

# THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422



## MINUTES OF TRUSTEE MEETING Sunday 7<sup>th</sup> February 2021 at 10.30 am by Zoom

### PRESENT:

Jim Grant	Chair	<i>As observers</i>	
Val Giltrow-Tyler	Secretary	Moira Usher	WBF Chair
Ulli Burchette	Treasurer	Pamela Flanagan	Musical Adviser
Penny Clarke	Membership Secretary	Josee Beeson	Personal Membership Secretary
Mary Tyers	Trustee	Sarah Langdon	Competition Administrator
Steph Sutherland	Trustee		
Jill Taylor	Trustee	<i>After lunch</i>	
Ciara Flanagan	Trustee	Helen Hooker	Musical Advisor
Debbie Nicholas	Trustee		
Erica Crabtree	Trustee		

### 1. Welcome and Apologies

The Chair welcomed trustees to their first meeting held under the new Constitution, stating that this was a turning point. He expressed his thanks to those who were observing by dint of their office, and said that they would be invited to participate in future meetings, when that would be helpful.

### 2. Minutes of previous Committee meeting, and matters arising not covered elsewhere;

The minutes of the meeting held on 5<sup>th</sup> December 2020 were accepted.

**Proposed:** Jill Taylor **Seconded:** Penny Clarke **Carried**

### 3. Matters arising

3.1 Item 3b) There was discussion around the title Board of Trustees; the term committee will be used for now.

3.2 Item 3c) David Grosvenor music. There was a lot of discussion about the suitability of the jokes printed as footers on much of the music that David had proposed allowing SRP to upload onto the website as a legacy. It was agreed that the jokes should be removed before uploading. **Action:** Chair to speak to David.

**Proposed:** Jim Grant **Seconded:** Mary Tyers **Carried** with 1 abstention

3.3 Jean Campbell had sent a report about the SRP pages in the latest Recorder Magazine, which was read with interest. The Secretary will ask Jean to write a report of the Conference and Festival weekend, to accommodate the tight deadline on the next edition of the magazine. **Action:** Secretary

### 4. Reports from Treasurer

4.1 Treasurer's report to committee;

Clarification was provided about the entry for cancellation costs of the Festival, which should have taken place in Ipswich in 2020. These were due to fees and travel payments already made for which refunds could not be obtained. The Treasurer noted that more subscriptions had been received since compiling her report. The cost of posting The Recorder Magazine was noted; this cost had been absorbed by the distributors in previous years. The value was mistakenly reported as £110, but was actually £70. The Treasurer's Report was accepted with this correction. **Proposed:** Jim Grant **Seconded:** Jill Taylor **Carried**

4.2 The Trustee Report for year ending 31/8/2020 was accepted. This requires signatures of the Treasurer and Chair before uploading onto the Charity Commission website. **Action:** Treasurer, Chair, Secretary.

**Proposed:** Jim Grant **Seconded:** Debbie Nicholas **Carried**

4.3 The audited accounts, for the [nationally held] Central Fund, with Walter Bergmann Fund and Arthur Ingram Fund listed separately and the Consolidated Branch Accounts (all branch accounts combined) were accepted. It was agreed that the donation to Making Music should be paid out of the Arthur Ingram Fund.

**Proposed:** Jim Grant **Seconded:** Jill Taylor **Carried**

4.4 The Independent Examiner's Report [CC17a] confirms that the accounts have been examined. The CC17a requires signature of the Treasurer and Chair. **Action:** Treasurer, Chair

4.5 The accounts presented to the Charity Commission [CC17] reports on the finances of the Society as a whole, with funds merely separated into restricted (Walter Bergmann Fund) and unrestricted (Central, Arthur Ingram Fund and Branches).

These reports were accepted.

**Proposed:** Jim Grant **Seconded:** Steph Sutherland **Carried**

A vote of thanks was given to Ulli for her work in compiling these reports and for her diligent and continuous work as SRP Treasurer over many years.

## 5. Grant application from NYRO

The NYRO administrator had sent a number of supporting documents and a request for a £4,000 grant for 2021-2022. There was a long discussion about awarding a grant, with some historic context provided from committee members who have served longer than others. Trustees are supportive of the aims of NYRO, but some concern was expressed about the efficiency of the administration of NYRO, being only a part-time appointment, and the relatively small number of children who are able to take advantage of the opportunity, compared to the total sum granted. Some committee members suggested that practical help would be helpful, alongside any financial support. Offers of help with publicity, marketing and auditions could be sought from SRP members. Streamlining NYRO events alongside other courses, to share tutors and other expenses, and provide some integration was also put forward.

Various funding suggestions were made and discussed at length, including a commitment to pay a fixed sum for 5 years, but this was not accepted, as future plans are so hard to determine.

A final proposal to offer £3,000 for the coming year, split as £1,500 initially, plus a further £1,500 conditional on NYRO raising matching funds from other sources during 2021/2. This grant is subject to a meeting between NYRO and SRP, to offer help in administration, was accepted unanimously. Practical help hasn't always been accepted in the past, but payment of this grant would be conditional on acceptance.

**Proposed:** Jill Taylor **Seconded:** Penny Clarke **Carried**

**Action:** Val to report decision to NYRO Administrator. Sarah to set up a meeting with NYRO Chair.

## 6. Membership Report

Penny presented the latest membership figures, which were better than might have been expected in the circumstances; 1067 **Branch** members: 18% down on last year's final total, 108 **Personal** members (COS): 25% down, 24 **Affiliated** groups: 25% down, 1 **Corporate** organisation: 50% down on last year.

Some anomalies had been identified between household fees and associate membership fees charged by branches for personal members compared to other branch members. This needs to be clarified by a resolution at Conference. Branches are to be encouraged to convert regular visitors into members.

The Chair thanked Penny and Josee for their work on membership matters.

**Action:** Penny to inform Secretary of details, in order to prepare a suitable resolution

## 7. Long Service Awards

Following an enquiry about long service awards, Moira provided some historical context. Members who have served the branches for more than 25, 40, 50 or 60 years are entitled to be awarded a certificate of recognition of their commitment. Branch secretaries will be provided with more information in the next mailing, and again at intervals. A certificate template has been located, which would include the recipient's name, and would be signed by the Chair. Whilst physical presentations are not possible in the current situation, the Chair or another Trustee should be prepared to visit the Branch when circumstances allow, to award the certificate at a suitable event. In the meantime recipients will be notified of their award.

**Action:** Secretary to alert Branch secretaries, and to prepare certificates

## 8. Preparation for Conference 2021

8.1 Under the 2020 Constitution all Trustees will need to be appointed at Conference 2021. The Officers confirmed that they were all willing to stand, apart from the Treasurer post, from which Ulli will be retiring. It was noted that this technically means that all officers could finish their terms together after ten years, but a more natural turn-around is likely to avoid this. The Trustees approved the re-appointments to Chair, Secretary and Membership Secretary. **Proposed:** Jill Taylor **Seconded:** Steph Sutherland **Carried**

**Action:** Nomination forms will require completing for the four officer posts

8.2 Erica left the room to allow the committee to discuss and confirm that she should be nominated as Treasurer to succeed Ulli. **Proposed:** Jim Grant **Seconded:** Mary Tyers **Carried**

8.3 Mary, Steph and Jill will continue as Trustees for a further year, and would be able to stand for a further term in 2022. Ciara has completed her second term of office and was thanked for her valuable contribution as a Trustee. Debbie Nicholas is able to, and will, stand for re-election. Branch secretaries will be sent the nomination form for members to consider, as there are two vacancies for Trustees. The Trustee form has been revised to refer to the relevant sections in the 2020 Rules.

Should a secret ballot be required for voting on any appointments, this would require consideration. The committee approved that this could require advice and hence some funding.

8.4 The committee had offered names for consideration as Vice-Presidents of the Society before the meeting. The nomination of a Vice President is the Society's highest honour, in recognition of a significant contribution to the profile of the recorder, and there is a maximum of 12 VPs at any one time. After clarification of these requirements and a briefing from nominees, votes were taken against each name.

It was agreed that Tim Cranmore, Alan Davis, Evelyn Nallen and John Turner would be proposed at Conference. The candidates are to be contacted by a Trustee to confirm their willingness to stand.

8.5 The committee had offered names for consideration as Honorary Life Members of the Society before the meeting. Appointment of Honorary Life Membership is for persons who have given distinguished service to the Society, and it was agreed that Ruth Burbidge and Tessa Rolph would be proposed at Conference. The candidates are to be contacted by a Trustee to confirm their willingness to stand.

**Action:** Named trustees to contact nominees. Secretary to prepare resolutions.

It was noted that a resolution will be required to facilitate each appointment category at Conference

8.6 Officers were reminded to prepare their reports for Conference, for the year 2019-20 and to submit these to the Secretary by 8<sup>th</sup> March, to allow time for circulation to branch delegates. There was a request for a report from the secretary, which will be re-instated in 2022, as the current secretary was not in post for the period concerned. **Action:** Officers to prepare reports

8.7 The dates for future Conference weekends cannot be confirmed yet, as it is not possible to discuss bookings with venues at present. It was noted that ideally they should run in April, in the school holidays, avoiding Easter. More news may be available by the time of the 2021 Conference.

A matter arising concerning the new Constitution and rules was deferred to item 14

## **9. Walter Bergmann Fund Trustees and Chair**

The WBF committee requires two Trustees at meetings; Moira has been chair of WBF, with Debbie appointed at the December meeting. Some discussion around membership of the WBF committee ensued, with reference made to the WBF terms of reference provided by Moira. It was agreed essential to maintain a breadth of knowledge and the right balance of experience amongst the WBF committee membership. Meetings by Zoom allow attendance by members who may otherwise find it difficult to attend short meetings at a distance, and are likely to continue operating like this.

Moira left the meeting whilst the post of WBF Chair was discussed. Under the new Constitution the chairman of WBF is no longer a Trustee, so there is a requirement for a second Trustee to be appointed. Depending on the membership of the SRP committee after Conference, SRP Trustees could attend WBF meetings on rotation. It was noted that the SRP Chair may need to adjudicate any appeal on decisions made at WBF. There was a proposal to ask Moira to continue as WBF Chair, but not to be a Trustee, as the Constitution no longer requires this.

**Proposed:** Jim Grant    **Seconded:** Ciara Flanagan    **Carried** unanimously

## **10. Competition Administrator**

Sarah had indicated her wish to resign the post, with reluctance, needing to seek more paid work. Sarah had provided the secretary and chair with extensive details of the job, which runs over a 2-year cycle, which we are part-way through. It is clear that she has worked very hard in this role, since 2014, and the committee expressed their thanks and their great reluctance to lose her. Sarah left the meeting whilst some historical context was provided about the role, and the previous discussions concerning remuneration for this role (see previous minutes). Under the new constitution the post-holder is no longer a Trustee, so it would be possible to pay Sarah for the work she does (and has done), for which there was general agreement. The role has busy periods within the cycle, so the hours worked vary across it; it would be possible to do the work, and invoice for the time worked.

Josee asked why this post should be paid for, while other roles are voluntary. The competition admin role is national and international, and benefits from an administrator with specialist knowledge and contacts. This led to a discussion about out-sourcing other roles – for discussion another time. There was agreement to define the role clearly, to make a proper appointment, and whether the role could be offered or had to be advertised. A working group will be set up to draw up a contract for a 2 year cycle and a 2 year payment. Erica, Moira and Ulli agreed to form the working group to take this forward. Sarah returned to the meeting and said that she was prepared to listen to the committee's offer and to investigate the possibilities within.

**Action:** Erica to call first meeting with Helen, Moira, Ulli and Sarah

## **11. Progress with virtual Festival**

A working group has been meeting, and has set up a programme of 4 virtual workshops of 35 minutes each, with a massed final session, to take place on Sunday 18<sup>th</sup> April. Helen Hooker, Mary Tyers, Sarah Jeffery and Stephen Marlowe will run parallel sessions to provide a balanced programme through the afternoon, and Helen has arranged a piece of Bach for the final session. Numbers will be strictly limited to 80 (20 at each session), but if there is sufficient demand, the programme could be repeated at a later date. A £15 charge will be made.

## **12. IT co-ordination**

The Chair reported that he had met with Jeremy Lunn to discuss co-ordination of the Society's digital services and they will be speaking to Katie Stone, who had raised data protection queries.

Sarah enquired about how much of the historic competition records should be retained. It was suggested that these could be scanned and safely stored, to allow research at a later date. A list of names can be safely retained. The application forms could include a note to state that SRP will retain a historic record.

Moira reported that the WBF documentation is kept for 10 years, but financial information is shredded.

Sarah enquired about a lack of control on the Facebook pages, with many backed-up requests and matters to be resolved. This is to be a priority for Jeremy and the team, with a member to be nominated to take responsibility for social media.

### **13. Members Only area on website**

Although this matter is outstanding from earlier minutes, time constraints led to a deferral to a future meeting.

**Action:** Secretary

### **14. Constitution and Rules update**

14.1 The 2020 Constitution and Rules are reported as approved by the 2020 Conference, in the minutes, although some queries were raised about regulators in the other jurisdictions.

When April resigned she undertook to take the approved versions to the Charity Commission for approval, and upload onto their site. The latest information was that the Commission had the documents and were due to respond by 16<sup>th</sup> February. In the absence of any objections from the Commission, the Society will be operating from the 2020 documentation.

14.2 Val had undertaken to tidy up some typographical errors, add footers and a cover to smarten the documents before uploading onto the SRP website in advance of the 2021 Conference.

NB April reported the day after this meeting that SRP did not need their permission to change from rules to a constitution, but we do need their permission to change the objectives, which comes about by moving from the 2015 Rules to the 2020 Constitution.

NB The Charity Commission covers operations in England and Wales, whilst Scotland is covered by the OSCR, which refers directly to the Charity Commission website for charity documentation. There is currently no branch in Northern Ireland, a situation which could change after Brexit and travel restrictions. The equivalent regulatory body in Ireland has not long been established so appropriate consultation has not been possible until recently.

**Action:** Jill to confirm situation with OSCR. Val to update SRP details on Charity Commission and OSCR website, as and when necessary. Pamela advised that the equivalent regulatory body in Ireland has not long been established so appropriate consultation has not been possible until recently.

### **15. Charity Commission guidance**

The Chairman had asked the trustees to read and understand “Keeping on mission and within the rules” from Issue 65. The document was considered, and a few comments were exchanged.

## **16. Musical Advisors on Trustee meetings**

The 2020 Rules state that Musical Advisors shall attend trustee meetings by rotation on such basis as the trustees shall from time to time resolve. This has been for 3 years in the past. Whilst meetings are held by Zoom, all Musical Advisors should be able to attend meetings. It was agreed that an additional advisor could be asked to attend a meeting to advise when their specific knowledge could be useful. The Chair suggested that the Musical Advisors could meet by Zoom for an update, and to aid cohesion.

**Action:** Helen to advise Secretary on rota for Musical Advisors and who to invite to future meetings. Secretary to invite next Advisor for following year.

## **17. Response to Covid-19 – keeping branches going**

There can be no change to our current advice, until the advice for individual freedoms and venues are revised in our favour. Some Branches have arranged on-line recitals and activities. Some Branches were able to hold restricted meetings outside lockdowns.

As an interim measure, on-line SRP training workshops may be possible. Tutors would be paid pro rata for the shorter sessions, and the participant fee would also be pro rata, still defined. These could be one-off sessions, or as part of a series. The committee gave approval for Steph to vary the training workshop programme to allow this to proceed.

A decision about managing extra pastoral visits to branches in lieu of those cancelled by the pandemic was deferred to the next meeting.

Helen reported on the Composers Composition organised by Steve and Ann Marshall, for which 6 finalists have been selected. Recordings and view of the scores will be provided on a dedicated web page, to allow on-line voting, in lieu of actual playing and voting, which should have happened at the 2020 Festival.

## **18. Proposed programme of next meetings**

Previous schedules of meetings did not fit in with other commitments of Chair and Secretary; the following dates are proposed, with apologies for any inconvenience:

Sunday May 23rd

Sunday July 11th

Sunday 10th October

Saturday 4th December

## **19. Date of Next Meeting: May 23rd**