



# THE SOCIETY OF RECORDER PLAYERS

## MINUTES OF COMMITTEE MEETING

31 OCTOBER 2010

Benslow Music Trust, Hitchin

### PRESENT:

Dick Pyper	Chairman	Alyson Lewin	Musical Adviser
Bob Whitmarsh	Secretary	Evelyn Nallen	Committee
Ulli Burchette	Treasurer	David Powell	Committee
Andrew Short	NYRO S/C Chairman	Tessa Rolph	Committee
Sandra Foxall	Country/Overseas Sec	Pam Smith	Committee
Moira Usher	Training Co-ordinator	Matthew Taylor	Committee
Mike Wilkinson	Membership Secretary		

### 1. Apologies for absence

The Chairman opened the meeting at 10.35. Apologies for absence were received from Andrew Collis, Helen Hooker, April Munday and Joyce Rudall.

The Chairman welcomed new Committee member David Powell.

### 2. Minutes of the last meeting

After a consensus to delete five words at the end of section 5, the Minutes of the last meeting were agreed and signed by the Chairman.

### 3. Actions and Matters arising

Evelyn Nallen reported on commissions she was arranging for the Society up to 2012. She said she was very pleased to have persuaded Jonathan Dove, who had had music performed at this year's Last Night of the Proms, to write a piece for 2012. For 2011, there was nothing planned at the moment. She proposed, given the likely expense of the 2012 piece, a less expensive solution such as asking a particular Cambridge student she knew who has already made some excellent arrangements. Alternatively she could ask David Gordon to expand on Jim Sutherland's piece *Thaw* by adding big bass and descant parts to make it a 6 or 8 part piece. For 2010, the piece written by Jim Sutherland is about to be published by Forsyth.

### 4. Officers' reports

Secretary's report. The Secretary asked what should be done, if anything, to maintain stocks of the series of leaflets published by the Society some years ago. Moira Usher explained that she had arranged a print run, which was now essentially exhausted, but she still held the originals of five leaflets. **It was agreed that, although most of the leaflets were now dated, it would be worth loading Paul Clark's 'Tempo in recorder music' on the Society's web site [Action: Secretary to arrange loading of the Tempo document on the web site]**

It appeared that although several Committee members still had small stocks of Anne Martin's 'Teachers' Guide' it was very difficult to get primary school teachers interested in accepting copies and making use of them. Mat Taylor suggested approaching local authority Music Services.

Treasurer's report. The Secretary noted that only £1166 of interest had been earned by over £240,000 of capital in 2009-10 representing a rate of return of around only 0.5 per cent. The Treasurer responded that the CAF Gold account might offer a better return. However she said she didn't want to have to operate any more accounts. The Chairman noted that CAF do offer fixed interest/fixed term accounts with higher rates.

The Treasurer said she wanted to open a Euro account to make it easier to deal with the Ireland Branch and with continental performers in the Moeck Competition. Andrew Short offered to find out if there were any charity law implications to opening such an account [Action: Andrew Short to investigate].

The Chairman elaborated on various difficulties encountered in the claim for Gift Aid for the year 2008/09. He had submitted the Claim in early August 2010 only for it to be returned some two weeks later with the comment that he was no longer the authorised recipient of the cheque. One of the Branches, when applying for Gift Aid, had completed the wrong Application Form. Having identified the problem it then took HMRC six weeks to change their records. The Claim was finally re-submitted on 19 October but payment has yet to be received. This is unlikely to arrive before the end of November. It now appears that each Branch has to apply separately for Gift Aid, but will need to mention the National Reference to ensure that questions about charitable status are not asked.

David Powell informed the Committee that no Scottish Branch had yet succeeded in applying for Gift Aid. There seemed to be a problem within HMRC that needed to be resolved.

The Chairman concluded by offering to re-send the instructions on Gift Aid to each Branch. He would submit all completed Branch Gift Aid forms if each Branch would send him its form. He noted that a separate claim had to be made each year [Action: Chairman to contact each Branch with updated Gift Aid information].

#### Membership Secretary's report.

Mike Wilkinson asked whether the Committee found the paper Membership List to be useful or whether it could be superseded by an electronic web-based version. There was resounding support for the paper version. **It was decided that each member should continue to receive a paper version. It was agreed that Mike would seek a printer for the 2011 issue.** He said he would mock-up the new list, probably in a different format, in time for the February 2011 meeting [Action: Mike Wilkinson to find a printer and mock-up Membership List].

#### Country & Overseas Secretary's report

Sandra Foxall said that membership renewals were beginning to arrive but that otherwise there was nothing to report.

#### News Editor's report

**It was agreed that a note should be added to the Festival 'guidelines' that an advertisement for the following Festival should be inserted in the previous Winter issue of The Recorder Magazine** [Action: Joyce Rudall].

#### NYRO Sub-Committee Chairman's report

Andrew Short began by reporting that NYRO had made a provisional loss of around £5500 in the current year. This had come about primarily because of lack of numbers at the summer course; six students had dropped out in the week before the course began. Only 29 students had attended the course whereas 45-50 were needed to break even. The Treasurer suggested that students should pay in full beforehand and Andrew Short agreed this should be done in future. Mike Wilkinson pointed out

that NYRO had a 30-40% annual turnover rate so recruitment was a prime consideration. Andrew Short replied that some helpful suggestions for advertising and marketing had been received from Making Music and other options for 2011 were also being considered.

Evelyn Nallen referred to an earlier discussion in Committee in February 2009 when it had been suggested that it would be beneficial for the students if conductors were rotated on the NYRO courses and playing days. She added that it would be good to bring in an occasional guest conductor as well. There was general agreement that this would expose players to different conducting styles; it was an approach that had worked well at the Bishop Burton (formerly Bretton) Recorder Summer School and at the Northern Recorder Course for many years. It was suggested that this new approach might attract more players. It wasn't necessary to use 'big name' conductors.

The discussion then moved to marketing NYRO. Andrew Short said that the leaflet for the 2011 events was available now. He was asked to send it out to Branches, to The Recorder Magazine, to music festivals and to target private schools. He regretted that the NYRO Newsletter was published less regularly these days. One view was that NYRO would appeal to young players who were unable to experience orchestral playing during the rest of the year. Andrew Short recognised that the Woodhouse course offered another, yet different, option for young players. He also noted that a fund raiser had been appointed, who had submitted a proposal without his knowledge. There had been no cost to NYRO but in future he would ensure that all funding applications were vetted by himself before submission.

It was recognised that the choice of venue influenced numbers too. It appeared to be harder to attract players when the summer course was in the north of England as it was in 2010. Next year it would be at Epsom College.

**In summary, the following actions were agreed,**

- a) **Branches should be emailed in an attempt to recruit players**
- b) **The NYRO Sub-Committee should be encouraged to move to a system of rotating conductors**
- c) **NYRO should have a formal 'constitution' to empower the Sub-Committee to make critical decisions, recognising that the Musical Director is in effect employed by the Sub-Committee, but also clarifying what powers were and were not to be delegated.**

Andrew Short recognised these issues needed to be addressed but although the central Committee was finally responsible for NYRO he said it would not be appropriate to operate by issuing edicts. The Chairman pointed out that the Sub-Committee members were subject to approval by the Committee and Conference. Andrew Short said that, according to the Society's Rules and a previous Committee decision, the NYRO Chairman and NYRO Treasurer, respectfully, had to be Society members but the other Sub-Committee members did not have to be members of the Society.

Tessa Rolph suggested that NYRO should draw up a budget. The Chairman responded that there was already a financial plan in place and he had asked the NYRO Treasurer for quarterly financial reports. He also expected to attend the next Sub-Committee meeting in January 2011.

The Chairman proposed, and **it was agreed, that the NYRO Administrator should be an ex-officio member of the Society.** One result would be that he/she would have access to the Membership List which might aid the recruitment of players and conductors **[Action: Mike Wilkinson]**

Finally, the Chairman proposed that draft Terms of Reference should be available before the Committee's next meeting in February 2011. **It was agreed to form a Working Group of Andrew**

**Short, the Chairman and the Secretary to draft Terms of Reference to be circulated to the Committee by mid-December [Action: Chairman, Secretary, Andrew Short prepare draft ToR].**

The Committee thanked Andrew Short for all his efforts on behalf of NYRO.

## **5. Child Protection Policies**

**The NYRO Child Protection Policy, which had been previously circulated, was agreed.**

**A form of words, previously circulated, to be used in Annex 2 of the Society Rules, which outlines how Branches should protect children involved in Branch activities, was approved.**

## **6. Progress with an overarching recorder web site**

Moira Usher pointed out that the 9<sup>th</sup> May 2010 Committee Minutes and the NYRO Sub-Committee Minutes of 14<sup>th</sup> May 2010 could be misconstrued to indicate that a re-design of the Society web site was being envisaged. Although this may have been mentioned in passing the Committee confirmed that it had absolutely no intention to do this at present and was only investigating the structure of a possible overarching recorder web site that would link to the Society's site and several other relevant sites as well.

Mat Taylor reported on progress made by the Working Group set up in May 2010 to explore the structure of an overarching national recorder web site. He said that they had drawn up a very preliminary plan of the links required. Moira Usher added that there would be interactive buttons linking to shops, the Society, NYRO, teachers, instrument makers, university recorder courses etc. She said she wanted to involve a professional web designer, and had suggested that the designer Andrew had approached for the NYRO site be asked to give a rough idea of costs. Andrew Short responded that he could not obtain a quote until he had a written specification. Evelyn Nallen noted that there also needed to be consideration of how the web site would be maintained subsequently to keep it up to date on a regular basis.

Andrew Short noted that it would be simple to expand the overarching web site by adding extra pages in the same design if content management software was used. Alyson Lewin added that the planned site seemed to have features similar to those to be found on the UK piano page (<http://www.uk-piano.org/>). Tessa Rolph opined that the site had to look good for children, teachers and other users.

The Treasurer noted that ERTA International were conducting a similar exercise but Moira Usher replied that the Working Group was considering how to create a national facility and not an international site.

Moira Usher said it needed to be made clear that the Society would control the overarching web site. It had to be established who would be the webmaster. She would discuss this with Ashley Allerton when she was in Exeter in mid-November. She asked what should be the next step. Andrew Short reiterated that the Working Group should provide a written specification in time for the next Committee meeting [Action: Working Group provide a written specification]. David Powell offered his assistance if required.

## **7. Festival 2011**

The Treasurer reported that she hadn't received a budget from the Festival organiser yet. There had also been a problem setting up a bank account for the Festival. Tessa Rolph wondered whether these matters were included in the Festival guidelines document. Andrew Short noted that in the past the Festival organiser had been asked to submit changes to the Festival guidelines which were reviewed annually after the Festival. Moira Usher agreed to provide feedback to the Committee and the Festival 2011 organiser from Festival 2010 [Action: Moira Usher to give feedback to Joyce Rudall and Committee].

The Treasurer asked the Committee to confirm the three-way split of any funds left over from the national Festival and Scottish Festival. It was proposed that:

**Any leftover funds from the national Festival or Scottish Festival should be split equally between the Festival Branch, central funds and the Walter Bergmann Fund.**

Proposed: Moira Usher and Seconded: Alyson Lewin. Carried *nem. con.*

It was also proposed that:

**The Society should donate £500 to Festival 2011 organisers to help them print and circulate the music commissioned for the Festival.**

Proposed: Pam Smith and Seconded: Moira Usher. Carried *nem. con.*

David Powell confirmed that after the Committee had declined to support the cost of an anniversary commission for Glasgow Branch the Branch had abandoned the idea.

## **8. Dates and locations of future Festivals**

The Chairman confirmed that Festival 2012 would be run by Guildford Branch at St Teresa's School near Dorking on dates to be decided.

The Secretary informed the Committee that the only offer to host Festival 2013 had come from Ireland Branch in Dublin. The Committee was in favour of accepting this offer [**Action: Secretary to inform Ireland Branch**]. Evelyn Nallen suggested that an Irish composer be found for the 2013 Festival commission.

## **9. Trustees Annual reports**

Andrew Short presented the draft Trustees' annual reports to the Charity Commissioners of England & Wales and the Scottish Charity Regulator. After noting a few typos and omissions the reports were accepted by the Committee.

## **10. Alex Ayre bequest**

The Chairman introduced this item by explaining the background to the bequest. He explained that the Society now had a copy of the relevant page of Alex Ayre's will but was exploring whether probate was needed. Legal advice on this and other related matters was being sought from Making Music. He added that an advertisement for a publisher to take over the marketing and sales of the Chiltern Recorder Series had been placed in the Summer issue of the Recorder Magazine. However only one reply had been received and the enclosed offer needed further discussion. An added complication was that Ann Ayre had indicated that she might wish to continue selling the Chiltern Recorder Series for the time being but it was not clear for how long this situation would last. At the same time Recorder Music Mail were continuing to sell the Chiltern Recorder Series. Moira Usher said she knew of another party who was interested in selling the arrangements once they had been re-set in Sibelius but the Chairman and Secretary confirmed that they had not been approached.

The Chairman also reported that the Viola de Gamba Society had shown an interest in taking over the CRS Viol Music. They proposed to scan it and issue it without charge via their website.

Meanwhile Moira Usher and her team were re-setting all 500 or more recorder arrangements in Sibelius. She noted that she had a complete set of scores. She asked for anyone else interested in joining the team to get in touch with her. She stressed that the re-set music was strictly **not** to be used in Branches although it could be 'road-tested' informally by small groups. She asked the Committee's

opinion about whether to transcribe various details in the original arrangements. The general consensus was to copy the originals as exactly as possible but to add some explanatory text on the cover. **However it was agreed that parts labelled as A, B, C etc on scores should be replaced by the abbreviated instrument name and that a new numbering system should be applied, in addition to Alex's original scheme, to make it easier to identify individual sheets.**

The Chairman concluded by thanking Moira Usher and the Sibelius team for their efforts.

### **11. Operation of electronic banking**

The Treasurer reported that two electronic bank accounts had been opened with the Charities Aid Foundation (CAF) Bank. After initial teething troubles this now worked very well with either the Chairman or the Secretary acting as an electronic signatory. Tessa Rolph enquired about what checks were made on payments and what information is supplied to the electronic signatory. It appeared that more information was available now than previously when cheques were signed by hand. The Treasurer pointed out that an independent examiner also checks the accounts at the end of every year.

### **12. The Panel of Visiting Conductors**

**It was agreed that the List of Visiting Conductors should be updated and reprinted in time for Festival 2011 [Action: Secretary prepare and publish a new PVC List].**

**It was agreed to welcome Andrew Collis back to the Panel of Visiting Conductors [Action: Secretary to inform Andrew Collis].**

The application from Peter Bowman to join the Panel was deferred in light of the Committee's earlier decision (October 2008) that 'One or more Musical Advisors should observe and report on each candidate Visiting Conductor, while the candidate is conducting a Branch other than their own or on some other similar occasion, before the Committee considers the candidate's application' [Action: Secretary to inform Peter Bowman; MAs to observe and report back].

### **13. Archiving the Society's records**

The Secretary proposed that the Society's Minutes and other relevant records since 1937, which currently he held, should be scanned and digitised. David Powell, a professional archivist, was concerned that the scanning process might damage the records but the Secretary pointed out that he proposed to use a scanning service provided by the University of Southampton library set up to handle, amongst other things, potentially delicate records. David Powell responded that the Royal Academy of Music, which employed an archivist, might be interested in archiving the Society's records and offered to provide the details of a contact at the RAM [Action: David Powell to send details to Secretary]. David Powell added that he would encourage Branches to archive their records in local record offices.

### **14. Any other business**

14.1 Payment for evening meals. The Treasurer raised the question of who should pay for evening meals when a workshop tutor had to stay overnight. Andrew Short opined that for consistency with the arrangements for visiting conductors the Society should pay only for bed and breakfast. **It was agreed that the Society would only pay for bed and breakfast and that, if necessary, the workshop hosts should pay for any lunchtime meals.**

14.2 The Treasurer then requested guidance on the maximum to be paid for bed and breakfast e.g. at the National Festival. The Chairman proposed that the Society should prepare a tariff and David Powell offered to investigate what was done by the Society of Archivists [Action: David Powell to send tariff to Secretary].

14.3 The Secretary reported that Steve Marshall had offered to write a short history of the Society in time for its 75<sup>th</sup> anniversary in 2012. **The Committee agreed that in principle this would be appropriate and welcomed the offer** [Action: Secretary to inform Steve Marshall].

14.4 The subject of bodies affiliated to the Society was raised in connection with their public liability insurance. The Chairman undertook to investigate the matter [Action: Chairman to investigate public liability insurance of affiliated bodies].

### **15. Dates of next meetings**

The Secretary reminded the Committee that the next meetings would be on 6<sup>th</sup> February 2011, at Benslow Music Trust, Hitchin, and 17<sup>th</sup> April 2011 in Cheddar. The preferred date for the autumn meeting was 16<sup>th</sup> October 2011 subject to a room being available at Benslow Music Trust.

The Chairman closed the meeting at 15.22.

RBW/RP