

## OFFICERS' REPORTS TO SRP COMMITTEE, 15 FEBRUARY 2009

### Secretary

Fifteen Branch visits by conductors have been arranged since 19 October 2008, all but three for 2008-09.

There have been several amendments to the details of Branch Secretaries, either already reported or shortly to be reported, in The Recorder Magazine.

### Kent

Mr Dave Harris, 67 Bower Mount Road, Maidstone, Kent ME16 8AS (01622 756152)  
kent@srp.org.uk

### Norfolk

Mr Charles Levien, Manor Farm House, Reepham Road, Foulsham NR20 5PP (01362 684296) (Acting Secretary) norfolk@srp.org.uk

### Wessex

Ms Penny Smith, 2 Hearne Gardens, Shirrell Heath SO32 2NR (01329 834297)  
wessex@srp.org.uk

### West Riding

Caroline Payne, 23 Throstle Nest Close, Otley LS21 2RR, (01943 467348),  
wriding@srp.org.uk

Bob Whitmarsh

### Treasurer's Report

#### ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2008

This table is a summary of the Central Fund accounts for the year 2007-08 and a forecast of the figures for 2008-2009.

| <b>INCOME</b>                                   | <b>2007-2008</b> | <b>2008-2009</b> |
|-------------------------------------------------|------------------|------------------|
| Subscriptions including Corporate Subscriptions | 25,200.15        | 25,200           |
| Kent Festival 2008 Surplus                      | 638.01           |                  |
| Scottish Recorder Festival Surplus              | 10.20            |                  |
| IR gift aid (allocated to AIF)                  | 0                | (3,825)          |
| Bank Interest (10.75% of Total Received)        | 1,446.33         | 900              |
| Royalties                                       |                  | 20               |
| <b>Total</b>                                    | <b>27,294.69</b> | <b>26,120</b>    |
|                                                 |                  |                  |
| <b>EXPENDITURE</b>                              |                  |                  |
| Magazine                                        | 12,358.00        | 12,500           |
| Annual Conference                               | 3,504.50         | 4,000            |
| Conductors Visits                               | 2,917.32         | 3,600            |

|                                                              |                  |               |
|--------------------------------------------------------------|------------------|---------------|
| Committee Expenses                                           | 1,891.08         | 2,500         |
| Printing, Stationery & Membership List                       | 271.28           | 650           |
| Phones & Postages                                            | 346.13           | 500           |
| Publicity                                                    | 200.00           | 350           |
| Ex-gratia payments to York, and WBF                          | 535.40           | 400           |
| Ex-gratia payments to Edinburgh– Scottish Festival 2007, WBF | 66.66            | 10            |
| Competition (contents of account allocated to AI fund)       | 915.79           | 0             |
| Subscription to Making Music                                 | 399.87           | 400           |
| Audit                                                        | 150.00           | 200           |
| Internet Presence                                            | 47.00            | 200           |
| Liability Insurance                                          | 1,105.00         | 1,105         |
| Employers Liability Insurance                                | 162.50           | 270           |
| Trustee Insurance                                            | 215.25           | 267           |
| Miscellaneous                                                | 17.99            | 25            |
| <b>Total</b>                                                 | <b>25,103.77</b> | <b>26,977</b> |

The surplus for the year was £2,191 leaving the fund at £26,913 on the 31<sup>st</sup> August.

Subscription income rose by £1,622 compared with 2006/07. The cost of the Annual Conference was down by almost £200, the cost of conductors' visits down by almost £317 as some visits did not take place due to illness. However, these may be added to the present financial year. Committee expenses were down by £146. Also, presumably due to lower membership numbers, the cost of the Magazine was down by £378. The competition has now been placed into the Arthur Ingram Fund, so the balance left in the competition account at the end of the year has been transferred into the AI fund and the separate competition account closed. – The increase in mileage we agreed last conference will add around a sixth to pastoral visitors, committee and conference costs in the coming year.

The Walter Bergmann Fund received £1,533 in donations, and £2,492 share of bank interest, £301 share of the 2007 SRP festival surpluses. It made grants totalling £5,204 and awarded the Philip Cole Prize of £300 at the Moeck Competition. The year's loss was £1,178 leaving its fund at £41,345.

The Arthur Ingram Fund received £9,516 share of bank interest and £1,000 from Anne Blackman's legacy. In addition the balance held in the competition account were added to its funds. Its main expenditure was the NYRO management fee (£6,000), a contribution of £5,000 towards the purchase of bass instruments for NYRO (to be used by SRP during the rest of the year), the competition including prizes (£1,658), commission of a piece of music by Gavin Bryars (£581, with the remainder falling into the present financial year) and a workshop (£106). The overall fund amounts to £178,616, down by £1,912.

Although the year's surplus looks healthy I predict a loss of about £900 for the current financial year as to date the income from bank interest will be considerably less due to falling interest rates; on the other hand costs for travel expenses will rise by about one sixth and add to the cost of Conference, committee and pastoral visitors. The price of the Magazine will remain stable for the current financial year but may well go up from September as the cost of paper has risen sharply (weak pound).

In order to prevent a large increase of subscriptions next year I again propose a modest increase of 50p person. This means the rates would rise to £18.50 per full member, £28.50 per household membership and £14.00 for students; last year I indicated that a further rise of £1 may be

necessary this year but in view of rising costs everywhere and this year's surplus I would prefer to keep the increase as low as possible.

I received most branch accounts by 30<sup>th</sup> November and almost all on the official return form, which made my task of collating them a lot easier. So, thanks to branch treasurers. Branches should aim to hold reserves equal to a year's expenditure in their accounts. – In compiling this report some late payments of branch subscription made the forecast for the current financial year quite difficult and I had to amend my original report. I would really appreciate if the bulk of branch subs could be in by the end of November or at least in December.

I wish to thank Keith Varney, our Independent Examiner, for his helpful advice and efficient handling of the auditing of the Society's accounts.

Ursula Burchette

### **Membership Secretary**

Although I have received all the subscriptions and membership lists there are still a few minor discrepancies to resolve.

I have had discussions with Ashley Allerton about the possibility of using a database to hold membership details. This would have some advantages such as being visible to branch officials, MemSec, Gift Aid administrator and Peacock Press and using data in one place only. The responsibility for changing this would be by branches and this would need to be checked by MemSec.

The key problem with this, as with previous proposed changes, is that Peacock Press use their own name and address database and thus need to be notified of changes. How this can be done with a society database would seem to be problematic. There are security considerations if this is to be accessed from the website as Ashley suggests.

However surely a database ought to be the way we operate and we should search for ways to ensure all users (branch officials, MemSec, Peacock Press) are satisfied.

Margaret Shearing

### **Country and Overseas Branch**

Members of the Branch at 29 January 2009:

|           | Britain | continental Europe | World | Total |
|-----------|---------|--------------------|-------|-------|
| Ordinary  | 79      | 15                 | 8     | 102   |
| Household | 18      | 2                  | 0     | 20    |
| Student   | 2       | 0                  | 2     | 4     |
| Life      | 6       | 0                  | 1     | 7     |
| Totals    | 105     | 17                 | 11    | 133   |

Total is 18 less than as at January 2008, but one or two laggards may yet pay.

Affiliated Orchestras and Groups : 14

Affiliated Corporate Members: 5  
NYRO members: 52

Jim Rowley, Secretary

### **SRP News Editor**

After the dearth of branch reports (3) in the Winter issue, I received 16 for Spring! The number of words amounted to about double what it takes to fill our pages. I was obliged to edit all reports but that wasn't sufficient, so some reports have had to be held over until the Summer issue. I have written to all branches explaining the situation. If anyone has any ideas for making the flow of reports more even I would be pleased to hear them!

I have been advised by Peacock Press that their deadline for the Summer issue has been brought forward by one week; our copy date will therefore be 23rd March. In case the Spring issue does not come out before then I shall write to branches at the beginning of March to alert them to this.

The Summer issue should have plenty of space for branch reports; the Festival and Conference reports will appear in Autumn.

Madeline Seviour

### **Walter Bergmann Fund report**

We assisted five out of the seven applicants in November 2008. They ranged from the purchase of recorders to prize money for a festival and to help fund a playing day/workshop for young players in Stoke.

The Philip Cole Bursary 2009 has been awarded to Coventry Recorder Academy to sponsor a playing day/workshop to celebrate their diamond anniversary.

All sizes of donation are being received via the sale of music, recorders or from collections in memory of former SRP members.

An advertisement has been placed in the 2009 Festival brochure.

Andrew Collis

### **Moeck Competition report**

The Winner's recital in November 2008 was a great success with about 160 in the audience. The post-concert reception proved to be a popular event and will be repeated after future winner's recitals. The next deadline is March 2009 when applicants for the 2009 competition have to send their recordings in to be adjudicated. I have had enquiries and all the information can be downloaded from various websites, principally [www.srp.org.uk](http://www.srp.org.uk) (click on Moeck/SRP Solo Recorder Competition).

Andrew Collis

### Training Co-ordinator

I have written and submitted an article on the training workshops for The Recorder Magazine, but the Editor is short of space and has told me that it may have to be held over to the summer edition.

The table lists all the training workshops that have been organised so far for SRP members and others.

#### Workshops organised for SRP

| Date       | Course         | Tutor | Branch     | Organiser    |
|------------|----------------|-------|------------|--------------|
|            |                |       |            |              |
| Feb 2003   | Intm. Conduct. | MU    | Edinburgh  | A Short      |
| Nov 2004   | Intm. Conduct. | MU    | Bristol    | S. Davies    |
| Sept 2005  | Intm. Conduct. | MU    | Winchester | R. Whitmarsh |
| Jan 2006   | Intm. Conduct. | CT    | Edinburgh  | A Short      |
| June 2006  | Technique      | HH    | Bristol    | S. Davies    |
| March 2007 | Technique      | HH    | Essex      | S. Walker    |
| Nov 2007   | Theory         | MU    | Suffolk    | M. Usher     |
| Sept 2008  | Technique      | HH    | Leicester  | B. Craven    |
| May 2009   | Technique      | ES    | Lincoln    | D. Knight    |

Moiria Usher

### NYRO Sub-Committee (Minutes of one meeting)

Friday 6<sup>th</sup> February 2009 at 8 Mendip Drive, Nuneaton CV10 8PT

Present: Rosemary Byde, Dianne Charles, Colin Touchin, Naomi Winterburn

Also invited: Julia Rigg – parent of a player, having relevant business experience.  
In the absence of Andrew Short, Colin took the chair and Naomi prepared minutes.

1. Apologies were received from Andrew Short and Jean Murray
2. The Minutes of the meeting on 18<sup>th</sup> September were approved as a true record.
3. Matters Arising
  - a. (3) Dianne confirmed we could rent a Chip-and-Pin machine for the summer course concert. Cost to be ascertained.
  - b. (4) Audition staff – this will be reviewed in future when applications demand more audition staff
  - c. (9) SMA article had been written and submitted. NW to request a hard copy.

4. Course Update – see attached document.

a. Mailing list survey – this was discussed and the issue of integrating new players at the start of a course discussed. Julia Rigg offered to provide some ideas for starter games and icebreakers. It was agreed that during the first evening, players should be encouraged to get to know each other as well as rehearsing.

b. Comments over technique sessions were noted and it was suggested that those who have spent more than 2 years in NYRO should have a separate technique session to stretch them further.

c. Easter course 2009 – as document. It was agreed that a Student Assistant could not be afforded this year.

d. Summer course 2009 – tutors were discussed and it was decided that Ross Winters, Helen Hooker and Chris Orton would be invited, along with Eileen Silcocks to conduct NYTRO. It was felt that numbers were not sufficient to enable funds for an Assistant Tutor this year. If numbers increase greatly, it was noted that Patrick Richmond would be approached as first choice for Assistant.

e. The concert was discussed and given the lower numbers for summer 2009, two chamber music groups would be invited to play in the concert, and there would be more music for full orchestra and less for each of NYRO and NYTRO.

f. It was considered and agreed that teachers should be contacted regarding adding their details to the concert programme.

g. It was commented that pre-booking auditions had been more successful this year, however there was some concern about those below grade 8 standard expecting to get a place in NYRO on the basis of their audition. It was agreed that the wording of the application details for 2010 should include the phrase 'taken grade 8 or reached the equivalent standard'. Communication between MD and audition staff was discussed in relation to audition criteria.

h. 2010 courses – 6<sup>th</sup> to 10<sup>th</sup> April was agreed for the Easter course, location to be decided at the next meeting. Wales was agreed as a location for next year, and NW to visit Llandovery College to establish its suitability.

i. 2011 – it was agreed to visit London in 2011 for NYRO's 10<sup>th</sup> birthday.

5. Finance report – Rosemary provided a finalised balance sheet for 2007-8 which showed a profit of £130 for that year. Ways to cut this year's expenditure were discussed, including no educational visit. It was accepted that this year NYRO will make a loss, with a worst case scenario figure of £3000. This is made up of an expected £1000 loss from the Easter course and up to £2000 expected from other activities. Rosemary will update this year's budget when Oundle costs have been ascertained. It was agreed that this should be a one-off loss and that steps must be taken to break even in future years.

6. Fundraising

a. Julia Rigg told the sub-committee that NYRO needed to identify its core market as a basis for raising revenue – our students. She had taken our organisation details to a graphic design company who had considered the competition (e.g. schools, sports activities, profit organisations) and had noted that it is a complex and sophisticated market. The suggestions were that we cut back on direct marketing, using the savings to change the website and image in order to take NYRO forward and onto the next level.

b. It was noted that the biggest area of free-of-charge support comes from music teachers and HoM in schools.

c. JR provided the sub-committee with three alternative designs for letterheads and other paperwork, as a basis for overhauling NYRO's image. The company who provided them also

would arrange a photo-shoot during the Easter course at no extra cost to provide some good quality 'staged' photos. The sub-committee discussed the designs and agreed they would like to see one of the three in different shades of green.

d. The website was discussed and it was agreed that in order for NYRO to move forward, one of the most cost-effective ways would be to make better use of the website as a tool for marketing and information. It was agreed by the sub-committee that a new brief should be compiled for a new website, with a view to putting it out for tender to a select number of companies in early March. The brief is as follows:

- i. Interactive website
  - ii. Bright, eye-catching design (green and purple?)
  - iii. Course and CD information
  - iv. Provision for taking payments for course fees, CDs, concert tickets
  - v. Provision for online applications for courses
  - vi. Forums for players and sub-committee
  - vii. A teachers' area (password protected)
  - viii. Donations page
  - ix. Funding page for players in need of ideas for financial assistance
  - x. Links to other websites
  - xi. Company to provide a dedicated representative to manage the account, with a meeting scheduled at least once a year at their expense.
- e. The timescale for getting a new website up and running was agreed: sub-committee to agree on brief by end of February, JR to assist in preparing brief to be sent to 3(+) organisations by end of first week in March.
- f. Big fundraising on a minimal budget is harder to come by, and it was suggested that NYRO should use BlockWork to fly the flag for NYRO - a recording weekend would still be required to build up a repertoire, and a pool of suitable players would need to make a commitment to concerts in advance. Head Teachers National Conference and the Federation of Music Festivals conference were events considered of suitable prestige.
- g. Concert tickets should be given away for summer concerts to ensure a full audience and increase knowledge of NYRO. Suitable recipients include the local WI, Music Societies, Chamber Orchestras, School HTs and Recorder Teachers. A number of tickets should be reserved for sales and the remainder allocated free. This could be done through a code on the website.
- h. Balloons in NYRO colours with logos were discussed, in relation to corporate image – to be used on courses, at stands, concerts etc. Also to give away to young members of the audience.
- i. The consideration of writing to suitable parties (eg SRP members) regarding leaving NYRO a legacy was discussed and it was agreed that the Chairman would be involved in this if agreeable by the SRP committee.
- j. JR felt we should be involving some of our players in our decisions about the future of NYRO, and offered to set up a meeting during the next summer course. A letter should be sent to them following this meeting thanking them for their input, copied to their HT.
- k. It was suggested by JR that NYRO could host a gala dinner at a hotel local to the concert the night before, with Colin speaking. The hotel would gift NYRO any discounts they would normally give for group bookings.
- l. Further ideas for spreading knowledge about NYRO include
- i. Sending a small trophy to schools who have a player who has secured a place in NYRO to be presented at prize-giving. In conjunction, write to local paper providing a presspack.

ii. Writing to all HoM and HT of schools which have had a successful applicant to NYRO/NYTRO. Schools have a budget for supporting organisations who enrich the lives of their students and this might be a further source of funds.

7. Health and Safety: JR explained that Risk Assessments will protect NYRO. Also, the H&S issues relating to NYRO and highlighted that a lack of written Risk Assessments and visibility of policies on the website were the biggest issues. The 'Five Steps to Risk Assessment' were explained, including the need for the Chairman to sign the policies but delegate some of the responsibility (eg carrying out fire practices) to another member of the sub-committee (eg the Administrator). Policies need to be on the website for parents to view and should include Health & Safety, Child Protection, Drugs & Alcohol and Shared Instrument. JR will help with first draft of Risk Assessments and Policies as needed. All should be reviewed on an annual basis, perhaps in the Autumn sub-committee meeting.

8. AOB

a. Andrew requested the sub-committee considered the presentation of Internet Banking to the SRP Committee and possible safeguards that can be put in place. The sub-committee agreed that the key was that the need for internet banking was linked to the new website and ability to accept online payments (Administrator needs to check they're received). A letter would be provided for NatWest stating that the Administrator was not authorised to action payments above £500 without approval from the Chairman or Treasurer. NatWest should then be able to alert the other signatories if the payment limit had been breached. The risk of sending partly signed cheques in the post was raised.

b. Colin brought up issues regarding local private school advert mentioning the recorder, and an update of the ERTA/SRP discussions.

9. The next meeting will be on Friday 5<sup>th</sup> June in Edinburgh

The meeting closed at 3.30pm with thanks to Naomi, and to Julia for her input.