



# THE SOCIETY OF RECORDER PLAYERS

## MINUTES OF COMMITTEE MEETING

6 FEBRUARY 2011

Benslow Music Trust, Hitchin

### PRESENT:

Dick Pyper	Chairman	Alyson Lewin	Musical Adviser
Bob Whitmarsh	Secretary	April Munday	Committee
Ulli Burchette	Treasurer	David Powell	Committee
Andrew Short	NYRO S/C Chairman	Tessa Rolph	Committee
Sandra Foxall	Country/Overseas Sec	Matthew Taylor	Committee
Moira Usher	Training Co-ordinator	Joyce Rudall	Festival/Conference
Helen Hooker	Musical Adviser (items 1-5)		2011 (items 1-7, 12)

### 1. Apologies for absence

The Chairman opened the meeting at 10.30. Apologies for absence were received from Andrew Collis, Pam Smith, Mike Wilkinson and Laura Justice (Editor of The Recorder Magazine) .

The Chairman welcomed new Committee member April Munday to her first meeting.

### 2. Minutes of the last meeting

After the addition of five words to the Treasurer's report in paragraph 4, the Minutes of the last meeting were agreed and signed by the Chairman.

### 3. Actions and Matters arising not otherwise on the Agenda

3.1 The Chairman thanked Andrew Short for his paper on setting up a Euro account which said that the Charity Commission guidance indicates that there is no bar to the Society holding a foreign currency account. The Treasurer said that she was in the process of opening a Euro account with Barclays Bank.

3.2 The Chairman's guidance notes and letter of how Branches should apply for Gift Aid on the Branch fraction of the annual subscriptions were discussed and some minor but important editorial suggestions were made [Action: Chairman to edit the text and send notes and letter to Branches]. Tessa Rolph pointed out that the same person had to sign the form each year otherwise more bureaucracy would be involved. The Chairman explained that a Branch could claim for several years at one time but separate papers would be needed for each year.

3.3 Andrew Short said that Branches were being emailed in an attempt to recruit new NYRO players.

3.4 The Secretary reported on the expenses rates used by the Archives & Records Association which had been provided by David Powell. The ARA pays 40 p/mile for car journeys necessarily made by car when public transport was not available or when heavy loads were involved. **The Committee agreed that the Society's current rate of 35 p/mile was sufficient**, that the use of public transport should be encouraged and that an increase to 40 p/mile would put too great a strain on the Society's resources. It was also noted that the ARA paid £70 for B&B accommodation and even more in major cities. **The Committee agreed to increase the Society's B&B allowance to a maximum of £60 per**

**night when supported by a receipt.** This allowance was intended to apply to all occasions when a claim for B&B was reasonable on Society business.

#### **4. Officers' reports**

##### Secretary's report.

Andrew Short asked what was known about Sister Mary Austin, an Honorary Life Member who had died in July 2010. It was suggested that Theo Wyatt and Sister Veronica, who attends the Bishop Burton Summer School, might be able to provide biographical information for possible publication in the next issue of The Recorder Magazine. [Action: Andrew Short]

##### Treasurer's report

The Treasurer suggested an increase of 50p to all subscriptions for 2011-12. The Committee were in favour of a £1 increase subject to approval by Conference.

The Chairman suggested that steps should be taken to ensure that money in the Arthur Ingram Fund was invested with a better interest rate. After a discussion about the length of fixed terms **the Committee agreed that funds should be transferred to a one-year fixed interest account.** [Action: Treasurer]

The Chairman thanked the Auditor, Keith Varney, for his assistance in presenting the Accounts. The Treasurer noted that he was willing to stand again.

The Chairman noted that £4000 has been lent to NYRO by the Society to enable it to open a CAF account and also to pay a deposit of £2200 to Epsom College for NYRO's Summer 2011 course.

Tessa Rolph asked how much had been allocated to set up NYRO. Andrew Short replied that £12,000 had been given to NYRO at a time when NYRO did not have an Administrator. Tessa Rolph then asked which accounts were restricted, meaning that the funds could be allocated only to certain uses. The Treasurer replied that the restricted accounts were listed in the Trustees Annual Report (Form CC17); they are the Walter Bergmann Fund and the NYRO account. The Treasurer agreed to add a note to this effect at the end of the Accounts which would also briefly explain the functions of the Walter Bergmann and Arthur Ingram Funds. [Action: Treasurer]

##### Membership Secretary's report.

A written update from the Membership Secretary stated that one further member had joined since his report was submitted. £543 remains to be paid by Branches. Most of this amount is due from Ireland Branch which is awaiting news on whether there will be an SRP Euro account, into which it could make payment, or whether it should continue previous practice of obtaining a sterling bank draft.

Zero Gravity (Cambridge, directed by Evelyn Nallen), the Rugby Recorder Ensemble and Arden Recorder Orchestra (Caroline Jones) had indicated that they wished to be affiliated to the Society.

Helen Hooker noted that she had never received copies of The Recorder Magazine addressed to the Thames Valley Recorder Orchestra nor, said Moira Usher, had the Eastern Recorder Orchestra. Both are affiliated bodies. Sandra Foxall replied that she did not contact Jerry Burbidge directly but sent her list of affiliated orchestras to Mike Wilkinson. Others noted that Exeter Recorder Orchestra had not renewed its subscription, the Phoenix Orchestra had opted out of the Society and nothing was known of the Nene Consort which formerly had been affiliated to the Northampton Branch. Sandra Foxall said she had no information about these three groups. [Action: Sandra Foxall and Mike Wilkinson to update the list of affiliated orchestras and ensembles]

In the absence of the Membership Secretary, the Treasurer circulated a sample of a new layout for the 2011 Membership List which Mike Wilkinson had prepared. Those present were asked to send their comments to Mike [Action All]. After considering five options proposed by the Membership Secretary, **the Committee agreed that he should negotiate with Highland Printers of Seal for printing the new Membership List at a cost of around 55p per copy.**

Country & Overseas Secretary's report

Sandra Foxall said that membership renewals were still arriving. She noted that she didn't send out Membership cards but simply emailed a 'letter' as a receipt of a subscription. She asked how the spouses of Life Members should be listed. **It was agreed that the spouses of Life Members should be listed as Ordinary Members.**

Training Officer's report

Moira Usher asked who could run a workshop that had been requested on dance and its music. Evelyn Nallen and people known to Tessa Rolph and Joyce Rudall were mentioned. The Chairman suggested that the insurance cover for a dance workshop should be checked given that it involved activities not usually associated with recorder playing. [Action: Chairman]

NYRO Sub-Committee Chairman's report

Tessa Rolph asked when the loan of £4000 from the Society to NYRO was going to be re-paid. Andrew Short indicated that the loan would be paid back when NYRO's funds allowed. He added that the Sub-Committee now had a fund raiser who was actively seeking sources of external funding.

The Chairman stated that the underlying problem with NYRO's finances was the relatively small number of students attending its courses. Andrew Short countered that this year there was no competition from the biannual Woodhouse course and that the summer course was taking place in the south of England where there were more potential students.

The Treasurer regretted that NYRO had not yet prepared a flyer to be sent out to County Music Services. Andrew Short replied that there had been a delay because the NYRO Administrator had been ill. Information had already been sent to teachers known to NYRO and to independent schools. Tessa Rolph asked who should be sent suggestions for addition to the mailing list. Andrew Short replied that addresses should be sent to the Administrator; a system was being set up. [Action: All]

The Secretary congratulated NYRO on its prototype web site home page, still under development, but requested that there be a link to the SRP web site and that NYRO's affiliation to the Society was more evident. Andrew Short agreed [Action: Andrew Short to amend home page].

Sandra Foxall queried why the NYRO Administrator had sent her 42 names of students to be added to the Country & Overseas members list whereas only 29 attended the summer course. Andrew Short suggested that the 42 included attendees at the Easter course but the numbers didn't seem to add up. [Action: Sandra Foxall and Diane Charles to sort out the discrepancy]

The Treasurer pointed out that the Society paid for the magazines for all these students, which they in turn paid for in their course fees, but the funds were not being passed back from NYRO to the Society.

She also queried who the magazine was for, the students or their parents. **It was agreed that in future both the Summer and Easter students should continue to receive copies of The Recorder Magazine.**

Tessa Rolph thought that at each Committee meeting there should be a report on the status of NYRO bookings for each forthcoming course/event (ie break-even numbers and numbers booked to date), plus the outcomes of recent individual courses and events (in terms of break-even numbers, actual numbers booked, income received, expenses and net profit/loss). Andrew Short admitted that some of the previous problems had arisen because bookings had been received very late and that in future payments would have to be made well in advance of each event. David Powell asked that the Committee be shown the original feedback from the students. Andrew Short agreed to do so at the Committee's October meeting. [Action: Andrew Short to bring student feedback to October meeting]

## 5. Draft NYRO Terms of Reference

The Chairman pointed out that although the Musical Director was elected by the NYRO Sub-Committee he or she actually sat on the Sub-Committee. Andrew Short replied that the Musical Director and Administrator were in 'attendance' at the Sub-Committee but not actually members.

Moira Usher thought that it should be clearer whether the Musical Director was responsible for 'all music' or whether more people would be involved. Helen Hooker said that all tutors were involved. It was agreed to change the text in paragraph 9a to read 'in consultation with other staff'. [Action: Andrew Short]

The Chairman also pointed out that the Sub-Committee had two vacancies. Andrew Short responded that more members would cost more in expenses but he emphasised that the existing Sub-Committee had extensive musical experience. He said he preferred not to enlarge the Sub-Committee.

The Secretary said that he saw two problems with the draft Terms of Reference. First, no limit was placed on the length of appointment of the NYRO Treasurer, Musical Director or Administrator. According to Rule 4.10 all members of a Sub-Committee were appointed for up to three years. **It was therefore agreed that that the text should state that appointments were for 'a minimum of one year and a maximum of three years'.** Second, there was no reference to who was responsible for fund raising which was likely to be an important part of NYRO's activities in future. Andrew Short said that fund raising was his responsibility. The Secretary responded that it should be stated explicitly that fund raising was the responsibility of the whole Sub-Committee. **It was agreed that paragraph 4 should be amended to read 'the day to day management and future development of the Orchestras shall be under the control of a Sub-Committee'.**

Andrew Short agreed to re-draft the relevant text to include all the above revisions. [Action: Andrew Short to re-draft text]

## 6. Report on the Alex Ayre bequest

The Chairman informed the Committee that after an initial approach to Making Music for advice he had consulted a solicitor on the legal implications of the Alex Ayre bequest. He had recently been advised orally that copyright would be transferred to the Society and that there would be no problem for a Member or Trustee of the Society to take over the business of publishing Chiltern Consort Music. He said he was awaiting a written report from the solicitor.

Moira Usher queried whether there was a problem in effectively creating a 'trading arm' of the Society which was a charity. Tessa Rolph replied that provided the turnover was below a certain level there would be no problem.

Moira Usher reported how her group of volunteers was progressing with re-setting all of Alex Ayre's arrangements in Sibelius. She said that the initial enthusiasm had waned not least because of the very detailed editorial markings on the original manuscripts. These were very laborious to enter with the current version of Sibelius. She had sent out 99 scores and 40 of these had been completed. She

suggested that a solution might be to set the music in its unedited form and to supply a copy of the original manuscript to show players the suggested edits. David Powell concurred that selling a photocopy of the original manuscript score and copies of the re-set parts might be a solution. The Secretary suggested that this could be a free option available at the time of ordering the music.

Moira Usher raised the particular problem of how to handle duets for which original manuscript scores were not available. Some duets had parts extending to three sides of A4 with no convenient turn-over points so they were in effect unplayable. She asked whether her group should generate scores for duets or just parts? **It was agreed that duets should be published as re-set scores with a pair of re-set parts.**

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

## **7. Membership of the Committee after Conference 2011**

The Chairman stated that he would stand down at Conference 2012.

The Secretary noted that Tessa Rolph and Pam Smith were due to rotate off the Committee at Conference 2012. He reported that Tessa Rolph had agreed to stand for re-election therefore one vacancy remained to be filled. Several names were suggested as potential nominees. The Secretary pointed out that it would be up to individuals to become nominated in due course and Committee members could seek out such persons if they wished.

## **8. To appoint/re-appoint one member and the Treasurer of the NYRO Sub-Committee**

It was proposed that:

**Jean Murray should be re-elected to the NYRO Sub-Committee and that Rosemary Byde should be re-elected as NYRO Treasurer.**

Proposed: Andrew Short and Seconded: Sandra Foxall. Carried *nem. con.*

## **9. To approve the Accounts for 2009-10**

It was proposed that:

**The Accounts for the financial year 2009-2010 should be adopted.**

Proposed: Moira Usher and Seconded: Tessa Rolph. Carried *nem. con.*

## **10. To approve the Trustees' Annual Reports to the Charity Commissioners for England/Wales and Scotland**

It was proposed that:

**The Trustees' Annual Reports to the Charity Commissioners for England/Wales and Scotland for the financial year 2009-2010 should be adopted.**

Proposed: Ulli Burchette and Seconded: April Munday. Carried *nem. con.*

## **11. To review progress with recorder web sites**

Moira Usher reported that the Working group looking into the overarching web site now knows what it wants to do. They agreed on the links to recorder makers, shops, the SRP, NYRO etc. Their main concern was with using a commercial host because of worries about the long-term viability of such

sites and copyright. David Powell stated that the plan was for a site that simply provided information, e.g. links to other sites, so that there should be no data protection concerns. Moira Usher continued that Ashley Allerton accepted the need for a modern looking, ‘wizzy’ home page. She had received a quote for £450 to design such a page; Ashley Allerton had expected it would cost around £500. The Secretary pointed out that the group might follow the impressive design of the newly developed NYRO home page. Once developed, the site would have to be maintained by volunteers, possibly one volunteer per link who would keep everything up to date. She continued that Ashley Allerton had bought a domain name called recorder.me [but as of 8/2/2011 it was listed as still for sale] which might be suitable. She ended by saying that Ashley Allerton would be attending Festival 2011 and she suggested that he should be invited to attend the Committee to discuss the overarching web site in more detail. **[Action: Secretary invite Ashley Allerton to Committee after Conference]**

Tessa Rolph asked who would own the site. Moira Usher replied that the site would be ‘sponsored or facilitated’ by the SRP. Tessa Rolph replied that the Committee needed a written document describing plans for the web site and the issues that require decisions which it could consult. **It was agreed that a bullet point list of the things that the Working Group feel should be included in the new web site should be produced before the next meeting.** In view of Moira’s work load Mat Taylor agreed to assume responsibility for coordinating future discussions about the website. **[Action: Mat Taylor to circulate document to the Committee]**

## **12. Arrangements for Festival and Conference 2011**

Joyce Rudall reported on Festival 2011. She said that there had been protracted discussions with ERTA about participation in the Festival. This had now been sorted out and ERTA would hold their Conference/AGM on Saturday 16 April.

She said that applications using PayPal on the Festival web site were working well and recommended that this method should be used for future Festivals. So far, four times as many PayPal applications had been received as paper applications. The total number of applications was still low.

Joyce Rudall said that she needed more volunteers and asked for help from the Committee. A local company had donated £250 to pay for ‘uniform’ shirts for helpers to wear. The advertisement had been updated for the next (March) issue of The Recorder Magazine. She continued that the layout of the venue was fine; it was all on the ground floor. The Programme included a talk on local history and a concert in a local church. Several shops had agreed to come including a local music shop. The Chairman noted that the Society wished to run a stall selling Alex Ayre’s stock of music. **[Action: Joyce Rudall to reserve a space]** Steve Marshall had finished composing his piece for the opening session and the music for the finale had also been completed.

The Committee thanked Joyce Rudall and her team for all their efforts in organising the Festival.

## **13. To consider dates and locations of future Festivals**

The Chairman reported that Guildford Branch had now chosen the dates of 21-22 April for Festival and Conference 2012 **[dates to be confirmed by Guidford next week]**. He noted that Easter 2012 fell between 6 and 9 April.

The Secretary reported that Ireland Branch had started planning for Festival 2013. They were negotiating a venue but had not yet determined the dates.

## **14. To consider a quotation to digitally scan SRP Minutes since 1937**

Further to discussions at the last meeting and suggestions from David Powell, the Secretary reported that he had now obtained a quotation from the University of Southampton library for digitising all the Society’s Minutes from 1937 until 1994 inclusive. The quote was for £656 including VAT. The deliverables would be TIFF files and pdf files on CD. The pdf files derived from typed text would be

searchable but those from handwritten text (1937-1960) would only be images. **The Committee agreed to fund this proposal.** Andrew Short pointed out that the OCR software would not necessarily generate a 100% accurate pdf file. The Secretary undertook to find out what post-processing and editing of the OCR derived text, if any, was possible. [Action: Secretary to ask about editing OCR-derived files]

#### **15. To receive an update on the closure of the Northampton Branch**

The Secretary reported that he had been told that the ex-Northampton library had now been transferred to the Bedfordshire and North Hertfordshire Branch. Moves were underway to make the ex-Northampton library accessible for searching on the Society's web site which Mike Wilkinson hoped to complete before Conference 2011.

The Treasurer reported that she had made contact with the Northampton Branch treasurer who had told her that the transfer of their library to a neighbouring branch had incurred costs which were coming out of their closing balance. She assumed that eventually very little funds would accrue to the Society.

David Powell suggested that the Minutes and other papers of the Northampton Branch should be deposited with the Northamptonshire Record Office. [Action: Secretary to contact Mark Newstead, former Secretary of Northampton Branch]

#### **16. To review the benefits of membership for associated Corporate Members**

The Chairman said he wanted to raise this item because some time ago a music publisher asked about the benefits of being a Corporate Member and declined to join when they were told of the 'benefits' of doing so. He recognised that links already existed to many organisations on the Society's web site. **It was agreed that in addition the Society should offer Corporate Members free space for a one sixth page advertisement in the Membership List.** It was recognised that the Membership Secretary should be informed so that space could be included in the 2011 List. [Action: Secretary inform Mike Wilkinson]

#### **17. Any other business**

17.1 Moira Usher asked why the names and addresses of NYRO student members appeared in the Society Membership List. She said she was concerned because of the implications for child protection. The Committee concurred that there appeared to be no strong reason for including these names and Andrew Short agreed to refer the matter to the NYRO Sub-Committee. [Action: Andrew Short]

17.2 Alyson Lewin informed the Committee that an individual was promoting the SRP on Facebook using the Society's logo. **The Committee did not approve of such unofficial use of the logo and wished to discuss this further at Conference 2011.**

17.3 Payments to Trustees. Andrew Short said that only a proportion of Trustees could be paid. Several members thought that it would create a 'dangerous' precedent if payments were made although it was recognised that payments could be made if they were not for providing services to the Committee. Tessa Rolph noted that a claim could certainly not be made retrospectively for work not approved in advance. **The Committee agreed that tasks related to being a Trustee were entered into on a voluntary basis and those involved should not expect any remuneration for that work.**

17.4 The Chairman suggested that the Society should set up a small Working Group, possibly no more than four people who were not Committee members, to consider the future of the Society at least ten years ahead. As an example of how change was occurring he noted that 20 years ago there had been around 50 Branches but today there were in addition around 15 recorder orchestras in the UK. **It was agreed that this suggestion should be discussed at greater length at the post-Conference Committee meeting in Cheddar.** [Action: Secretary to add item to Committee Agenda]

17.5 It was suggested that the Society needed a more modern logo. The Secretary responded that this was in hand.

#### **18. Dates of next meetings**

The Secretary reminded the Committee that the next meetings would be on 17<sup>th</sup> April 2011 in Cheddar and on 16<sup>th</sup> October 2011 at Benslow Music Trust, Hitchin.

The Chairman closed the meeting at 15.34.

RBW/RP