



MINUTES OF COMMITTEE MEETING

21 OCTOBER 2012

Benslow Music Trust, Hitchin, Herts

PRESENT:

Tessa Rolph	Chairman	Helen Hooker	Musical Adviser
Bob Whitmarsh	Secretary	Evelyn Nallen	Musical Adviser (from 10.35)
Ulli Burchette	Treasurer	Pamela Flanagan	Committee
Andrew Short	NYRO S/C Chairman (until 15.30)	Caroline Jones	Committee
Mike Wilkinson	Membership Secretary	April Munday	Committee
Sandra Foxall	Country/Overseas Sec	David Powell	Committee
Moirá Usher	Training Co-ordinator	Sheila Richards	Committee
		Frances Tuffery	Festival 2013

1. Apologies for absence

The Chairman opened the meeting at 10.30. Apologies for absence were received from Colin Touchin and Naomi Wellings.

2. Minutes of the last two meetings

The Minutes of the meetings on 22 April 2012 and 20 May 2012 were accepted as a correct record and signed by the Chairman.

3. To review Actions and Matters arising not otherwise on the Agenda

22 April.

Item 4.4. Logo competition. The Committee agreed to accept entries for the logo competition from all comers and not just Society members. The competition would be announced on the web site and emailed to Branches as well as advertised in The Recorder Magazine. **[Action Secretary]**

Item 4.5. The Secretary agreed to ask Laura Justice, Editor, to print all four copy dates in The Recorder Magazine. **[Action Secretary]**

Item 4.7. Summary accounts. The Chairman tabled a draft of the accounts in an additional management summary style and requested comments. **[Action All]**

Item 4.10. The Treasurer queried why the Secretary had asked branches not to combine 75th anniversary Playing Days (for which £150 is awarded) with Pastoral Visits (for which the conductors travel costs are paid by the Society). The Secretary explained that he did not consider it reasonable to pay branches twice over for the same event. It was agreed that branches would be allowed to combine the two events in future if they wished to for financial reasons such as the overall cost of running a Playing Day. **[Action Secretary]**

Item 4.12. Complaints procedure. In the light of a recent event at a branch the Chairman concluded that the Society ought to have a simple complaints procedure which she offered to draft. She also reminded Committee members that all branches should take note of disability discrimination

legislation and ensure that any reasonable adjustments are made to ensure that all members of the public are able to access branch meetings, as far as is practicable. **[Action Chairman]**

Item 6. Setting up higher interest rate accounts. No action had been taken on this item. It was agreed to progress it as soon as possible. **[Action Chairman, Treasurer]**

Item 7. The Committee noted and accepted the previously circulated report on web site developments tabled by David Powell. In discussion it was noted that it would be too complicated for Recorder MusicMail to distribute The Recorder Magazine electronically to some members and as hard copy to others. Frances Tuffery explained that deliveries in bulk to Ireland were being trialled to cut costs and had met some teething problems.

Item 10.5. 75th anniversary coasters. Frances Tuffery said nothing had yet been planned for Festival 2013. She would contact Sue Robinson and inform the Chairman if the Festival decided to sell either 75th anniversary or festival coasters.

20 May. No matters arising.

4. To receive Officers' reports

4.1 Secretary. The Secretary had nothing further to add to the previously circulated report. Frances Tuffery noted that the Isle of Man branch, which had now been disbanded, held a contrabass, which had been funded by the IoM Arts Council, and a music library. The Treasurer agreed to contact the former branch secretary to remind her that any surplus funds were the property of the Society. **[Action Treasurer]** The Secretary said he had already reminded the former branch secretary similarly about the branch's music library.

4.2 Treasurer's report. The Chairman noted that the Committee's expenses were higher than usual because of the extra Committee meeting in May.

4.3 Membership Secretary. Nothing to report.

4.4 Country & Overseas Branch. Nothing to report.

4.5. Walter Bergmann Fund. The Chairman queried why the Walter Bergmann Fund had granted an unusually large amount (almost £10,000) in 2011-2012. Evelyn Nallen noted that requests for funds did vary from year to year. She said that Sub-Committee members voted on individual applications but the Sub-Committee Chairman was the only one who considered the overall costs. Moira Usher, the current Chairman, said she was keeping a close eye on costs now. Moira Usher explained that the support being given to a concert in Cambridge in November amounted to a maximum of £250 (£5 for each child attending up to a maximum of 50).

4.6. The SRP/Moeck Competition. The Chairman reminded the Committee that the current informal sharing of the costs of the competition between the three sponsors, which was nominally one third each, left a lot to be desired in practice. The finances of the 2011 Competition have still not been finalised with the Early Music Shop, despite various attempts by the Treasurer to do so. She hoped that after the Early Music Festival in November a meeting could be held with the Early Music Shop, Moeck and the Society to formalise the future arrangements.

To bring the competition prizes close to international norms it was proposed that,

From 2013, the first prize in the Moeck/SRP Competition, which is shared 50:50 with Moeck, should be increased from £600 to £800 , the second prize to £600 and the third prize to £400.

Proposed: Caroline Jones

Seconded: April Munday

Carried: nem. con.

Regarding the future administration of the competition the Chairman suggested a new model whereby a 'senior' Society member oversees and directs the arrangements but the day-to-day administration is largely carried out by a graduate music student, say, with specialist advice provided by someone like Jill Kemp. Some Committee members felt that so much work was involved that it would be appropriate to provide an honorarium. Others felt that a voluntary post might appeal to a retired person with suitable experience. It was suggested that the first step should be to write job descriptions for the Competition Administrator and the Assistant Administrator. The Chairman concluded that, once a job description was available, the post should be advertised not only in The Recorder Magazine but also on the web site, in branches and even by directly emailing members (Mike Wilkinson confirmed that he could create a list of members with email addresses). **[Action Dick Pyper write job description]**

The Chairman noted that April Munday had expressed an interest in overseeing the competition on behalf of the Society with the proviso that she would not generally be available to take any action during normal working hours.

The Chairman recalled that a working group consisting of Sandra Foxall, Evelyn Nallen and David Powell had agreed to review the competition. Although the group had had some initial thoughts it was agreed that it needed to produce a written report before the Committee could look at the long-term future of the Competition at the next meeting. More details of the current financing of the Competition should also be available at that point. **[Action Sandra Foxall, Evelyn Nallen and David Powell]**

4.7 Training Co-ordinator. Nothing to report.

4.8 NYRO Sub-Committee Chairman. Andrew Short, Sub-Committee Chairman, explained that he wished to step down after NYRO's summer concert in 2013. He said that Naomi Wellings was willing to take over from him. He proposed that,

Naomi Wellings be nominated to Conference 2013 as the new Chair of the NYRO Sub-Committee from a date to be determined in Summer 2013

Proposed: Andrew Short

Seconded: Helen Hooker

Carried: nem. con.

The Chairman noted that the NYRO Administrator, Dianne Charles, needed a new printer and suggested that as it was mainly used in connection with NYRO business, any new one should be treated similarly to the Administrator's laptop, i.e. it should be paid for with Society funds (or NYRO funds in this case), rather than Dianne paying personally.

5. Trustee Reports to Charity Commissioners

Andrew Short regretted that the reports for 2011-2012 were not ready but, since both could now be prepared electronically, it would be easy to circulate them to the Committee later for comment before being approved at the February 2013 Committee meeting. Andrew Short reported that he wished to stand down from this task in 2013 as well. He said that his successor would be able to use financial information prepared by the Treasurer and Auditor and would have to write an up to date narrative of the Society's activities each year. By default, there being no volunteers to replace Andrew Short in this regard, the task was deemed to be assigned to the Secretary and Chairman. **[Action Secretary, Chairman]**

The Chairman thanked Andrew Short on behalf of the whole Committee for his careful completion of the Trustee Reports and advice on charity matters over several years.

6. Festival and Conference 2013

Frances Tuffery reviewed the state of the 2013 Festival and Conference. The budget included 80 attendees of whom few were expected from Ireland. The Registration Fee would be €60 (excluding meals). The organisers had calculated that €3000 would be needed in addition to balance the budget and this sum had been found already from a variety of money raising events. Accommodation in single rooms would cost between €50 and €75 per person per night; shared twin rooms were cheaper. Two locations had been reserved; one on site and one within walking distance.

It was envisaged that advance payments in Euros could be made using PayPal possibly using the account that had been opened for the Cheddar Festival in 2011. **[Action Frances Tuffery contact Joyce Rudall]**

Pamela Flanagan reported that the piece of music commissioned for the Festival was essentially completed.

Because of concerns about the cost of travelling to Dublin the Committee discussed setting a cap on Committee and Delegate expenses but this was not favoured. Instead it was agreed that the organisers and the Secretary would circulate advice encouraging early appointment of delegates, early booking of flights (which might be cheaper) and pointing out the cheaper means of travel such as RailSail. **[Action Frances Tuffery, Secretary]** Reasonable expenses would only be paid on presentation of receipts.

7. The funding of NYRO in 2012-2013

Andrew Short introduced the item. He announced that NYRO had been given a donation of £2500 to spend unconditionally with the possibility of a further £2500 to be spent as agreed with the donor. The first tranche might be spent by the Sub-Committee on publicity or playing days.

The Chairman noted that NYRO currently had no funds and urgently needed a decision by the Committee on future funding. She referred to Appendix D of the NYRO report (2011/12 draft accounts) which showed that, excluding the Administrator's honorarium and any donations, NYRO currently has an excess of expenses over income of about £3000 p.a. She then asked what should be done with the loan of £4000 made in 2010-2011, which has no reasonable prospect of repayment. The Treasurer suggested it should be written off; this would also mean that donations currently on hold could be paid to NYRO.

The Chairman then enquired whether 'in the long run' the Society should continue to underwrite NYRO financially. She pointed out that if NYRO was a separate charitable entity it would be able more easily to apply for funds from charitable trusts because it would not have to declare the large balance of, for example, the Society's Arthur Ingram Fund. NYRO could also apply for funds from the Society.

Evelyn Nallen concurred saying that the money spent on NYRO was out of all proportion to the benefit gained by a relatively small number of youngsters. Caroline Jones and Evelyn Nallen quoted examples of where NYRO Playing Days, which caused the largest losses, could have had better publicity. It was suggested that NYRO needed re-jigging to appeal to, and be accessible to, a much larger audience. It was even suggested that playing in a recorder orchestra was not necessarily the aim of many youngsters.

The Committee adjourned for lunch.

The discussion continued with the Chairman asking whether NYRO should continue to be supported for at least the next 12 months. Andrew Short pointed out that if SRP's funding ceased forthwith, not

only would the donations held by the Treasurer have to be returned but the two donations of £2500 would be forfeited. At this point three separate proposals were made. It was proposed that,

1. **The loan of £4000 from the Society to NYRO should be written off.**

Proposed: Pamela Flanagan Seconded: Ulli Burchette Carried: For 12, Against 0, Abstention 1

2. **NYRO should be funded from the Arthur Ingram Fund for a maximum of two years up to 31 August 2014 including an Administrator's honorarium of not more than £6600 per annum and not more than £3000 per annum to cover additional costs.**

Proposed: Pamela Flanagan Seconded: April Munday Carried: For 8, Against 0, Abstentions 5

3. **NYRO should become an independent charity on or before 31 August 2014.**

Proposed: Moira Usher Seconded: Pamela Flanagan Carried: For 11, Against 2

Andrew Short pointed out that property currently used (such as instruments, music, CDs and office equipment) would still be needed by NYRO. The SRP can legally transfer them to another charity with objectives similar to its own and he hoped that this would be done.

The whole Committee thanked Andrew Short for his unstinting support of NYRO for over a decade and expressed the hope that NYRO would find a way to continue its work for many years to come.

8. To approve the contract with Recorder MusicMail

The Chairman noted two minor corrections to the circulated draft text of the contract between the Society and Recorder MusicMail to sell the re-set music arranged by Alex Ayre. It was proposed that,

The contract between the Society and Recorder MusicMail, as amended, be signed on behalf of the Society.

Proposed: Secretary Seconded: Chairman Carried: nem. con.

The Chairman confirmed that copies of Alex Ayre's handwritten scores, which contain extensive editorial markings, would be loaded on the web site to allow public access.

The Chairman asked what should be done with a number of working copies of the arrangements which Alex Ayre had taken to branches at which he was conducting. It was agreed that these should be donated randomly but evenly among the branches. **[Action Chairman]**

The Chairman asked what should be done with the large stock of manuscript arrangements held by Anne Ayre which Recorder MusicMail were happy to sell until they had been re-set. It was agreed to approve this arrangement with 65% of the proceeds going to the Society and 35% to Recorder MusicMail. It was also agreed that the Musica Domestica arrangements, for viols, should be donated to the Viol Society in return for 50% of any proceeds. **[Action Chairman]**

Moira Usher reported that about one quarter of Alex Ayre's 520 arrangements had now been re-set using Sibelius software. 39 pieces were ready to go to Recorder MusicMail. She hoped that 100 quintets would be ready after Christmas. She reported that both scanning the original scores and editing the reset music were time consuming. Mike Wilkinson offered to help scan the scores. **[Action Mike Wilkinson, Moira Usher]**

9. To review a draft Welcome pack for new members

Mike Wilkinson reported that his draft Welcome leaflet was not ready for circulation but that he would pass it to the Secretary to circulate by email to the Committee when it was ready. **[Action Mike Wilkinson, Secretary]** It was agreed that it would be essential to print the leaflet for circulation to new members, branch secretaries etc. although it could also be available on the web site. Mike Wilkinson also said that he was working on a Branch handbook.

10. To note members' comments and decide on the next actions on the 2020 Working Group Report

Because of the press of business this agenda item was taken last and there was not time for a full discussion. The Chairman said that an analysis of all the comments made by members indicated that communications, between members, branches, the Committee and the general public was at the root of many responses.

To aid communications between the Committee and Branch secretaries/delegates it was agreed that one of the two lunchtime sessions on Saturday 11 May 2013 in Dublin should be used for Branch secretaries and delegates to raise any queries with the Committee. **[Action Frances Tuffery, Secretary, Chairman]**

11. To appoint a Publicity Officer

The Chairman confirmed that the Publicity Officer was a new post which was not intended to involve being a Trustee or member of the Committee. The post would need to be ratified by a resolution at the next Annual Conference of the Society. Meanwhile the Publicity Officer would be given a brief describing the work involved. All reasonable running expenses would be paid by the Society. It was proposed that;

Emily Bannister be appointed to the post of Publicity Officer.

Proposed: Secretary

Seconded: Chairman

Carried: nem.con.

The Chairman confirmed that the appointment would be initially for one year and subject to re-appointment by Conference. It was agreed that a budget of up to £500 be allocated for printing and other reasonable costs, to be controlled by the Chairman, Secretary and Treasurer.

12. To confirm the handling of past and current commissioned music

Evelyn Nallen explained that the Society had commissioned five works since 2007 from Gavin Bryars, Jonathan Dove, James Welland, Dominic Irving and Jim Sutherland (details available on the web site). The first two composers are contracted to publishers so that the Society had no control over the publication and performance of their works. However the latter three had all indicated that the Society could publish their pieces.

After discussion of the options set out in Evelyn Nallen's previously circulated report it was proposed that;

Access to pdf files of the commissioned music (score and parts) by James Welland, Dominic Irving and Jim Sutherland should be provided on the Society's web site to the general public while inviting non-members of the Society to make a donation via PayPal. [Action Secretary, Web Editor]

Proposed: Chairman

Seconded: Secretary

Carried: nem. con.

The discussion continued regarding the ongoing commission by Jonathan Dove. The Chairman reported that the commission had been finished but the Society had to pay an additional £600 of VAT. Although Peters, the publishers, had been asked to provide parts for separate purchase, which was not normally done, they had not replied. The Chairman suggested that in setting up future commissions attempts should be made, as far as possible, to ensure that the Society obtained the copyright, publication rights, access to parts and any other aspects of advantage to the Society. It was confirmed that the Society did have the right to be the first to perform its commissioned pieces although usually Evelyn Nallen with others had taken advantage of this opportunity.

Moira Usher expressed the Committee's thanks to Evelyn Nallen for her hard work over several years in bringing all the commissioned pieces to fruition.

13. To review progress in creating a CD in memory of Brian Bonsor

Helen Hooker referred to her previously circulated report. She estimated that the CDs would be available by the end of October. She needed to discuss with Committee members and others how to ensure that CDs were available to Recorder MusicMail for sale on their stand at the Early Music Festival (10-12 November). **[Action Helen Hooker]**

It was agreed that Helen would supply an updated flier (with price and other details) to the Secretary for distribution to all branches. **[Action Helen Hooker, Secretary]** It was suggested that fliers should also be sent to affiliated orchestras and members of the Panel of Visiting Conductors. **[Action Secretary]** It was also agreed that CDs should be provided for sale by Recorder MusicMail (subject to a discount) and May Hill Publications (no discount). **[Action Helen Hooker]**

It was agreed that players who contributed to the CD should each get one complimentary CD. **[Action Helen Hooker]**

14. To consider a funding request from i Flautisti

The Committee, two of whom knew members of the i Flautisti group personally, considered the request to award £480 towards the costs of producing their CD from an existing recording. It was agreed that any funding should be given on the conditions that a) the text accompanying the CD should be in English, b) the CDs should be sold, but not exclusively, in the UK, c) the Society's funding should be described in any literature etc. as supporting the whole project and not specifically a photo shoot, d) that the Society should be provided with two complimentary CDs and e) that the Society's logo and an appropriate acknowledgment be clearly visible on the CD and accompanying text.

It was therefore proposed that;

I Flautisti should be awarded £480 by the Society to further the production of their *Sound Clouds* CD with the conditions set out above.

**Proposed: Mike Wilkinson Seconded: Evelyn Nallen Carried: For 12, Against 0,
Abstained 1**

15. To confirm an appointment to the Panel of Visiting Conductors

Helen Hooker reported that she had observed Andrew Melville conducting at the Cheltenham Festival and recommended that he be added to the Panel of Visiting Conductors. The Committee agreed to appoint Andrew Melville to the Panel. **[Action Secretary]**

16. To consider a proposal to create an Honorary Life Member

It was proposed that Dick Pyper, lately Chairman of the Society, should be made an Honorary

Life Member of the Society.

Proposed: Chairman

Seconded: Secretary

Carried: nem. con.

17. Any other business

17.1 The Secretary reported that the SRP had been offered a large quantity (ca. 10 feet of shelf space) of second-hand ensemble/consort music, much of it published by London Pro Musica, from a source in Leicestershire. The music was unlikely to be of interest to Branches because of the lack of parts but it could be sold and the proceeds given to the Walter Bergmann Fund. He asked if anyone on the Committee, who visited branches on a regular basis, could collect all or some of the music. Caroline Jones offered to collect some music on her way to the Early Music Festival in November, Moira Usher said she could collect music within 2-3 months and, if necessary, Sandra Foxall said she could collect en route to Festival 2013 in Dublin. The Secretary undertook to coordinate these offers with the donor. **[Action Secretary]**

17.2 The Chairman reported on some issues raised by HMRC about the possible tuition content of branch meetings which appeared to make it more complicated for Branches to claim Gift Aid. At present Dick Pyper was waiting for guidance from HMRC. Some information could also be found on the Making Music web site.

17.3 Evelyn Nallen pointed out that Charlotte Barbour-Condini, finalist in the BBC Young Musician of the Year 2012 competition, continued to play with borrowed recorders even though she was now being invited to play in numerous concerts. She continued that the Early Music Shop was intending to sponsor Charlotte and suggested that the Society could do so as well, if it wished. In the past Charlotte had been assisted by the Walter Bergmann Fund but now she needed to buy a range of recorders. It was therefore proposed that;

Charlotte Barbour-Condini be awarded £2000 from the Arthur Ingram Fund towards the cost of buying new recorders.

Proposed: Chairman

Seconded: Moira Usher

Carried: nem. con.

18. Date of the next meeting.

The next meeting will be held in Hitchin on 17 February 2013.

The Chairman closed the meeting at 4.15 pm.

RBW/TJR