the payment I register it in “bank or cash” and again in “credit by member” with opposite sign. So if there is a difference I can relieve it immediately.

For this reason I ask you if you agree to start using the “double entry system” in the accounting. It is not mandatory for us, because for the Italian law we are a not commercial association, but it is recommended.

For these 3 months I used it to prepare the economical / financial situation that is this:

BALANCE SHEET		Rate
		30 Sept 14
Period: 1 June --- 30 Sept 2014		1,2583
STATEMENT OF ASSETS AND LIABILITIES	EUR	USD
ASSETS		
CASH ON HAND --- EUR ACCOUNT	367,40	462,30
CASH ON HAND --- USD ACCOUNT	631,96	775,00
BPM BANK --- EUR ACCOUNT	32.049,10	40.327,38
PAY PAL ITALY --- EUR ACCOUNT	1.428,22	1.797,13
PAY PAL ITALY --- USD ACCOUNT	4.886,80	6.149,06
TOTALASSETS	39.363,48	49.510,87
LIABILITIES		
RESERVE FUNDS	50.976,60	64.143,85
TOTALLIABILITIES	50.976,60	64.143,85
BALANCE	---11.613,11	---14.632,98



PROFIT AND LOSS ACCOUNT		
MEMBER FEES 2014	455,00	572,53
DONATION & FRIEND OF ASSITEJ	1.097,36	1.380,81
OTHER REVENUES	811,90	1.021,61
INTERESTS AND ROUNDING	82,75	104,12
TOTAL PROFIT	2.447,01	3.079,07
LOSS		
ECTRAVEL REIMBURSE	7.196,16	9.054,93
COSTS FOR THE MAGAZINE	3.828,84	4.817,83
WEBSITE UPDATING	62,83	79,06
RENT OF EQUIPMENT FOR AWARD CEREMONY	412,93	519,59
COSTS FOR REGISTRATION	657,60	827,46
BANK COSTS	152,04	191,31
ROUNDING AND OTHER LOSSES	0,01	0,02
PRIOR PERIOD LOSSES	1.749,70	2.201,64
TOTAL LOSS	14.060,12	17.691,84
BALANCE	11.613,11	14.612,78

The **PRIOR PERIOD LOSSES** include the difference of 2.078,64 USD in the Reserve and another small loss of 123,00 USD due to differences in the reimbursements between the account in EUR and the account in HRK of Epicenter.

However, I have to notify you that in the Epicenter accounts I didn't find payment to XERO, so I put nothing in the accounting. But I received only USD/EUR/GBP accounts, so perhaps they paid with the HRK account, which could explain the 123,00 USD loss.

I am waiting explanations from Ivica.

At the end of the report I insert the General Ledger with all the registrations.

If we put the data of the balance sheet in the Budget structure, this is the situation:

INCOME	BUDGET	ACTUALS
	USD	USD



Membership Fees		
Year 2014 (paid after Waraw)	1.000	573
Year 2015 (Year 1)	18.750	0
Year 2016 (Year 2)	19.000	0
Year 2017 (Year 3)	19.250	0
Sum	58.000	573
Other Income		
Advertisements Publications	30.000	
Advertisements Website	500	
Booksale -- Publications (previous to 2014)	100	
Fundraising -- Support for Assitej projects	7.000	1.022
Interest	200	104
Sum	37.800	1.126
Secretary General Office	180.000	
Sum	180.000	0
Friends of ASSITEJ	3.000	1.381
Sum	3.000	1.381
Total income	278.800	3.079
EXPENSES		
1. EC -- core costs		
Meetings	10.000	
EC travel	10.000	9.055
Bank charges	1.600	191
Website hosting/design	10.000	79
Online accounting system	800	
Registration of org	700	827
Accountancy fees	1.000	
Other (gifts etc.)	500	520
Prior period losses		2.202
Sum	34.600	12.874
2. Projects		
ITYARN and other networks	1.000	
Publications (2011---2014) costs	40.000	4.818
New Generation	1.500	
Support for New projects	2.000	
Sum	44.500	4.818
3. PR		
Marketing and PR	6.000	
Sum	6.000	0
3. Congress		
Support for New Generation at Congress 2017	7.500	
Sum	7.500	0
4. Fundraising		
	2.500	
Sum	2.500	0
5. Archives		
Digitalisation	3.000	



Sum	3.000	0
6. Secretary General: Office	180.000	
Sum	180.000	0
Total expenses	278.100	17.692
RESULT (income -- expenses)	700	---14.613
CASH RESERVE taken over from EC 2011---2014	64.143	64.143

In the budget for the Secretary General Office, both in the income and in the costs, you can see a flat value, like in the past. This means that until now we did not have real values of costs and incomes for the Secretary General. But now, since the support to the Secretariat passes through the ASSITEJ account, we will have to detail these 2 voices.

In the budget, the costs for Marisa and Maui travels are now in the EC travels. When we collect the first grant from Conaculta we can divert them to "Secretary General Office".

After this meeting, according to what we will decide about the new entity and the new accounting, there will probably be the need for some changes in the Budget structure.

Other points

1) The currencies

The original accounting is mandatory in EUR, because the seat is in Italy. For this you found the balance sheet in the 2 currencies (EUR - USD).

In the accounting June-Sept I had to work with 7 currencies: EUR-USD-GBP-PLN-HRK-MXN-AUD

To avoid to continue to do mistakes and to define correctly loss and profit in currency exchange, we need to define that EUR is the reference currency for the exchange rates: all currency exchanges will have to be done to and from EUR according to ECB official rates. Then it is not a problem to report in USD during the EC meetings and the Assemblies if this is the tradition.

In this case I propose that we use the rates of ECB of the last day of the accounting (for the statement I used the 30 Sept rate).

2) Administrative modalities

ASSITEJ now is a "legal entity" and the Association has to respect the law of the country of the seat.

Moreover, after Warsaw and the long discussion during the Congress about the responsibilities and how to protect the President in the new Constitution, and about the transparency and the traceability of the accounting, I think that it is important to clarify that each administrative procedure has to respect the law of the country of the seat and to be supported by an EC deliberation, if extraordinary or relevant.



In addition to what I wrote above (CONACULTA issue), please note:

- now we can use cash only in a limited and justified way;
- it is better if each expense or income is documented with a specific document; please, no more "cash receipt book" or similar things;
- for the Italian law, on "per diems" and other flat reimbursements we have to pay taxes, because for our laws the flat-expenses-reimburse does not exist and it results as a fee;
- for the reimburses for the EC travels we need a specific claim; if you have problems, I prepare for you and you sign it (pdf). But above all we need a clear sentence in a minute of EC that specify who can receive the support, how much times in the period and the limit of the reimburse.

1) To rationalize the amount of the member fees.

Some examples.

	Germany		Denmark		Ireland		Italy		Croatia	
	In budget	paid								
2012	750,00	744,25	490,00	496,00	383,00	378,20	243,00	243,61	237,00	226,08
2013	750,00	706,69	500,00	496,00	400,00	378,20	230,00	220,44	237,00	232,53
2014	750,00	717,31	500,00	487,52	400,00	384,56	230,00	230,00	225,00	225,04

You can note the problem about the difference between fee allocated and paid. If we multiply these difference for the 3 years and for all the full members it is easy to reach the 2.078,64 USD difference in the reserve.

But you can note other 3 details:

- 1) Our ASSITEJ POLICIES & PROTOCOLS HANDBOOK is clear: the full members fee is 750\$, but the minimum is 150.

It is correct to respect the dimension of the different National Centres, but I think that now the choice is too much discretionary. Maybe it is possible to fix some different levels of fee between 150 and 750\$.

Perhaps this is matter for the working group.

- 2) The difference between allocated and paid is due just to a problem of exchange rate or bank charges, or the members can decide by themselves to change the amount?
- 3) Why in budget we have different fees through the years for the same member?

For this 2 last problems I propose to find a simple system to "certify" which exact amounts the members will pay for the 3 years. For example: each National Center declares with a simple letter (pdf) that they pay this amount for 2015, this for 2016, and so on. In this way we can put all the



amounts between the credits, following better the story of each member fees and checking better the difference between credits and payments. Each member can change the declaration anytime, if there are some reason to justify it.

4) Fees in USD and EUR

A lot of members are part of EU and their contribution is high. The payment EUR to EUR or Other European currencies to EUR is cheaper. We can continue to have the USD fee value as unique reference, but perhaps this is one of the reasons of the problem we just discussed, since 750 USD the 30 Sept are 596, 04 EUR and the 3 Oct are 594,47 EUR.

But we can also decide a correspondence USD fee---EUR fee not linked to the change rate. So the member can choose if they pay 750 USD or 600 EUR and the minimum is 150 USD or 120 EUR. If the exchange rate changes a lot in the future, we can modify these accordingly.

Perhaps also this is matter for the working group.

5) A last reflection.

I apologize for my impossibility to use Xero for the accounting, but it is not possible to use it easily with the double entry system. Our software is really better and it is in Italian.

It remains the problem to find a system for the hand---over between 2 different treasurer that can be transferred.

I think that it doesn't exist a system of accounting that can satisfy all the different modalities of accounting in the different countries. Also, I think it is up to any good accountant to find the modalities that work best for him to report in the better and more transparent way to the governing bodies of the Association.

The problem is **to leave good traces**, to permit to the new treasurer to recreate the situation in an easy and complete way and, if we change the seat, to adapt the accounting to the new country's laws.

This hand---over was really difficult for me, because I found several contradictions between the Xero system and the excel spreadsheet. Moreover, in the spreadsheet many rows of registrations were missing.

Or, for example, in a statement of an Epicenter account, about a payment from UK, I found the explanation: *"Something from Great Britain. Honestly, I don't know what is it"*

It is ok, because we are an association of cultural promotion, and the colleagues are not accountants, and for this they made a big work.



But I think that now I prefer, if you are agree, to concentrate my job to leave good traces, transparent and transferable.

For this, I think we can renounce to Xero for the accounting.

However, it remains the important use of Xero made by Noel concerning the contacts.

But this is a work that interests also the Secretary, because there are a lot of data concerning each member.

I propose to study how to build a common database of the members, using Xero or another system.

The update on the status of membership payment.

I took the data concerning the status of membership payment by XERO and by Noel Excel spreadsheet (where some fees were cashed together) in order to understand which is the situation concerning credits. Considering that before we did not use the double entry system in the accounting and that there are many rows of registrations missing in the excel spreadsheet "Bank account activity and cash", we can just compare, without certainties, XERO (section "ALL CONTACTS") and the spreadsheet "Mem fees".

To be sure, I sent the list below to Noel to have the confirmation about credits and debts.

And he answered: *"I am somewhat surprised by this first question in that you are basically asking me to do an audit against all current credits and debits. The XERO system is set up to do this for you -- I am unsure why you need me to go in and cross check everything. The excel spreadsheet on dropbox has all the details of what has been paid and some notes on payment. XERO is the tool for sending out the invoices"*.

I think that this answer, substantially, confirms the following list:

DATI IN XERO -- ALL CONTACTS						Rate 1,62548	
CREDITS for FEES						GBP	USD
NATIONAL CENTER							
ASSITEJ BANGLADESH		2014				92,28	150,00
ASSITEJ BENIN	3 years	2014	2013	2012		276,84	450,00
ASSITEJ BOSNIA AND HERZEGOVINA	2 years	2014	2013			184,56	300,00
ASSITEJ COLOMBIA---ACTI	4 years	2014	2013	2012	2011	184,56	300,00
ASSITEJ CRNA GORA		2014				92,28	150,00



ASSITEJ ECUADOR – ASOESCENA	4 years	2014	2013	2012	2011	184,56	300,00
ASSITEJ LATVIA	3 years	2014	2013	2012		276,84	450,00
ASSITEJ PARAGUAY	3 years	2014	2013	2012		276,84	450,00
ASSITEJ POLAND		2014				153,80	250,00
ASSITEJ SINGAPORE		2014				92,28	150,00
ASSITEJ SWAZILAND	3 years	2014	2013	2012		184,56	300,00
ASSITEJ UAE	3 years	2014	2013	2012		1.384,26	2.250,00
ASSITEJ UKRAINE	4 years	2014	2013	2012	2011	369,13	600,00
ASSITEJ UZBEKISTAN		2014				61,52	100,00
ASSITEJ ZIMBABWE	2 years	2014	2013			246,08	400,00
INDIVIDUAL							
ABABOU MOHAMED		2014				18,46	30,00
CTEJ		2014				30,76	50,00
GADEC		2014				30,76	50,00
LIPA	2 years	2014	2013			61,52	100,00
NANZIKAMBE ARTS DEVELOPMENT ORGANIZATION		2014				30,76	50,00
QENDRA MULTIMEDIA		2014				30,76	50,00
THEATRE YOUTH OF MACEDONIA		2014				30,76	50,00
EXPELLED AND OTHERS							
ASSITEJ BOTSWANA						184,56	300,00
KROKUSFESTIVAL						92,28	150,00
THE LITTLE ART						61,52	100,00
JACKSON NDAWULA						61,52	100,00
CREDITS FOR ADVERTISEMENTS AND OTHERS							
ASSITEJ MÉXICO		2014				775,23	1.260,13
BATH SPA UNIVERSITY		201				238,5	387,72
DEBTS							
OVERPAYMENTS							



ASSITEJ AUSTRALIA		2014				43,07	70,00
ASSITEJ SAUDI ARABIA		2014				119,36	194,00
ASSITEJ URUGUAY		2014				44,66	72,60
ADVANCED FEES – IN BUDGET 2011---2014							
ASSITEJ CAMEROUN		2015	2016	(partial)			272,66
ASSITEJ VIETNAM	3 years	2015	2016	2017			300,00
ASSITEJ HUNGARY		2015	(partial)				183,50
IIAN	2 years	2015	2016				150,00
CHAIN	2 years	2015	2016				60,00
PETA	4 years	2015	2016	2017	2018		200,00
CUTDIJ	2 years	2014					60,00

Of all these credits, only the section “Advanced Fees” was in the Budget 2011---2014 presented in Warsaw.

I want to verify with the members if they intend to pay or not (or is it better if this first claim will be made by the President or by the Secretary?).

A technical choice:

If we want to start with the double entry system in the accounting, to be more transparent and efficient, I think that we must decide:

--- Are there credits that we decide to cancel definitively?

--- How much time do we wait before cancelling the credits?

--- For the member fees we need to decide if we want to use a system based on “Accrual Basis” or “Cash basis”:

I suggest the first choice. It means to allocate all the credit concerning one year (i.e. 2015) in the account of the same year and if they aren't paid, the credits become losses after 1 or 2 years (we have to decide the time). This system is more correct and offers more opportunities to check the status of membership payment, because the credits are inside the accounting and no extra--- accounting.



ANNEX : GENERAL LEDGER -- period: 1 June -- 30 Sept 2014

01--Jun--14	CASH FUND PREVIOUS PERIOD--- by cash	158,94	CASH ON HAND	OPENING BALANCE SHEET
01--Jun--14	PAY PAL UK ---FUND PREVIOUS PERIOD (GBP)--- OPENING BALANCE SHEET	416,71	PAY PAL UK (GBP)	OPENING BALANCE SHEET
01--Jun--14	PAY PAL UK ---FUND PREVIOUS PERIOD (USD)--- OPENING BALANCE SHEET	4.911,24	PAY PAL UK -- (USD)	OPENING BALANCE SHEET
01--Jun--14	PAY PAL UK ---FUND PREVIOUS PERIOD (EUR)--- OPENING BALANCE SHEET	1.013,60	PAY PAL UK -- (EUR)	OPENING BALANCE SHEET
01--Jun--14	PRIVREDNA BANKA ZAGREBBANK FUND PREVIOUS PERIOD ---GBP	883,62	PRIVREDNA BANKA ZAGREB ---GBP	OPENING BALANCE SHEET
01--Jun--14	PRIVREDNA BANKA ZAGREBBANK FUND PREVIOUS PERIOD -- USD	1.272,42	PRIVREDNA BANKA ZAGREB USD	OPENING BALANCE SHEET
01--Jun--14	PRIVREDNA BANKA ZAGREB BANK FUND PREVIOUS PERIOD -- EUR	3.011,99	PRIVREDNA BANKA ZAGREB EUR	OPENING BALANCE SHEET
01--Jun--14	THE CO---OPERATIVE BANK ---FUND PREVIOUS PERIOD -- OPENING BALANCE SHEET	37.656,13	THE CO---OPERATIVE BANK	OPENING BALANCE SHEET
01--Jun--14	NON IDENTIFIED CREDIT PART OF THE CASH RESERVE	1.651,95	OTHER CREDITS	OPENING BALANCE SHEET
01--Jun--14	PRIOR PERIOD RESERVE FUNDS	50.976,60	OPENING BALANCE SHEET	RESERVE FUNDS
27--May--14	AUCTION IN SUPPORT OF ASSITEJ--- by cash	325,00	CASH ON HAND	OTHER REVENUES
27--May--14	AUCTION IN SUPPORT OF ASSITEJ--- by cash	292,19	CASH ON HAND (PLN)	OTHER REVENUES
27--May--14	AUCTION IN SUPPORT OF ASSITEJ--- by cash	194,71	CASH ON HAND (USD)	OTHER REVENUES
27--May--14	FRIEND OF ASSITEJ -- HASSAN ERKEK--- by cash	397,36	CASH ON HAND (USD)	FRIEND OF ASSITEJ
28--May--14	ROUNDING UP ALLOWANCES--- by cash	1,69	CASH ON HAND (PLN)	ROUNDING UP ALLOWANCES
28--May--14	RENT OF EQUIPMENT FOR AWARD CEREMONY--- by cash	412,93	RENT OF EQUIPMENT FOR AWARD CEREMONY	CASH ON HAND (PLN)
31--May--14	CHANGE 170 USD -- rate 2,-900 PLN ---1,0000 USD--- by cash	135,10	CASH ON HAND (USD)	CASH ON HAND (PLN)
04--Jun--14	ADVANCE BY LA BARACCA FOR REGISTRATION COSTS---by cash	700,00	CASH ON HAND	BPM BANK
05--Jun--14	NEW CONSTITUTION REGISTRATION TAXES -- AGENZIE DELLE ENTRATE ITALY--- by cash	200,00	COSTS FOR REGISTRATION	CASH ON HAND



05---Jun---14	DUTY STAMPS FOR REGISTRATION OF THE NEW CONSTITUTION--- by cash	457,60	COSTS FOR REGISTRATION	CASH ON HAND
11---Jun---14	PRIVREDNA BANKA ZAGREB COSTS FOR BANK TRANSFER	13,86	COST FOR TRANSFER	PRIVREDNA BANKA ZAGREB EUR
11---Jun---14	PRIVREDNA BANKA ZAGREB PRINTING OF THE MAGAZINE	2.863,84	COSTS FOR THE MAGAZINE: PRINTING	PRIVREDNA BANKA ZAGREB EUR
17---Jun---14	PRIVREDNA BANKA ZAGREB COSTS FOR BANK TRANSFER	13,86	COST FOR TRANSFER	PRIVREDNA BANKA ZAGREB EUR
17---Jun---14	PRIVREDNA BANKA ZAGREB FOR THE MAGAZINE LAYOUT AND DESIGN.	965,00	COSTS FOR THE MAGAZINE LAYOUT AND DESIGN.	PRIVREDNA BANKA ZAGREB EUR
17---Jun---14	PRIVREDNA BANKA ZAGREB BUYING EUROS FROM GBP 720,46	883,62	PRIVREDNA BANKA ZAGREB EUR	PRIVREDNA BANKA ZAGREB GBP
17---Jun---14	PRIVREDNA BANKA ZAGREB BUYING EUROS FROM USD 1.778,37	1.272,42	PRIVREDNA BANKA ZAGREB EUR	PRIVREDNA BANKA ZAGREB USD
27---Jun---14	PRIVREDNA BANKA ZAGREB TRANSFER FROM KUNAS EPICENTRE ACCOUNT -- BUYING THE EUROS.	1.311,47	PRIVREDNA BANKA ZAGREB KUNA	PRIVREDNA BANKA ZAGREB EUR
30---Jun---14	BANK COSTS -- BPM bank	2,00	BANK COSTS	BPM BANK
30---Jun---14	PRIVREDNA BANKA ZAGREB LOST	0,01	OTHER LOSSES	PRIVREDNA BANKA ZAGREB USD
30---Jun---14	PRIVREDNA BANKA ZAGREB INTEREST	0,08	PRIVREDNA BANKA ZAGREB EUR	INTERESTS
30---Jun---14	PRIVREDNA BANKA ZAGREB INTEREST	0,01	PRIVREDNA BANKA ZAGREB USD	INTERESTS
07---Jul---14	BANK COSTS -- BPM bank	1,35	BANK COSTS	BPM BANK
07---Jul---14	BANK ACCOUNT -- STAMP DUTY--- BPM bank	6,85	BANK COSTS	BPM BANK
21---Jul---14	REVERSAL OF THE COSTS LINE 1 TO 3--- BPM bank	10,20	BPM BANK	BANK COSTS
22---Jul---14	THE CO---OPERATIVE BANK ---TRANSFER TO NEW BANK ACCOUNT BPM -- ITALY	37.726,79	BPM BANK	THE CO---OPERATIVE BANK
22---Jul---14	THE CO---OPERATIVE BANK ---COST FOR THE TRANSFER	10,05	COST FOR TRANSFER	THE CO---OPERATIVE BANK
22---Jul---14	THE CO---OPERATIVE BANK ---BANK INTERESTS	80,71	THE CO---OPERATIVE BANK	INTERESTS
31---Jul---14	MONTHLY BANK COSTS -- JULY -- BPM bank	2,00	BANK COSTS	BPM BANK
04---Aug---14	MONTHLY STAMP DUTY FOR THE BANK ACCOUNT -- JULY--- BPM bank	8,33	BANK COSTS	BPM BANK
21---Aug---14	BUYING OF THE EUROS FROM KUNAS FROM THE EPICENTRE ACCOUNT -- IN ORDER TO SAVE MONEY OVER THE SUMMER. OUT OF 2.290,30 EUROS	2.290,33	PRIVREDNA BANKA ZAGREB	PRIVREDNA BANKA

	1.200,00 BELONGED TO ASSITEJ (AND THAT IS PAID TO BOLOGNA) AND THE REST BELONGED TO EPICENTRE.		EUR	ZAGREB KUNA
27---Aug---14	BONIFICO DA ST JEUGDTHEATER ASD --- INV 0166 --- 2014 ASSITEJ NETHERLANDS--- BPM bank	455,00	BPM BANK	FEES 2014 ASSITEJ NETHERLANDS
29---Aug---14	MONTHLY BANK COSTS --- AUGUST--- BPM bank	2,00	BANK COSTS	BPM BANK
03---Sep---14	BANK COSTS --- BPM bank	0,75	BANK COSTS	BPM BANK
03---Sep---14	BONIFICO SEPA IN ENTRATA--- BPM bank	0,08	BPM BANK	INTERESTS
03---Sep---14	INTERESTS FROM PAYPAL EUROPE --- BPM bank	0,17	BPM BANK	INTERESTS
03---Sep---14	PRIVREDNA BANKA ZAGREBRETURN OF THE ASSITEJ MONEY TO THE ACCOUNT IN BOLOGNA.	1.200,00	BPM BANK	PRIVREDNA BANKA ZAGREB EUR
03---Sep---14	PRIVREDNA BANKA ZAGREBCOSTS FOR BANK TRANSFER	13,80	COST FOR TRANSFER	PRIVREDNA BANKA ZAGREB EUR
03---Sep---14	REIMBURSE TO LA BARACCA --- CASH FUN FOR REGISTRATION COSTS --- BPM bank	700,00	OTHER DEBTS	DONATION
05---Sep---14	PAYPALUK---COST FOR THE TRANSFER0,5%	2,09	COST FOR TRANSFER	PAY PAL UK
05---Sep---14	PAY PAL UK ---TRANSFER TO NEW ACCOUNT PAY PAL --- ITALY GBP	414,62	PAY PAL ITALY	PAY PAL UK
08---Sep---14	MONTHLY STAMP DUTY FOR THE BANK ACCOUNT --- AUGUST --- BPM bank	8,33	BANK COSTS	BPM BANK
08---Sep---14	PAYPALUK---COST FOR THE TRANSFER0,5%	24,43	COST FOR TRANSFER	BPM BANK
08---Sep---14	PAY PAL UK ---TRANSFER TO NEW ACCOUNT PAY PAL --- ITALY ---USD	4.886,80	PAY PAL ITALY	PAY PAL UK
08---Sep---14	PRIVREDNA BANKA ZAGREB LOST--- DIFFERENCE IN THE REIMBURSE BETWEEN EUR AND KUNA ACCOUNT	97,75	PRIOR PERIOD LOSSES	PRIVREDNA BANKA ZAGREB KUNA
08---Sep---14	PRIVREDNA BANKA ZAGREBSELLING OF THE EXTRA EUROS IN ORDER TO BE TURNED BACK TO EPICENTRE ACCOUNT IN KUNA	1.076,61	PRIVREDNA BANKA ZAGREB KUNA	PRIVREDNA BANKA ZAGREB EUR
19---Sep---14	PAY PAL UK ---TRANSFER TO NEW ACCOUNT PAY PAL --- ITALY --- EUR NO COSTS	1.013,60	PAY PAL ITALY	PAY PAL UK
22---Sep---14	BANK COSTS FOR THE TRANSFER--- BPM bank	0,75	BANK COSTS	BPM BANK
22---Sep---14	BANK COSTS FOR THE TRANSFER--- BPM bank	13,73	BANK COSTS	BPM BANK
22---Sep---14	BANK COSTS FOR THE TRANSFER--- BPM bank	19,44	BANK COSTS	BPM BANK
22---Sep---14	REIMBURSE TRAVEL KRZANIC TEPAVAC DIANA --- EXECUTIVE COMMITTEE PERTH---OCT.2014---BPM bank	1.327,00	EC TRAVEL REIMBURSE	BPM BANK
22---Sep---14	REIMBURSE TRAVELS MARIA LUISA GARCIA GIMENEZ CACHO E MARISSA GARAY--- EXECUTIVE COMMITTEE PERTH--- OCT.2014 --- FIRST PART (5230,60 USD)--- BPM bank	4.087,36	EC TRAVEL REIMBURSE	BPM BANK

22--Sep--14	ADOR --- ZAGREB --- WEBSITE UPDATING --- INVOICE ES 10/01/2014. --- BPM bank	62,83	WEBSITE UPDATING	BPM BANK
25--Sep--14	BANK COSTS FOR THE TRANSFER--- BPM bank	16,62	BANK COSTS	BPM BANK
25--Sep--14	DONATION FROM PAUL HARMAN TO COVER THE REGISTRATION COSTS--- BPM bank	700,00	BPM BANK	OTHER DEBTS
25--Sep--14	REIMBURSE TRAVELS MARIA LUISA GARCIA GIMENEZ CACHO E MARISSA GARAY--- EXECUTIVE COMMITTEE PERTH--- OCT.2014 -- BALANCE (2259,14 USD)--- BPM bank	1.781,80	EC TRAVEL REIMBURSE	BPM BANK
30--Sep--14	MONTHLY BANK COSTS --- SEPTEMBER --- BPM bank	2,00	BANK COSTS	BPM BANK
30--Sep--14	RESERVE FUNDS --- 31 MAY 2014 -- DIFFERENCE --- LOST	1.651,95	PRIOR PERIOD LOSSES	OTHER CREDITS