



MINUTES OF COMMITTEE MEETING

17 FEBRUARY 2013

Benslow Music Trust, Hitchin, Herts

PRESENT:

Tessa Rolph	Chairman	Evelyn Nallen	Musical Adviser
Bob Whitmarsh	Secretary	Pamela Flanagan	Committee
Ulli Burchette	Treasurer	April Munday	Committee
Mike Wilkinson	Membership Secretary	David Powell	Committee
Sandra Foxall	Country/Overseas Sec	Sheila Richards	Committee
Moira Usher	Training Co-ordinator	Frances Tuffery	Festival 2013
Helen Hooker	Musical Adviser (until 12.40)		

1. Apologies for absence

The Chairman opened the meeting at 10.30. Apologies for absence were received from Caroline Jones, Andrew Short, Colin Touchin and Naomi Wellings.

2. Minutes of the last meeting

The Minutes of the meeting on 21 October 2012 were accepted as a correct record and signed by the Chairman.

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

3.1 The Secretary said that he had asked Laura Justice to publish all 4 copy dates in The Recorder Magazine but the final decision was hers.

3.2 It was confirmed that three of the five commissioned pieces were now available for download on the web site. Evelyn Nallen tabled the text of a draft article she had written for the next issue of The Recorder Magazine on the subject. She requested comments. **[Action All]**

3.3 The Secretary reported that some of the second-hand music offered from a source in Leicester has been picked up by Caroline Jones but some may remain to be picked up. Caroline Jones had been spreading the word.

3.4 The Chairman cautioned that there were still some pitfalls to be avoided by branches when claiming Gift Aid in that they would have to demonstrate that any benefits to branch members were always non-monetary or were less than 25% of the branch subscription. Branches will be circulated once the position has been fully clarified with HMRC by Dick Pyper. **[Action Chairman / Dick Pyper]**

3.5 The Chairman circulated a note of thanks from Charlotte Barbour-Condini for the gift from the Society that had allowed her to buy a new treble recorder. £750 of this gift remained unspent.

3.6 Helen Hooker reported that over 400 Brian Bonsor CDs had now been sold. The break-even number was around 450. 100 were being dispatched for sale at the Festival in Dublin. It was agreed that any surplus income should be given to the Arthur Ingram Fund. [Action Treasurer]

3.7 The Secretary reported that only one entry had been received so far in the Logo Competition. The Chairman asked Frances Tuffery to ensure that a display board was made available at the Festival to display the entries. The Chairman agreed to send Sandra Foxall, as COS Secretary, and the Ireland branch an electronic copy of the flier she had produced to advertise the competition. [Action Chairman]

3.8 The Chairman requested comments on the previously circulated draft Complaints procedure. It was noted that the procedure did not account for situations concerning vexatious complainants. It was agreed to include a reference to the Society's Rule 3.7. [Action Chairman, Secretary]

3.9 The Chairman referred to the need to invest some of the Society's funds in higher interest accounts. She reported that £100,000 had now been transferred temporarily into the Society's bank account and noted that the Committee needed to decide where to invest these funds before the interest rate or other conditions changed. She noted that presently COIF were paying the Society only 0.8%.

She proposed that,

£20,000 was invested in a Barclays account at 1.4% for one year

£80,000 was invested in a Nationwide account at 2% for one year.

It was further required by Nationwide that, if it chose their account, the Committee should pass the following motion.

That one or more accounts be opened with Nationwide International Limited ("NIL") and that NIL is authorised to accept instructions or requests given by the business relating to withdrawals and transfers in accordance with the signing mandate supplied. I also confirm that the persons signing the declaration have the relevant authority to act on behalf of the business in the opening and operation of this / these accounts.

Proposed: Chairman Seconded: Treasurer For: 12 Against: 0 Abstained: 1

3.10 Moeck/SRP Competition. The Treasurer pointed out that the music department in Canterbury Christ Church University (CCCU) had not received any information about the competition. It was realised that the circulation list supplied to Dick Pyper, the current Administrator, was very short. A fuller list of higher education music institutions could be created by, for example, consulting the UCAS Directory (www.ucas.ac.uk) and through overseas branches of ERTA. Pamela Flanagan pointed out that there were 14 higher education institutions teaching music in Eire and Northern Ireland alone. [Action Chairman, Dick Pyper]

The Chairman said that a job description was now available for the post of Administrator/Assistant. April Munday, who was interested in taking over the post of Competition Administrator from Dick Pyper at Conference, was still concerned that her work commitments would prevent her from acting in this role within working hours. The Chairman recommended that April talk to Mary Tyers about the workload. It was noted that Dick Pyper would be prepared to continue assisting with the practical arrangements for the Competition until November 2013. [Action April Munday]

Evelyn Nallen, on behalf of a small working party consisting of Sandra Foxall, David Powell and herself, spoke briefly to a sheet which she tabled on which she had sketched their ideas for the future of the competition. She was in favour of supporting ensemble players from the UK rather than soloists, who mainly came from abroad. The Chairman requested that the working group circulate a fuller report in writing before the next Committee meeting so that the Committee would have time to consider any proposals. **[Action Evelyn Nallen, Sandra Foxall, David Powell]**

Finally the Chairman briefly reviewed the costs of the last competition as summarised in the previously circulated management-style accounts. The Treasurer noted that she was still waiting to be paid competition expenses and ticket money by the Early Music Shop. **[Action Treasurer]**

3.11 Welcome leaflet. The Chairman congratulated Mike Wilkinson on his draft of an informative Welcome leaflet for new (and existing) members. It was **agreed** that NYRO should be mentioned since the Society would continue to support it in some way in the future. Mike Wilkinson asked whether the Committee favoured publishing the leaflet alone or including the same information in the next Membership List due to be published later in the year. The Committee **agreed** that a leaflet that members could keep readily to hand would be useful but that some of the information in the leaflet should also be included near the front of the next Membership List. It was also **agreed** that, for optimal impact, the leaflet should be printed in colour and attractively designed. It was also suggested that a link be provided to Sheila Richards' Facebook page on recorders. It was also suggested that a QR code should be created for the SRP web site and used on any publicity literature. **[Action David Powell]** All members were asked to send comments on the text to Mike Wilkinson. **[Action All]**

3.12 The Treasurer confirmed that the now defunct Isle of Man branch has sent their closing balance to the Society plus a generous donation to the Walter Bergmann Fund.

4. To receive Officers' reports

4.1 Secretary. The Secretary added that he had been asked by the founder of the new Macclesfield Branch how branches assisted weaker players. He had passed on the question to all branch secretaries and had received eight replies. He hoped to assimilate these into a short note for SRP News in the magazine.

4.2 Treasurer's report. The Treasurer explained that Committee expenses were unusually high in 2011-2012 because there had been an extra Committee meeting in May 2012. In reply to a remark that the Walter Bergmann Fund was getting low and might run out in four years time Moira Usher, Chair of the Sub-Committee, responded that in the last 12 months, since she became Chairman, expenditure had equalled income. It was **agreed** that the cost of the biennial Membership List was worthwhile and represented an important benefit for members.

The Treasurer recommended that the central subscriptions be increased in FY 2013-2014 and after discussion it was proposed that, subject to agreement by Conference,

The central subscription be raised, as follows, to £23 for ordinary members, £34.50 for household members and £16.50 for students.

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

The Chairman sought comments on the Management-style Accounts which she had prepared for the last three years. The Committee agreed that they were presented in a format that was useful to see

how much different activities cost. The Committee **agreed** that in principle it would be useful if the Chairman continued to produce such accounts in future.

4.3 Membership Secretary. Mike Wilkinson said he had received a quote of £1100 for printing 1400 copies of the next Membership List (equivalent to 2p/page). He would like to add information from the welcome leaflet, already discussed, and if possible use the new logo. Since distributing the List at Conference in Dublin in May was impractical, he proposed this time to finalise the list after Conference, when it could include any changes in SRP Officers, and to send copies to Branch Secretaries by the end of May mainly using a distribution company that he estimated would charge around £250, which was significantly less than Royal Mail. He also proposed to offer advertisements in the Membership List, free to the small number of Corporate Members and at a charge, which the Committee agreed he could determine, to others. The Committee **agreed** to these arrangements. [Action Mike Wilkinson]

The Committee discussed the Membership Secretary's Branch Health Check document. April Munday noted that necessarily, because no information was available, the statistics did not include visitors who might make up a substantial proportion of those attending a branch meeting, especially where there are branches relatively close together. It was identified that successful branches offered an accessible location with good parking and public transport, a strong welcome for visitors and new members, a variety of conductors, a wide range of music covering all genres, and an initial piece that is relatively straightforward for newcomers / less able players. Moira Usher noted that the Suffolk branch committee is responsible for the choice of music, not the Musical Director. Evelyn Nallen asked what could be done with a branch that struggled to maintain numbers. It was felt that this was a difficult subject and each branch needed to be approached sensitively and in a helpful manner. Mike Wilkinson stated that as far as he knew members left for a variety of perfectly good reasons but he recollected that the 2020 report had suggested that branches should be better at reminding lapsed members to rejoin (or to join the COS branch). The Secretary was asked to approach one branch in particular that was struggling to maintain numbers, to see if any additional support would be appreciated. [Action Secretary]

4.4 Country & Overseas Branch. Nothing further to report.

4.5. Walter Bergmann Fund. Nothing further to report.

4.6. The SRP/Moeck Competition. See para. 3.10 above.

4.7 Training Co-ordinator. Nothing further to report.

4.8 NYRO Sub-Committee Chairman. In the absence of both Andrew Short and Naomi Wellings there was only limited discussion of NYRO matters.

Moira Usher asked what was going to happen, after NYRO became an independent charity, to instruments which had been loaned to it. It was decided that this matter, and other transitional arrangements, should be postponed until the October 2013 meeting.

It was **agreed** that if the Committee's decision to separate NYRO from the Society in 2014 was strongly opposed at Conference then the Trustees might have to reconsider.

At the request of the NYRO Sub-committee, the Chairman asked whether the Society would pay the Honorarium of the NYRO Administrator in 2014-2015, the first year in which it would be independent of the SRP. It was **agreed** that it was premature to consider the matter now without additional information and that in future NYRO would have to make a case for the funding it sought

from the Society, in line with any other grant request from an outside organisation. The Committee needed to know, at the latest by February 2014, of any requests for funding in 2014-2015, e.g. to support the Administrator. Each case would be decided on its merits.

5. The Society's Accounts for 2011-2012

The Chairman proposed that,

The Financial Accounts for FY 2011-2012 be accepted.

Proposed: April Munday Seconded: David Powell Carried: nem. con.

6. Trustee Reports to Charity Commissioners

The Trustees' annual reports to the Charity Commission of England & Wales and to the Office of the Scottish Charity Commission Regulator (OSCR) were **approved** by the Committee and signed by Officers as required.

Given Andrew Short's retirement, Pamela Flanagan offered to provide information about branch activities in Scotland for future trustee reports.

7. To consider vacancies arising for Officers and Committee members at Conference 2013

All Committee members, except for the Secretary, confirmed that they were willing to stand again. Other occupants of named posts would also have to be reconfirmed at Conference.

Dick Pyper, while willing to continue helping until the 2013 Competition in November, had said that he wished to stand down as Competition Administrator from Conference 2013 so that a new administrator would need to be appointed at that time.

Mike Wilkinson agreed to be nominated as Secretary and April Munday agreed that, subject to some further discussions about workload, she was likely to stand as Competition Administrator.

Naomi Wellings, who had already indicated that she would stand as NYRO Chairman to take over from Andrew Short in September 2013, subsequently agreed to remain as a branch representative on the Committee until Conference 2014 when she was due to rotate off the Committee.

The post of Membership Secretary may therefore become vacant. Mike Wilkinson indicated that, in the event of being elected as Secretary, he would continue in post to publish the Membership List, until the end of May or early June.

Two branch representatives (David Powell, April Munday) were also due to rotate off the Committee. Frances Tuffery indicated that she would stand. The names of four other members were also suggested. These individuals would be approached by Committee members. **[Action Evelyn Nallen, Sandra Foxall, David Powell and Pamela Flanagan]**

The News Editor (Madeline Seviour), members of the Walter Bergmann Fund Sub-Committee (Evelyn Nallen, Barbara Law) and NYRO Sub-Committee (Jean Murray, Rosemary Byde) were also due to be re-appointed by the Committee. It was proposed that,

Madeline Seviour, Evelyn Nallen, Barbara Law, Rosemary Byde and Jean Murray be re-appointed en bloc for a further three-year term.

Proposed: Pamela Flanagan Seconded: Secretary Carried: nem. con.

8. Festival and Conference 2013.

Frances Tuffery reported that attendees were being asked to pay in Euros using PayPal over the internet (a PayPal account was not required). People without an internet connection could pay by bank draft. Around 18 people had applied so far. Special coasters would have the Festival logo and date on them. It was agreed that a Meet-the-Committee session, principally for Branch Officers, would be held between 12.00 and 13.00 on Saturday 11th May.

The Secretary confirmed that Delegate and Committee/MA Conference forms would be posted the following day. **[Action Secretary]**

Sandra Foxall requested that all conductors be told in advance how their accommodation was going to be paid for. **[Action Frances Tuffery]**

9. Alex Ayre Bequest

Moira Usher reported that, out of 520 arrangements, 89 pieces had now been completed and sent to Recorder Music Mail (RMM). Around 20 pieces would be similarly completed in the coming week. At present she had no lack of volunteer music setters. The editing and proof reading was best done by one person. Often the most time consuming activity was arranging the page turns in the parts. She said she planned to charge the SRP for half the cost of photocopying.

One hundred pieces had been re-set in the last 6 months. In future Moira and her team were aiming at 100 pieces per year.

RMM were hoping to have a selection of 2-, 3-, 4-, 5- and 6-part pieces and one 7-part piece on sale at the Festival. They had drafted a cover (front page) which the Secretary would circulate to the Committee for comment. **[Action Secretary]**

Files of the scanned original scores of the music which had been set so far were being sent to Anthony Hall, Web Editor, for loading on the web site. **[Action Anthony Hall]** The Chairman added that copies of music which had yet to be set also needed to be sent to RMM for sale. Moira Usher suggested that it would be useful to know from RMM which of these pieces were selling well as a guide for what should be re-set next. **[Action Chairman / Moira Usher]**

The Committee extended its heartfelt thanks to Moira for continuing to lead this project and to Mark Usher who had proof read numerous final versions of the re-set music.

Finally the Chairman noted that Anne Ayre had now obtained probate on her husband's estate which meant the Society had acquired legal possession of Alex Ayre's musical arrangements. It was proposed that,

The Society, recognising that it should make a contribution towards the cost of acquiring probate, resolved to make Anne Ayre an ex-gratia payment of £100. [Action Treasurer]

Proposed: Mike Wilkinson Seconded: Secretary Carried: nem. con.

10. The recorder web site

David Powell referred to his report already circulated and summarised progress with developing the new overarching recorder web site (<http://testsite.srp.org.uk>). He said that Anthony Hall had been very helpful in developing ideas and noted that they hoped to launch the site in Autumn 2013. The site was being developed using Wordpress. Any comments on the structure of, and navigation around, the site should be passed to Anthony.

David Powell also asked for volunteers to become ‘authors’ in charge of the content of individual pages. The following offers were made and accepted with alacrity, [Action All listed]

David Powell – Home page introductory text - by 1 May

Mike Wilkinson – Benefits to SRP members (but avoiding detailed monetary information) – by 1 May

David Powell – List of recorder teachers (principally links to other sites plus (possibly) relevant branch members from the Membership List)

Sheila Richards – List of performers/ensembles. Principally links to other sites but with a note for performers to contact the web editor if they wish to be listed.

Tessa Rolph – List of recorder instrument makers.

Sheila Richards – List of sheet music publishers and suppliers (by June)

Evelyn Nallen – About the recorder (by June).

There was discussion about SRP publications and it was decided that they should be listed within the Society’s pages on the site. Existing publications, such as Anne Martin’s (2004) Teachers’ Guide and Helen Beare’s (2004) Information Booklet needed to be re-assessed to see that they were still informative and up to date.

The Chairman suggested that a QR-code should be created for the new web site. [Action David Powell] The Secretary was asked to tell Emily Bannister (Publicity Officer). [Action Secretary]

11. Progress with addressing recommendations of the 2020 Report

The Chairman noted the many allusions in the report to maintaining good communications. She referred to Mike Wilkinson’s excellent draft Welcome leaflet and noted that he also planned to write a Branch handbook. In addition Emily Bannister was drafting a general publicity leaflet. However she noted that other areas besides communications were involved, for example links with the U3A, and she said she would consider these before Conference. [Action Chairman] Steve Marshall should be asked to alert U3A recorder groups to the opportunity to attend the annual Festival. [Action Secretary]

12. Appointment to the Panel of Visiting Conductors (*this item was taken immediately after Matters arising before Helen Hooker departed at 12.40*)

The Secretary introduced the application by Jack Brothwell (South Cotswold) to join the Panel of Visiting Conductors. He tabled a short CV provided by Jack Brothwell and a report from Alyson Lewin (Musical Adviser) who had assessed Jack Brothwell when he had conducted a session with South Staffs Branch.

After discussion it was proposed that,

Jack Brothwell be appointed to the Panel of Visiting Conductors of the Society.

Proposed: April Munday Seconded: Mike Wilkinson For: 11 Against: 0 Abstentions: 2

The Committee then **agreed**, after a general discussion of the method of appointment, that in future all applicants to join the Panel should be nominated by two members of the Society. The Committee also confirmed that the list should continue to not mention whether conductors charged or not (it was up to branches to ask) and that although all conductors should be asked whether they wished to remain on the list each time a new one was prepared for publication there should be no time limit on people remaining on the list. It was noted that it would be useful in future for conductors to mention the sort of music (early, modern, etc.) they were likely to bring with them to a branch meeting.

13. Any other business.

13.1 Performing Rights Society (PRS) payments. The Chairman noted that nowadays there were only limited circumstances in which performers had to pay the PRS directly. Generally the venue will have a PRS licence and will make the necessary payments. However any branch etc “promoting” a concert should check a venue licence is held and, if not, make the necessary payment to the PRS via the SRP Treasurer. She said she had asked Dianne Charles to check NYRO’s circumstances and remarked that Making Music provided relevant information sheets. She continued that perhaps it would be timely to write an article on this subject for The Recorder Magazine. [Action Chairman]

13.2 Branch Secretary entries on the web site. Pamela Flanagan suggested that some entries on the web site were incorrect [but a quick check of a third of all branches found only one error]. The Secretary offered to check with the Web Editor. [Action Secretary]

13.3 Delivery of Recorder Magazines to Ireland branch. Pamela Flanagan reported that one branch member had received their magazine separately and in advance of the bulk delivery by courier to the rest of the branch. Mike Wilkinson offered to check the circulation list with Peacock Press. [Action Mike Wilkinson]

14. Date of the next meeting.

The next meetings will be held in Dublin, immediately after Conference, on 12th May and in Hitchin on 13th October 2013.

The Chairman closed the meeting at 4.07 pm.

RBW/TJR