



# THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

## MINUTES OF COMMITTEE MEETING

Sunday 16<sup>th</sup> June 2019

St. George's Lutheran Church, London

### PRESENT:

Jim Grant	Chair	Jill Taylor	Committee
April Munday	Secretary	Moira Usher	WBF Chair
Ulli Burchette	Treasurer	Sandra Foxall	COS Secretary
Penny Clarke	Membership Secretary	Steph Sutherland	Committee
Ciara Flanagan	Committee	Mary Tyers	Committee
Pamela Flanagan	Musical Adviser	Debbie Nicholas	Committee

### 1. Welcome and Apologies

The Chair opened the meeting by welcoming those present. Apologies for absence were received from Helen Hooker (Musical Adviser) and Sarah Langdon (Competition Administrator).

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

The minutes of the meetings of 17<sup>th</sup> February 2019 were accepted.

Proposed: Sandra Foxall Seconded: Pamela Flanagan. Carried.

#### Matters Arising:

2.1 Insurance - Jill Taylor has agreed to take on the society's insurance.

Proposed: Debbie Nicholas Seconded: Penny Clarke Action: Secretary

2.2 Joining online – Penny and Tina Friedrich have agreed a process, but it hasn't yet been implemented. This item will be discussed further at the next meeting. A sub-committee of Jim Grant, Penny Clarke, Sandra Foxall and Tina Friedrich will confer and report back to the committee.

Action: Chair

2.3 Membership questionnaire – The committee decided to shelve the questionnaire for the moment.

Proposed: Secretary Seconded: Treasurer Carried.

2.4 NYRO - Contrary to what was said at the last meeting, NYRO had raised funding of £3,750. They will therefore receive a grant of £3,000 for 2018/19.

2.5 Advertising – The advertisement to go into the Benslow magazine is in hand. There was a discussion about how a closer relationship with U3A groups might be achieved. It was agreed that the Chair and Steph Sutherland would investigate the possibility of writing an article about the SRP for the U3A magazine.

Action: Chair, Steph Sutherland

### 3. Treasurer's Report

3.1 The Treasurer presented a summary of accounts to the committee and explained that the figures relating to the costs of Conference might change, as some delegates were conductors at the Festival, meaning that some of their accommodation expenses are paid by the Festival account and some are paid by the central fund. The costs of the Conference at Durham are higher than usual, partly because there were more delegates and partly because of the cost of the meal given to the delegates, which was more than double the cost of previous meals for delegates.

3.2 The budget for this year shows a potential loss of £5,000. This is partly because the budget doesn't include any profit (or loss) from the Festival.

3.3 A discussion on ex gratia payments to conductors at the Festival was deferred to a later date.

3.4 The SRP's mileage rate is not in line with that recommended by HMRC. This discussion was deferred to a later date.

**Action:** Secretary

3.5 At the previous meeting it was agreed that branches would receive up to £75 towards any fee charged by a Visiting Conductor. The Treasurer proposed that this would apply from 1<sup>st</sup> September 2019. This was agreed. The Secretary will amend the expenses form appropriately.

**Action:** Secretary

3.6 The Treasurer proposed that the cap on accommodation for Visiting Conductors be increased to £75. This was agreed.

3.7 The Treasurer proposed that the subsidy for the Youth Members' subscriptions come from the General Fund. This was agreed.

### 4 Report on SRP/Moeck Competition

In the absence of the Competition Administrator, the Secretary reported that the initial judging has taken place and that four finalists rather than three have been chosen. The fourth prize will be £250. Moeck will be asked to contribute towards this, but it was agreed that the SRP would fund the whole of it if Moeck were unwilling.

**Proposed:** Secretary **Seconded:** Pamela Flanagan

### 5 Diversity

Barbara Law sent an email to the previous Chair and the Secretary about an article she was planning to write about diversity in the recorder world and asking for the committee to provide some input. Since the SRP doesn't have a diversity policy, Pamela Flanagan proposed that one be included in the revision of the rules. This was agreed. The Secretary will respond to Barbara Law.

**Action:** Secretary

### 6 Safeguarding Policy

The Membership Secretary distributed a paper that she had written and proposed that the committee pay an expert to write a policy for the SRP. The Chair said that the subject should

considered by a sub-committee. He made the procedural point that the Chair and Secretary would be ex officio members of any sub-committee and would receive all emails and papers produced by the sub-committee. They would also be able to attend all meetings. Pamela Flanagan suggested that the sub-committee should produce a policy by the October meeting, as the need for an up-to-date policy is pressing. This was agreed. The sub-committee will be made up of the Chair and/or the Secretary, the Membership Secretary and Steph Sutherland. The committee agreed a cap of £500 for any professional services that need to be purchased. Pamela Flanagan proposed a vote of thanks for the Membership Secretary for moving this on. This was agreed.

**Action:** Membership Secretary

## 7 Implications of GDPR for a printed membership list

The Membership Secretary passed around a paper for discussion. There is some doubt about whether or not a printed membership list circulated to members can be considered compliant with the GDPR legislation. The main problems are that it is out-of-date as soon as it is printed and it can't be corrected until it's printed again two years later. There are difficulties with online lists, however, as not all members have internet access or email. Producing an annual printed list would be better than doing it every other year, as at present. The Viola da Gamba Society, which has a similar make up of members, sends the membership list to members by email and sends out any corrections to the list in the same way. The Chair suggested that the society take legal advice about whether or not the society can produce a printed list and what the membership form needs to say in order to allow that to happen.

**Proposed:** Chair **Seconded:** Membership Secretary **Carried.**

**Action:** Chair and Membership Secretary

## 8 Table at Early Music Festival

8.1 The Secretary proposed that the SRP will take a table at the Early Music Festival until the committee agrees otherwise.

**Proposed:** Secretary **Seconded:** Jill Taylor **Carried**

**Action:** Secretary

8.2 It was suggested that members who attend the Festival be asked to give up some time to manage the table. The Secretary will ask for something about this to go into E-News and will produce a timetable of volunteers.

**Action:** Secretary

## 9 Terms of Reference for the Walter Bergmann Fund

9.1 Moira Usher, Chair of the Walter Bergmann Fund committee, has, with the other members of the WBF committee drafted some terms of reference for the committee. The committee reviewed the terms of reference and made some changes to them, accepting that it would be impossible to define criteria for assessing awards that could apply to every request for funding. It was clarified that parents of applicants under 18 will be considered to be responsible financially for the applicant and it will, therefore, be their financial situation that will be taken into account. If the applicant is over 18, they will be assumed to be responsible for their own finances and assessed on that basis. Individuals can generally receive no more than two grants. Any grant awarded does not go to the individual or group making the application, but the suppliers of the relevant goods and services are asked to send invoices to the SRP. The WBF committee is appointed by the SRP committee and any appeals about

the way in which a grant application has been handled can be made to the SRP chair. The SRP committee agreed that the current limit on the WBF committee being able to make awards only up to 20% of the value of the fund will be increased to 30%, with the society's trustees being able to approve a higher amount. This can be discussed and approved electronically if necessary. The finalised terms of reference will be an annex to the society's rules.

9.2 There are currently four members of the WBF committee and a fifth is needed. The committee recommended that Ann Tempest be approached about joining the WBF committee, since she had offered to join the national committee.

**Action:** Moira Usher

#### **10 Appointment of Bookkeeper and Treasurer**

Following her appointment as Treasurer by Conference in April, Carys Aley has resigned the position. It has been suggested that the role be split into two. There could be a bookkeeper who would look after the accounts and a Treasurer who would make decisions and set up payments. It was suggested that the society pay a treasurer, but an employee would not be able to make executive decisions on behalf of the SRP. The Chair will put a notice in E-News that a new treasurer is needed.

**Action:** Chair

#### **11 Revision of rules**

The Chair suggested that a sub-committee be set up to review the rules and to report back to the committee in the October meeting, where it will be the main item on the agenda. Pamela Flanagan suggested that a letter be sent to the Charity Commission asking them whether or not they needed to review the rules. If there is no written response from them, it would be clear that their review is not necessary. The revision to the rules will include a constitution for the society. The sub-committee will be the Chair, Moira Usher, Pamela Flanagan and (subject to her agreement) Helen Hooker. The Chair will arrange a date and location for the first meeting.

**Action:** Chair

#### **12 Gift Aid**

The members of the committee confirmed that they have received the recent emails setting out the society's position with regard to Gift Aid.

#### **13 Terms of Reference for Musical Advisers**

Helen Hooker agreed prior to the meeting to draft terms of reference for the Musical Advisers. It was agreed that Pamela Flanagan would assist with this.

**Action:** Helen Hooker and Pamela Flanagan

#### **14 2020 Report**

The Chair suggested that he and the Secretary take five of the recommendations from the report per week or fortnight and decide which ones to present to the committee with suggestions for action.

**Action:** Chair and Secretary

**16 2019 Festival**

Mary Tyers said that the feedback about the 2019 Festival had been positive, other than about the food. Moira Usher reported that the arrangements for the 2020 Festival are well in hand.

**17 Schools Affiliation**

It was agreed that the information collected by Debbie Nicholas about the different things that branches are doing with schools will be made available to members in order to give them some ideas about what they might do in their local area. The Chair will write an article for Recorder Magazine to set out what East Berkshire branch has been doing. He asked the members of the committee to consider how the initiative might be moved forward.

**Action:** All

**18 Availability of Conference Papers on the SRP website**

Not all branch secretaries forward Conference papers and information to their delegates and a delegate at this year's Conference requested that everything be put onto the website before the Conference. It was agreed that the conference papers would be made available on the website in advance of the Conference.

**Action:** Secretary

**19 Festival 2022**

No branch has volunteered yet to put on the Festival in 2022. The Secretary will email branch secretaries and request a volunteer. She will explain that they will not have to include any competitions if they don't feel able to.

**Action:** Secretary

**20 Composition Competition for SRP Players**

Steve Marshall would like to put on a competition for composers to write something for amateur ensembles at the 2020 Festival. He has discussed this with the Festival committee and they are happy to provide rooms in which the competition can take place. The competition will be run by Steve and Ann Marshall, with no input from the SRP.

**21 Training Co-ordinator**

Sarah Whomersley has expressed an interest in taking over as Training Co-ordinator in the past. Moira Usher will contact her to see whether she is still interested.

**Action:** Moira Usher

**22 Any Other Business**

The two items under Any Other Business have been deferred to the next meeting

**The next committee meeting will take place on Sunday 13<sup>th</sup> October 2019 at 12:00 p.m.**