



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF COMMITTEE MEETING Sunday 17th February 2019 St. George's Lutheran Church, London

PRESENT:

Vic Morris	Chairman	Helen Hooker	Musical Adviser
April Munday	Secretary	Moira Usher	WBF Chairman
Ulli Burchette	Treasurer	Sandra Foxall	COS Secretary
Frances Tuffery	Committee	Sarah Langdon	Competition Administrator
Alyson Lewin	Musical Adviser	Mary Tyers	2019 Festival

1. Welcome and Apologies

The Chairman opened the meeting by welcoming those present. Apologies for absence were received from Debbie Nicholas (Committee), Ciara Flanagan (committee), Penny Clarke (Membership Secretary), and Caroline Jones (Committee).

Since the last committee meeting Evelyn Nallen and Josée Beeson have resigned from the committee.

2. Minutes of previous Committee meetings, and matters arising therefrom

The minutes of the meetings of 17th August 2018 and 7th October 2018 were accepted, although the Chairman requested that it be minuted that he did not believe the no confidence vote at the meeting on 17th August 2018 had been carried out correctly.

Proposed: Moira Usher **Seconded:** Sandra Foxall.

Matters Arising:

2.1 Following the meeting of 7th October 2018, Mark Usher had been invited to take over the management of the Society's insurance from Dick Pyper. He has recommended that the Society use a broker. Moira Usher will give the Secretary the name of a firm she uses. The Secretary will also find out whether the Society's current insurer will deal directly with the Society.

Action: Moira Usher, Secretary

2.2 The Treasurer has investigated sending an electronic version of the Recorder Magazine to members in the Youth category, but has not yet received the information about cost from the publishers.

2.3 Moira Usher pointed out that prospective members still can't join online. The Chairman reported that the Membership Secretary is working with the Web Editor on this to get it done. The Treasurer said that, when this is implemented, there must be a mechanism in the joining process to report to her who has joined and what category of membership they have.

2.4 Sandra Foxall pointed out that item 7.1 of the minutes of the meeting on 7th October 2018 says that there will be a membership category called 'Central', but there's no mention of a Central branch. The Chairman said that the reason for the change was to make it easier for people to become members and that not everyone wished to be a member of a branch. Frances Tuffery suggested that there should be a branch, so that Central members could send a delegate to Conference. The Chairman noted that a Central branch would have no assets if they were dissolved. It was agreed that a resolution would be presented to Conference to allow Central members to send one delegate to the Conference.

Action: Secretary

2.5 With reference to item 4.6.1 of the meeting of 7th October Alyson Lewin said that the Chairman had not sent the information he had offered about Cambridge branch to feed into the report on Visiting Conductors. The Chairman said he would send it.

Action: Chairman

2.6 Following the agreement to remove Colin Touchin from the list of Musical Advisers, the Secretary was asked to write and inform him.

Action: Secretary

2.7 Despite not having a table, the Society did have a presence at the Early Music Festival in November 2018 thanks to RecorderMusicMail who allowed the Society to display a banner and had some flyers on their stand.

2.8 The Chairman has not yet put together a questionnaire for members (minute 8.2 of the meeting on 7th October 2018), but is still keen for a questionnaire to go out.

3. Treasurer's Report

3.1 The Treasurer presented the signed accounts to the committee.

3.2 The Chairman asked why there was a question mark against subscription fees being subsidised by the Walter Bergmann Fund. The Treasurer explained that this related to the necessity of the Society covering the difference between the subscription of members in the Youth category and the cost of the Recorder Magazine. In the absence of the Membership Secretary there was no way of clarifying the impact of the subsidy. It was agreed that a resolution would be put to conference to raise the subscription of the Youth category to cover the cost of the magazine.

Action: Secretary

3.3 It was agreed that a resolution would be put to Conference to limit the Youth category to under-30s who are in full-time education.

Action: Secretary

3.4 The committee agreed to accept the accounts.

Proposed: Secretary **Seconded:** Sandra Foxall **Carried**

4. Trustees' Report

4.1 The Treasurer reported that some branches raised money for charities whose activities would not be covered by the Society's aims. Whilst there is no problem with them doing that, any money raised should not go through the branch's accounts. The Secretary will write to branch secretaries to clarify this.

Action: Secretary

4.2 The Trustees' Report was agreed, with some amendments. The Secretary will circulate the final version to the committee and upload it to the Charity Commission website.

Proposed: Moira Usher **Seconded:** Helen Hooker

Action: Secretary

5. Conference 2019

5.1 The Secretary reminded the Officers that they needed to get their reports to her by 9th March so that they can be circulated to branch delegates a month before the Conference.

Action: Officers

5.2 Mary Tyers suggested that the nomination forms for committee members be sent out to branches ahead of the papers. It was agreed that the Secretary will send out the nomination forms and the agenda by 24th February.

Action: Secretary

Helen Hooker suggested that the email accompanying the nomination forms should remind branches that the Society will be without a Treasurer from the end of this financial year.

Action: Secretary

6. Schools Affiliation Programme

6.1 Debbie Nicholas wasn't present at the meeting, but sent a report on the responses she received from some branches about what they as a branch and individual members are doing with schools. Not all branches received the email from her requesting these details. Frances Tuffery has a local school that would like to participate and is only waiting for some guidance about how to sign them up. The Chairman reported that no one has been willing to take on leadership of the programme. It was agreed that the nomination forms for committee members will also ask for someone to run the programme.

Action: Secretary

6.2 Moira Usher pointed out that it shouldn't be assumed that the Walter Bergmann Fund will pay for everything associated with the programme. Not everything that has been suggested would meet the criteria for funding.

6.3 Mary Tyers suggested that a few of the delegates at Conference be invited to say something about what their branches are currently doing with schools.

6.4 Helen Hooker suggested that schools should be able to join online. The Treasurer said that there should be a category of non-paying member which would cover schools. Frances Tuffery said that schools should be considered members of the branches they're associated with. It was agreed that Frances Tuffery will work with the Treasurer and the Membership Secretary to work out how schools can join as non-paying branch members.

Action: Frances Tuffery, Treasurer, Membership Secretary

7. Report on Visiting Conductors

7.1 Caroline Jones and Alyson Lewin have produced a report on Visiting Conductors, with a view to streamlining the process. The Chairman said that the committee was expecting something a bit broader, but Alyson Lewin explained that the intention was to solve the biggest problem with Visiting Conductors first, which is the time it takes to approve new conductors. They had not considered anything other than how new conductors are assessed. They had not made recommendations about how Visiting Conductors should be removed from the list. The Chairman restated his position that branches should be told which conductor they can have when they apply for a visit from a Visiting Conductor. This suggestion did not meet with any agreement.

7.2 Mary Tyers suggested that branches should be required to give feedback on visits from Visiting Conductors that can be made available to other branches and the Treasurer said that this happens informally. Mary Tyers also suggested that Festival organisers be encouraged to use conductors recently appointed to the panel. It was agreed that a tick list be added to the expense form for Visiting Conductors so that branches can send feedback with their claim.

Action: Secretary

7.3 The Treasurer had done some work on what it would mean to subscriptions if branches were subsidised to pay Visiting Conductors more. There was a discussion about why different Visiting Conductors charge different amounts and what branches can afford to pay. It was suggested that branches should discuss fees with Visiting Conductors as early as possible when booking a visit with them. Helen Hooker said that a subsidy would be a good idea and would demonstrate that the Society is making use of money that has been given to it. It was agreed that a sum of £75 per visit be given to a branch towards the cost of the Visiting Conductor's fee. This would come from the Arthur Ingram Fund.

Proposed: Frances Tuffery **Seconded:** Treasurer **Carried**

7.4 The Chairman said that there should be guidelines for Visiting Conductors. This would cover things such as discussing the fee as soon as a visit is requested, asking how many players would be expected at the meeting and the range of instruments that would be played. Sandra Foxall suggested that the guidance should refer to the ISM guidelines about fees for freelance musicians and Mary Tyers said that it should refer Visiting Conductors to the ISM website. The Chairman said that the immediate priority was to get conductors onto the panel as quickly as possible after they have been referred to the Musical Advisers. He suggested that adding new conductors might not require Musical Advisers to observe and approve them.

7.5 It was agreed that Alyson Lewin and Caroline Jones would write guidelines for both branches and Visiting Conductors.

Action: Caroline Jones, Alyson Lewin

7.6 The Treasurer asked whether the person being observed should be given travel expenses. The committee decided that they should not. It was also agreed that the Musical Advisers would not receive a fee for observing them. Helen Hooker suggested that the person being observed should be invited to conduct the branch that the Musical Adviser attends. This would be easier if the list of Musical Advisers is increased as suggested in the report from Caroline Jones and Alyson Lewin. It was agreed that, subject to approval by Conference and their own agreement, Pamela Flanagan, Sandra Foxall, Moira Usher, Caroline Jones and Sarah Whomersley be appointed as Musical Advisers. Alyson Lewin will approach them. Between them the Musical Advisers should be able to cover the whole country.

Proposed: Helen Hooker **Seconded:** Frances Tuffery

Action: Alyson Lewin

8 Appointment of Michael Copley to the panel of Visiting Conductors

8.1 Following her observation of Michael Copley conducting, Helen Hooker proposed that he be added to the panel of Visiting Conductors. This was seconded by Alyson Lewin. This was agreed. The Secretary will write to him and update the panel.

Proposed: Helen Hooker **Seconded:** Alyson Lewin **Carried**

Action: Secretary

9. Festival 2019 Report

9.1 Mary Tyers reported that 221 participants are expected on Saturday, 197 on Sunday, with 194 of these having booked for the whole weekend. She said that plans are all well in hand and on schedule. There have been extremely positive response to all the new initiatives, as exemplified by the numbers booked and expressions of interest from a wider public.

9.2 The Chairman and the Treasurer have flyers which they will take to the Festival for the information desk to be handed out to members of the public who will have access to the college during the Festival.

9.3 Mary Tyers asked if she needed to hire a photographer for the event. The Chairman said it wasn't necessary, but it would be good if there were some photographs for the branch's and the Society's websites.

9.4 Mary Tyers asked if a member of one of the branches putting on the Festival should write a review for the Recorder Magazine. The Chairman said that it will be done by someone organising the 2020 Festival.

9.5 Helen Hooker asked when the commissioned piece would be available to be picked up. Mary Tyers said that it would be available at the Conference.

9.6 The Treasurer asked how much the evening meal on Friday is at cost. Mary Tyers said she would find out and reimburse to the central fund any difference between the charge to the delegates and the cost.

Action: Mary Tyers

9.6 The Treasurer asked if the delegates to the Conference would be refunded for one night's accommodation. It was agreed that this would be done for this year's Conference.

9.7 Evelyn Nallen and Barbara Law have reported in writing on the composer competition and the Festival Fringe events. There have been entries from all over the world for the composer competition.

9.8 Moira Usher asked which competitions, if any, she needs to provide space for at the 2020 Festival. The committee had previously agreed to defer a decision on the proposed performance competition which it had been suggested would run in alternate years to the composition competition. The Chairman said that it had not been intended that branches had to include a competition in their arrangements for the Festival.

10. **Walter Bergmann Fund**

10.1 Moira Usher had sent a report on the recent grants made by the fund, but had forgotten to send the proposed terms of reference for distribution to the committee. She summarised them:

- There is no reason why the chair has to be a member of the central committee, but the chair should be appointed by the committee;
- Its members should be appointed for five years, renewable once;
- The members should include a chair, a secretary and someone to have oversight of the money.

The Chairman said that the terms of reference should set out the circumstances under which money can be given out as a grant. Moira Usher will circulate the terms of reference to the committee.

Action: Moira Usher

10.2 Moira Usher explained that financial and personal information provided as part of an application for a grant is printed shortly before the meeting and shredded immediately after the meeting.

10.2 A member of the Walter Bergmann committee is contacting members of the British and International Federation of Festivals with a view to asking them to include the fund in its guide to potential sources of funding. Sarah Langdon suggested that they contact the Federation itself and will send their email address to Moira Usher.

Action: Sarah Langdon

10.3 Moira Usher reported that the Walter Bergmann Fund stands at almost £40,000.

11. **Grant Application from NYRO 2019/2020**

11.1 The National Youth Recorder Orchestra has applied for a grant of £5,000 for the year 2019/202. A grant of £3,000 had been made for 2018/19, with £1,000 payable on receipt of NYRO's examined accounts for 2017/18 and up to £2,000 payable to match grants that NYRO managed to raise from other sources. NYRO has been able to meet the first condition, but they have raised about £750 from other sources, which means that they will only receive a further £750 from the Society in matched. The application is not very clear about the exact amount of funding raised and the Treasurer will contact NYRO to clarify the amount of funding which the Society will match.

After the meeting it was clarified that NYRO had raised over £2,000 and that funding was matched.

Action: Treasurer

11.2 After a short discussion the Committee decided to continue the trend of phasing down its support for NYRO and accordingly agreed a grant of £2,000 for 2019/20, with £1,000 payable on receipt of NYRO's examined accounts for 2018/19 and up to £1,000 payable as matched funding. The Secretary will notify NYRO.

Proposed: Moira Usher **Seconded:** Treasurer

Action: Secretary

12. Safeguarding

12.1 The Membership Secretary has suggested that the Society's Safeguarding Policy be revised as it no longer meets the Society's needs. Moira Usher will send the policy used by her sub-aqua club to the Membership Secretary in the hope that it can be used as a template.

Action: Moira Usher, Membership Secretary

13. Advertising

13.1 The Society has been offered an opportunity to advertise in the magazine of the Benslow Music Trust. The Chairman recommended that the Society advertise in two issues of the magazine, taking a half page, full colour advert. The cost will be £142.80.

Proposed: Moira Usher **Seconded:** Alyson Lewin **Carried**

Action: Treasurer, Publicity Officer

13.2 Sandra Foxall suggested sending flyers advertising the Society to the Early Music Shop and music shops local to branches. The Chairman will bring flyers to the Festival for distribution to branches.

Action: Chairman

13.3 Caroline Jones has not yet provided the final information about the costs for the production of the advert for the U3A magazine. It should, however, be possible to use the graphics as for the Benslow advert.

Action: Secretary

14. Location of Future Meetings

14.1 St George's Lutheran church is a suitable location, but increased accommodation costs might make it too expensive. The Treasurer will compare costs with previous meetings and notify the committee.

Action: Treasurer

14.2 The Secretary will continue to investigate meeting rooms in the Midlands. Mary Tyers mentioned that many John Lewis stores have community rooms available for hire.

Action: Secretary

15. Changes to the Society's Rules

15.1 Moira Usher presented a consolidated version of proposed changes to the Society's rules which incorporates changes suggested by members of the committee. She said that they should be examined by a lawyer in order to finalise the wording. There was a discussion about the make up of the committee and whether the trustees should be internal or external to it. Some consideration was given to whether or not the Society should employ a part-time administrator, as other societies of a similar nature do. There was discussion about whether or not new committee members should be allowed a year to acclimatise themselves, or whether they should be given a rôle immediately.

15.2 Following the discussion, Moira Usher will update the document to the end of rule 4 and circulate it. It was agreed that Conference would be asked to agree the changes to the first four rules

Action: Moira Usher, Secretary

16. Any other business

16.1 Barbara Law has written to the Society to ask whether it has any plans to deal with its apparent lack of diversity at both branch and committee level. Discussion was deferred until the next meeting of the committee.

16.2 The Treasurer has been in touch with the publishers of the Recorder Magazine with a view to including a printed listing of events for people who are not on email and don't receive E-News. She has not yet received the cost of doing this from them.

Action: Treasurer

16.3 The Chairman said that events can be advertised in E-News as far in advance as people want.

16.4 The Membership Secretary has asked for the support of the committee with regard to insisting that branches complete the membership spreadsheets online. This was agreed.

16.5 The Secretary will ask branches if they have any resolutions they would like to present to Conference.

16.6 The committee thanked the Treasurer who had also organised the tea and coffee etc for the afternoon.

The meeting ended at 5.10 p.m.

The next committee meeting will take place on Sunday 9th June 2019 at 11:00 a.m.