



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF TRUSTEE MEETING Sunday 11th July 2021 at 10.15 am by Zoom

PRESENT:

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

1. Welcome and Apologies

The Chair welcomed a full committee. There were no apologies for absence.

2. Minutes of previous Trustees' meeting

Two points of clarification were made to items 3.8 and 6.7 of the minutes of the meeting held on May 23rd, which were then accepted.

Proposed Debbie Nicholas **Seconded** Jill Taylor **Carried**

3. Matters arising

3.1 Item 3.2 The report of Conference in the summer issue of The Recorder Magazine looks official, but was written by Jean Campbell, as the deadline for publication prevented an official report being included. It includes some statements which could be open to mis-interpretation. The official draft minutes went onto the website before the TRM was dispatched. A note will go into e-News to explain this. The Trustees received Jean's summary of content of the SRP pages which will be in the autumn issue of TRM, and thanked her for her support and involvement.

Proposed Chair **Seconded** Stephanie Sutherland **Carried**

Action: Secretary to thank Jean, and explain concerns.

3.2 Item 5.7 . The insurance co-ordinator proposed to contact branches about instrument insurance nearer the start of the new season.

3.3 Item 5.8 The Secretary confirmed that the reminders were sent out on May 29th

3.4 Item 6.2 The Chair and a trustee had met with two members of Somerset branch and had a positive discussion. Jim explained to them that Trustees are ordinary Branch members and volunteers who do their best for the Society.

4. Other urgent business

4.1 The Chair asked if there were any conflicts of interest with agenda items at this meeting; this will now be a regular agenda item. No conflicts of interest were declared.

4.2 The Chair asked about ways of recognising the contribution of individuals to the recorder world; some possibilities are being investigated, and this will be revisited at a later meeting

5. Treasurer's Report

5.1 The Treasurer shared a document showing the balances in the various accounts and funds, with a summary of income and expenditure items. She reported that this had been a quiet accounting time, and that it has been a slow process to update mandates for each of the accounts.

5.2 The Treasurer presented a paper prepared by Ulli, similar to that presented at the last Conference, to identify the type of items of income and expenditure for each Fund. The Treasurer said that going forward, we will start with the balances in the funds as they have been reported and accepted at Conference, rather than revisiting history, which may not be helpful in moving forward.

The Treasurer was thanked for her helpful summaries.

5.3 There was further discussion about the Philip Cole Bursary; how it should be spent and who manages it. The secretary was asked to re-state the conditions of the Bursary, which are;

In late 1999 the WBF received the legacy in memory of **Philip Cole**. Conditions attached at the time were that grants should bear his name, and be used for workshops in schools, or travel of prizewinners to the SRP/Moeck competition's final recital. The committee of the day planned to initially just use the income – to support workshops and similar events in schools and to provide financial assistance towards travelling expenses to the winner of the SRP/Moeck competition. in connection with the prize recital.

There has been a precedent of the Philip Cole Bursary paying for a competition prize, since 2003. The Bursary sits within the Walter Bergmann Fund, which is administered by a sub-committee of the SRP Trustees. Clarity is required about management of the Bursary money, regarding whether the Trustees have delegated this responsibility to the WBF sub-committee or not. The fund initially received a lot of interest, but will start to lose financial value moving forward as little or no interest is earned, and as further grants are made. Funding for the prizes for the current SRP/Moeck competition cycle has already been agreed, but agreement needs to be reached for the next cycle

5.4 Pamela asked how Philip Cole Bursary funds can be applied for. The Chair reported that applications could be made to WBF; the sub-committee may decide that an application fits the terms for the Bursary. Information to apply for funding from WBF is available on the website, or by word of mouth; the Bursary is not advertised as such.

5.5 Pam asked if the WBF sub-committee have considered payments to non-UK applicants

Action: Secretary to confirm terms of reference with the sub-committee.

5.6 The Treasurer reported that the Nationwide account will expire in August, and she proposed that Ulli be asked to instruct for the fixed bond to be rolled forward for a further year. All agreed.

Action: Treasurer to request rolling the Nationwide fund forward.

Thanks were recorded to the Treasurer

6. Competition Administrator's Report

The competition administrator joined the Trustees for the agenda items 6 and 7.

6.1 She provided an update on the competition, reporting that 21 entries were received across a variety of ages, although one had to withdraw as she was too old at the cut-off date. The broad age range and number of entries suggests a good future for recorder playing. Four finalists had been agreed, each from a different country, and names were about to be announced.

6.2 The current administrator reported difficulties with the original handover from her predecessor (some years ago), such that it was not always clear which fund had paid for each prize. She confirmed that this year, as previously agreed, the 3rd prize of £400 had been advertised as the Philip Cole Bursary, and that the 4th prize of £250 would be paid from Arthur Ingram Fund.

6.3 Trustees asked if the current value of prizes was adequate to attract high quality entrants in the future. The competition administrator was asked to compare with other music competitions, for discussion at a future meeting

6.4 Arrangements for the November recital and LIFEM exhibition were discussed; tickets are required for all events. The competition will take place in St. Margaret's Church this year. It was agreed that it was not appropriate for SRP to co-ordinate refreshments whilst the judges deliberated, because of complications relating to the pandemic.

6.5 The Trustees agreed to book a display table for the exhibition area, to ensure a presence during the Festival.

Proposed Penny Clarke **Seconded** Samuel Constable **Carried**

A large table was to be requested.

Proposed Steph Sutherland **Seconded** Mary Tyers **Carried**

Penny offered to co-ordinate the volunteers helping at the table, and will work with the Chair on this. An official booking form had been received, with details of cost and conditions.

6.6 The competition administrator also reported on a disappointing response from NYRO, following a promising conversation at a meeting in March. A long list of ideas which might support NYRO had resulted in a one-line request for a list of recorder teachers by branch. Such a list had been considered before, as part of the response to the 2020 report, and was thought to be unhelpful, as it provided no guarantee of quality of teaching, and became outdated very quickly. Other sources of this information are already available (indication on printed membership list, or via SRP website).

6.7 A suggestion to NYRO to consider employing a professional fundraiser, to make use of other available funds, or for marketing, had not been followed up. The competition administrator was asked to draft a response to NYRO expressing the Trustees' disappointment, especially in the light of the funds that SRP has granted over the years.

6.8 The NYRO summer course is scheduled to take place in person at the end of July.

7. IT concerns

7.1 The Chair reported that he had had a very recent discussion with Tina, the web editor, who wished to lay down her responsibility as web editor, due to work and family commitments. She is prepared to be a caretaker for the immediate future, and keen to be of help at a later date.

7.2 There was a lengthy discussion about the immediate way forward with the current system and remaining personnel, in terms of what can be achieved. Several possibilities are being explored.

7.3 There was considerable discussion about social media, with some confusion about the official SRP page, which has not been getting updated, and the SRP group, which is unofficial and could contain unsuitable material. The large number of followers suggests that this should be a useful resource, but could be better used and managed.

7.4 There was a question about needing help from outside the Society, but the Chair felt that it should be possible to work with the current personnel to keep things running at the front end, with more help required at the back end (membership, branch libraries, domains, PayPal...). Samuel Constable offered to investigate what help he could give. A clear definition of what is involved will be required.

7.5 All involved are requested to keep the secretary updated, who will update the Trustees at regular intervals.

8. Secretary's Report

8.1 The Secretary updated the Trustees on a number of administrative matters dealt with since the May meeting;

- a) Getting things onto the website has not been easy – as per previous item,
- b) Changes to the Homepage notice had not been actioned by Tina, but Penny was able to edit,
- c) New guidance for branch officers about GiftAid is now on the website,
- d) The group e-mails were updated, as circulated to Trustees,
- e) at a future meeting the Trustees should consider replacing the old nomenclature of the “committee” and “CoS” on the website and elsewhere,
- f) once IT issues are resolved, the branch contacts within **allbranches** should be checked, particularly by removing ex-officers /members.

8.2 The Secretary updated the Trustees about Pastoral Visitors;

- a) All branches were advised of the arrangement for booking the extra Pastoral Visitors,
- b) 10 requests have been received, from 7 branches
- c) Confirmation that most documentation referring to Pastoral Visitors has now been updated – details were in at least 5 different places, and inconsistent,
- d) Updates were requested from Pastoral Visitors; Peter Bowman has withdrawn, and Stephen Watkins is resting for a year; one hasn't responded,
- e) The list of Pastoral Visitors on the website has been updated accordingly, and is nearly ready for uploading
- f) Tom Beets had suggested an alphabetical list to start, and a restriction on the text to “who am I and what do I do?” This is deferred to a future meeting,
- g) Michael Graham had suggested a Zoom meeting for Visiting Conductors and Musical Directors, as there is such a variety of experience amongst these groups. This is deferred to a future meeting.

8.3 The secretary was asked to revisit the “Guidance for Pastoral Visitors” document, and to forward it to the Musical Advisers for advice, before forwarding to Pastoral Visitors for their reference.

8.4 Trustees were reminded to provide the Secretary with material suitable for the Annual Report for the Charity Commission

9. Membership Secretary’s Report

9.1 The Membership Secretary confirmed that NYRO participants would have to complete a simple form to provide their details for receipt of The Recorder Magazine. The process will require a separate, additional membership list.

Action: Membership Secretary to discuss with Samuel before the NYRO summer course.

9.2 The Membership Secretary hopes to have the next printed membership list available for the 2022 Conference. The Chair reported that one individual branch officer had questioned the need for contact details to be included.

9.3 The Membership Secretary reported that logging in to the website for the branch officers forum was now easier for first time users, thanks to work done by Anthony Hall.

Thanks were recorded to the Membership Secretary

10. Training Co-ordinator’s Report

10.1 The Training Co-ordinator had prepared an encouraging update on the workshop requests, but reported that she had encountered difficulties in posting material on the website.

10.2 She proposed an increase to the daily fee for an in-person workshop from £12 to £15

Proposed Steph Sutherland **Seconded** Debbie Nicholas **Agreed**

10.3 There was some discussion about encouraging young people to attend the workshops; this will be added to a future agenda

The Training Co-ordinator was thanked for her enthusiasm

11. Musical Adviser matters

11.1 There are two Musical Advisers who did not renew their membership in the current year; one has not been a member for several years. It was felt that Musical Advisers should be SRP members, as a sign of their commitment, and that this should be a condition of appointment in the future. It would be necessary to be a member when their time comes to attend SRP Trustee meetings.

11.2 A proposal was made to inform all Musical Advisers that a review of their role is being undertaken, and individual Musical Advisers will be asked to confirm if they agree to being a member of SRP, and being available to attend such meetings as may be required

Proposed Mary Tyers **Seconded** Steph Sutherland **Carried** with 1 abstention

Action: Secretary to write to Musical Advisers, with an invitation to discuss concerns with the Chair.

11.3 The Chair may consider a Zoom meeting of Musical Advisers at a future Trustee meeting, once replies to the secretary’s letter have been received.

11.4 The Secretary asked how much information should be passed on to the Musical Advisers not currently on the committee, now that e-News provides some information about Trustee meetings, including when minutes are available on the website. More specific information should be provided to any Musical Adviser about to join the committee. If a Musical Adviser attending Trustee meetings felt a specific agenda item required raising with all the Musical Advisers before a Trustee meeting, this can be identified to the Secretary.

12. Response to COVID

It was agreed that this should be an ongoing agenda item for now.

The trustees noted that some branches have been able to meet under “COVID-secure” conditions

13. Document Review

13.1 ***Safeguarding Policy*** (Appendix 2 of the 2020 Rules). The Trustees and Musical Advisers had been reminded that this document requires annual review. No legal or terminology or other changes seem to be necessary, so the document will have a “last reviewed” date added, for review next summer.

13.2 ***“Guidance for Branches”*** and ***“Starting a new Branch”*** require review; a small working group of Val, Jill and Penny will review these documents.

Proposed Chair Seconded Jill Taylor

14. Members Only Area on SRP website

In view of the current IT concerns this was deferred to a later meeting for discussion about the specific value and possible content

Pamela offered to look at the content of similar sites, such as the American Recorder Society.

15. Charity Commission Issue 65 no.4 “Managing Conflicts of Interest”

There is a joint Trustee responsibility to identify and consider conflicts of interest, of both a financial and loyalty nature. The Secretary will compile a register of interests, and a policy of how and when to declare these, to demonstrate good governance.

Action: Secretary to prepare a register of interests, with a declaration policy

As per the earlier item it was agreed that Trustees would be asked to declare any conflict of interest at the start of each meeting.

16. Festival and Conference 2022

It has been confirmed that the Festival will be run along the same lines as that planned for 2020. A representative of the organising committee will be invited to a future meeting

17. Future meetings

The October 3rd meeting could be held at Lancaster Hall Hotel in London, if the conditions are right; a blended meeting could be considered. The Chair and Secretary will review the situation at the start of September, which will be reported to all.

It is helpful to have 2 or 3 dates booked in advance. Further meetings are set for;

Saturday 4th December 2021 (morning only) by Zoom, and

Sunday 27th February 2022 – all day – possibly in London

The meeting closed at 4.31