



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF TRUSTEE MEETING Sunday 23rd May 2021 at 10.30 am by Zoom

PRESENT:

Jim Grant	Chair	<i>As observer</i>	
Val Giltrow-Tyler	Secretary	Pamela Flanagan	Musical Adviser
Erica Crabtree	Treasurer		
Penny Clarke	Membership Secretary		
Steph Sutherland	Trustee	<i>After midday</i>	
Debbie Nicholas	Trustee	Jill Taylor	Trustee
Samuel Constable	Trustee		

1. Welcome and Apologies

The Chair welcomed Samuel Constable, a new Trustee, and Erica Crabtree, now as Treasurer. Apologies for absence were received from Alyson Lewin and Mary Tyers.

2. Minutes of previous Trustees' meeting

Some minor corrections were made to the minutes of the meeting held on February 7th, which were then accepted.

Proposed Chair **Seconded** Steph Sutherland **Carried**

3. Matters arising

- 3.1 Item 3.1 The term "Trustee committee" will be used for these meetings.
- 3.2 Item 3.3 Jean Campbell had sent a report with details of the content of the SRP pages in the forthcoming Recorder Magazine. The Trustees expressed their appreciation for her skill and enthusiasm in editing these pages.
- 3.3 Item 4.4 Ulli reported, after the meeting, that she had thanked the auditor in the customary manner.
- 3.4 Item 4 A gift card for the Early Music Shop had been sent to Ulli in April, as a token of appreciation for her work as SRP Treasurer for 15 years.
- 3.5 Item 5 The Secretary had re-assured the NYRO administrator that a meeting with Sarah, for SRP, would satisfy the requirement to have a meeting before awarding the SRP grant.
- 3.6 Item 5 The Treasurer requested guidance on when the NYRO grants were paid out.
- 3.7 Item 8.7 The date of the SRP Festival 2022 has now been confirmed as 22nd-24th April, in Ipswich.
- 3.8 Item 14 The Secretary reported that charity regulator checks about the Constitution had been completed, for England & Wales, and for Scotland. Pamela advised that the Irish Regulator had advised that an application form would require completion in due course.

Action: Pamela to provide details for the Secretary when available

- 3.9 Item 17 Helen Hooker had updated guidance previously issued in 2020, to assist branches in considering returning to meetings. This was circulated to branch secretaries, and affiliated groups, in mid-April, together with advice about joining Making Music, to take advantage of the available resources.

3.10 Item 17 Following the new guidance, there have been requests to refresh the notice on the SRP website Homepage. A draft replacement message will be sent round the Trustees for urgent consideration before a change is made.

4. Financial Report

4.1 The Treasurer presented a statement of balances in each bank account, and in each Fund. The Chair thanked the Treasurer for the information, and requested a statement for the next meeting, detailing the sources of income, and types of expenditure from each of designated, reserved funds.

Action: Treasurer to prepare statement for the July meeting

4.2 The Treasurer reported that information is still being transferred from the previous post-holder, and bank mandates are being completed. This is a quiet period for the Treasurer, so is a good time for transfers to take place.

5. Membership matters

5.1 It was confirmed that there had been no request for subscriptions to be raised for 2021-2. Trustees were reminded that such decisions have to be presented to Conference, so should be discussed annually before Conference.

5.2 The anomaly of the cost of household membership mentioned in December has to be taken to Conference in 2022; this was omitted in error from the 2021 Conference resolutions.

Action: Secretary to add to Conference documentation

5.3 Joining online has been developed by Anthony Hall and will be available to personal members for the new membership year. This process captures the details, with payment by BACS. When a member's details change or when they renew, the member would require an individual log-in for Word Press, which may add extra complications. Payment through PayPal may also be a future option.

Action: Membership Secretary to update Trustees in December

5.4 The Secretary enquired what documentation was required by branch officers as a new membership year approaches. The Membership Secretary confirmed that she informs branches of the process. Members will not be required to complete application forms for renewals, unless their details have changed.

5.5. The Secretary reported that she has been in discussion with the Gift Aid co-ordinator and the Membership Secretary to update the Gift Aid guidance document on the website.

Action: Secretary to request upload of revised guidance

5.6 The Treasurer reported that she is aware of the need to update the branch account return forms before the branch submissions are requested.

5.7 The Insurance co-ordinator confirmed that she could contact the branches to confirm that the instruments listed on each of the branch insurance statements is up to date.

5.8 The insurance co-ordinator confirmed that she sends public liability insurance certificates out to branches on request, on the understanding that COVID risk assessments have been completed.

Action: Secretary to remind branch officers of the need for risk assessments.

5.9 The Chair reported some concerns about data security, and reported that the SRP data servers are at Stockley Park.

5.10 In response to concerns about the possibility of a branch membership secretary seeing data of members from other branches when entering new members, the Membership Secretary reported that this avoids duplication of entries, and confirmed that branch officers are provided with data protection guidance.

5.11 The Chair explained that a membership list has recently been produced at 2 yearly intervals. The Trustees discussed the value of an update, and different ways of using the list were aired. A paper list was considered more appropriate than an on-line list, where individual access to a secure part of the website could raise problems. Branch officers should be encouraged to have their contact details listed. It was acknowledged that a great deal of work is entailed in preparing a new list. It was felt helpful to have a new list available for the 2022 Conference, using the member information added during the 2021-2 membership year.

Proposed Chair **Seconded** Steph Sutherland **Agreed** unanimously

Action: Chair to request branch chairman and secretaries to ensure that their contact details are made available on renewal.

Action: Membership Secretary to refer to the plan for publication when updating branches about the new membership year.

5.12 The Secretary reported that she had contacted the new Vice-Presidents and Honorary Life Members, and welcomed them all. She confirmed that she will be the point of contact for all official business with them. The Membership Secretary also holds their contact details, to ensure they receive The Recorder Magazine.

Penny was thanked for her report and for all the work that she does as Membership Secretary.

6. Conference

6.1 Draft minutes have been sent to Trustees and to delegates. Some minor corrections will be made before uploading to the website.

6.2 The Chairman reported that he was in ongoing contact with members of the Somerset branch, and a meeting had been offered.

6.3 There was further discussion about the resolution from Wessex branch, and about methods of sharing information from Trustees. It is important that confidential matters are identified as such during Trustee meetings, but all other discussions are considered open and can be reported.

6.4 As agreed at Conference, the Chair and Secretary will provide a summary of upcoming agenda items, and a summary of matters discussed, for the e-News. This will provide an opportunity for members to be better informed.

6.5 It was agreed that it is not appropriate to put draft minutes up on the website.

6.6 Discussion about the use of the branch officers' forum was deferred until the July meeting, through lack of sufficient time.

6.7 The accounts of the successful Virtual Recorder Festival were presented and the usual distribution of the surplus was approved; with one third each to WBF and Central funds, and the remaining third split evenly between the organising branches.

7. Pastoral Visits

7.1 The Secretary reported that a previous decision to add a contribution of £75 towards a fee charged by Pastoral Visitors had not been acted upon. The guidance on the website and the claim form require updating to include this information, and the updated travel and accommodation contributions. Once this has been done, branch secretaries will be informed.

Action: Secretary to check and update website guidance and claim forms for Pastoral Visits, then to inform branch secretaries and pastoral visitors.

7.2 Following the minute in October 2020 that extra Pastoral Visits would be offered to branches who had missed out in 2019-2020, because of the pandemic, there was some discussion about the way forward. No branches were able to have a Pastoral Visit in 2020-2021, and only a few had been able to have a visit in 2019-2020. Allowing extra visits in the coming year could make it difficult for all the visits to be fitted in.

7.3 It was suggested that all branches could be offered an additional visit during the coming 2 years, and that any branch that had been unable to carry out a planned visit during the latter part of 2019-20 could be offered a further additional visit between September 2021 and August 2023.

7.4 There was discussion about encouraging branches to think “out of the box” to further encourage members to return to playing together.

8. In-person meetings

8.1 Trustees discussed the possibility of attending an in-person meeting on July 11th. As some Trustees expected to have travel difficulties, it was agreed to continue by Zoom for the July meeting.

8.2 Trustees considered that an in-person meeting could take place in the autumn. London was likely to be the most popular venue, for accessibility.

9. Receive written reports

9.1 The Competition Administrator had submitted a report from a meeting with the NYRO chair. The Chair explained the extremes of opinion amongst previous Trustees about supporting NYRO financially. Samuel referred to his personal experience as a member of NYRO.

9.2 The Competition Administrator had submitted a report about the SRP/Moeck Solo Recorder Competition, which will take place on Friday 12th November, as part of the London International Festival of Early Music. There had been 20 entries, despite the complications of the pandemic and Brexit, and plans were progressing well.

Action: Secretary to thank Sarah for her reports

9.3 It was noted that it had been agreed in April 2020 that the finalists of the competition will have a year’s SRP membership; the Competition Administrator provides names to the Membership Secretary who arranges for the magazine to be sent to them.

9.4 The Chair reported that in previous years the SRP has booked a table at the LIFEM exhibition. This would require a number of volunteers to man it, and a co-ordinator. Ulli has some display material.

10. Contract for services of competition administrator

10.1 It was noted that the meeting had taken place, and a contract had been prepared, signed, and awarded to Sarah, to cover the end of the current competition cycle, until December 2021.

10.2 The Secretary reported Sarah’s thanks to the Trustees for completing these arrangements.

10.3 Discussions about extending the contract for the next cycle were deferred to the July meeting, through lack of time.

11. Other reports

11.1 Debbie presented the Walter Bergmann Fund meeting report and expanded on some of the decisions made.

11.2 It was noted the WBF sub-committee no longer wish to pay for the 3rd place prize in the competition; this will be discussed in July, along with a further consideration of the Philip Cole Fund provisions.

12. Musical Advisors

This discussion was deferred to the July meeting.

13. IT co-ordination

13.1 The Secretary reported that the SRP group e-mails had been updated.

13.2 Other IT matters were deferred to the July meeting

14. Preparation of next Trustee report

14.1 Trustees suggested that the next Trustees Report to the Charity Commission should include references to the on-line training workshops, the Virtual Recorder Festival, virtual recitals and workshops in branches, WBF support for virtual lessons; all set up during the pandemic.

14.2 Further consideration will be given to the report at future meetings, prior to the report being signed in February.

15. Members Only area on Website

This matter has appeared in minutes before, but needs more time for discussion, and is deferred to a future meeting. There are IT implications around access and security.

16. Circulation of information from Making Music and Benslow etc

The Secretary enquired about all the information received in generic in-boxes, and how much should be passed on to Trustees or branch secretaries. Discretion will be used in forwarding recorder-related messages.

17. Charity Commission Issue 65 Item 3 "Making decisions"

This is the next in a series of reading material from the commission. The Chair introduced the topic, and mentioned other items attached to the Commission's guidance, including arrangements for Brexit. There was a brief discussion and the Trustees believe that the SRP conformed to most of this advice, although there were problems accessing some of this guidance.

18. Physical SRP archive

The Secretary asked Trustees to consider how and where SRP archival material should be stored in the future; this includes signed minutes and accounts, WBF and competition documentation

19. Date of next meeting – 11th July 2021 by Zoom

19.1 The date of the October meeting is no longer suitable and will be changed. This may be in-person in London on 3rd October.

19.2 It is still the intention to hold a mixture of meetings in-person and by Zoom, and to have some on Saturday mornings (only, to avoid branch meeting clashes) as well as Sundays. The February and May meetings will involve most discussions and are likely to be all-day.

20 Any Other Business

The Treasurer raised a matter about an outstanding payment from 2014, to a winner of the BBC Young Musicians Competition, for instrument purchase.

Action: Treasurer to follow up with the recipient

The meeting closed at 16.51