



# THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

## MINUTES OF TRUSTEE MEETING Saturday 4th December 2021 at 9.30 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
Erica Crabtree	Treasurer	<i>From 10 am</i>	
Steph Sutherland	Trustee	Mary Tyers	Trustee
Debbie Nicholas	Trustee	<i>In attendance for items 8 and 9</i>	
Jill Taylor	Trustee	Sarah Langdon	Competition Administrator
Samuel Constable	Trustee <i>until 11am</i>	Moira Usher	Festival Chair

### 1. Welcome and Apologies

The Chair welcomed most of the Trustees. The Trustees held a moment of silence in memory of Alan Davis, a recently appointed Vice-President of SRP.

### 2. Conflicts of Interest

No conflicts of interest were declared at the start of the meeting

### 3. Minutes of previous Trustees' meeting

The minutes of the meeting held on October 3rd were accepted.

**Proposed** Samuel Constable    **Seconded** Debbie Nicholas    **Carried**

### 4. Matters arising

4.1 Item 4.2 Pamela and Erica had discussed terms of reference for the Philip Cole Bursary, and reported that this needs input from more people, as it impinges on so many elements of the SRP, such as Walter Bergmann Fund, SRP/Moeck competition, and Trustees' Report to the charity regulators. This will be deferred to a future agenda, with a draft document for discussion to be prepared.

**Action:** Secretary to discuss with Chair, to invite others to participate in the discussion.

### 5. Treasurer's Report

5.1 The Treasurer provided a statement of the bank and fund balances at 11<sup>th</sup> November, also listing the end of year balances. The final end of year accounts will be presented to the auditor shortly.

5.2 The Treasurer reported on the branch accounts, which represent the fourth SRP fund, and is reliant on submissions from branch treasurers. These accounts reflect the reduced income (down £36K) and expenditure overall, and the considerable variety in activity across the branches during the year. About half the branches did not charge a branch subscription, and a few paid central subscriptions from their reserves. She noted that most branches keep a sizeable reserve fund. Total

expenditure on conductors was similar to previous years, and reflects the efforts made by branches to provide opportunities for members. Some branches benefitted from sizeable donations.

5.3 The Treasurer noted that the first part of the NYRO grant was paid out in October, and the balance will follow in the New Year.

5.4 A summary of the competition costs is awaited; some initial expenses have been paid out.

The Treasurer was thanked for her helpful summaries, and for her work as Treasurer.

## **6. Secretary's Report**

6.1 The Secretary updated the Trustees on a large number of administrative matters dealt with since the October meeting;

- a) Branches were reminded of the process for inviting Pastoral Visitors.
- b) The advice to branches about GiftAid was updated, with help from the Membership Secretary, the Treasurer and the GiftAid Administrator, and was sent out to branches. Only 5 branches claim GiftAid at branch level; it is a complicated process.
- c) The Secretary wrote to Sarah Whomersley and Colin Touchin following the discussion at the October meeting.
- d) The Conflicts of Interest policy has been uploaded onto the SRP website, and the Secretary now maintains the Register.
- e) The "*Guidance to Branches*" document has been updated, with help from Jill and Penny, and uploaded to the website. This will be kept under review, and refreshed each summer in time for the re-elected branch committees.
- f) Branches and affiliated groups have been asked to submit any PRS declarations – not many are expected for the last year.
- g) The Secretary has prepared a draft extended contract for the Competition Administrator.
- h) The Secretary has written to the Charity Commission about whether a Conference Resolution would be required to ensure that any future Conferences could be arranged on-line, should circumstances demand this. No reply has been received to date.
- i) Requests were received from the press to respond to a recent report about a perceived decline in recorder teaching, and an upsurge in playing the ukulele. Responses were required at very short notice and, although responses were prepared, they were not taken up by the individual press organisations. The origin of the recent data is unclear; some reference was made to a 2014 survey.
- j) The Chair and Secretary had been asked to sign lengthy documentation provided by the owners of a hall used for meetings by one of the branches, to take responsibility for those meetings. The officers considered this inappropriate, and considerable correspondence was necessary before this was accepted. This highlights the point that branch officials make arrangements effectively on behalf of the SRP as a whole. In doing so, they benefit from SRP insurance should something go wrong, but it does mean that branch officials need to be publicly visible and named as representatives of SRP.
- k) 29 Pastoral Visits have been booked for 2021-2 so far, with a further seven arranged for next year. 28 branches have not yet booked any visits.
- l) The Secretary suggested a future discussion about feedback on pastoral visits, to ensure a suitable standard is maintained.

**Action:** Secretary to add to a future Agenda

- m) The Secretary reminded the Trustees that we now have a very responsive and helpful IT team, but they are only responsible for the technical aspects of updating the website. There needs to a future discussion about the content of the website, for which we are responsible, possibly be allocating sections to individuals; to be discussed at a future meeting.

**Action:** Secretary to add to a future Agenda

6.2 A resolution for the 2022 Conference is proposed to standardise the household membership fee. "The Trustees propose that the fee for a household membership for personal members matches that for household members joining through a branch."

**Proposed:** Jill Taylor    **Seconded:** Samuel Constable    **Agreed**

6.3 Jill Taylor and Stephanie Sutherland are due to retire as Trustees at the 2022 Conference, and both are willing to stand for a further term.

6.4 Mary Tyers is due to retire as a Trustee at the 2022 Conference, and is not standing for a further term. She offered to continue with her work on events publicity and the e-News.

The Chairman offered his gratitude to Mary for the very successful work on the e-News.

6.5 Pamela Flanagan is due to retire as a Musical Advisor on the committee at the 2022 Conference, but will continue to be a Musical Advisor.

The Chairman thanked Pamela for her commitment and hard work for the Society, especially in preparation of the Constitution.

6.6 The Secretary reported that the date of the 2023 Festival was not yet confirmed.

**Outstanding Action:** In July 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.

The Chair thanked the Secretary for the reports, and for her work since the last meeting.

## **7. Membership Secretary's Report**

7.1 The Membership Secretary reported that the total membership is currently 1,096, with some branch returns still awaited.

7.2 There was some discussion about the large number of magazines being paid for, as the membership number has reduced. The Officers will review this when the next invoice is received for approval.

Thanks were recorded to the Membership Secretary

## **8. LIFEM exhibition and Competition Concert**

8.1 The Membership Secretary reported on her experience at the SRP table at the LIFEM exhibition, which was a good contact point for recorder players, and attracted a lot of interest. A few volunteers assisted during the weekend.

The Chair thanked Penny for her co-ordination of the exhibition table.

8.2 For future exhibitions, it was agreed that a large table was appropriate. The Chair observed that an SRP banner was available, but seemed to have been lodged in Ipswich for the Festival.

8.3 The Competition Administrator reported that the logistics of the competition venue had been better than the previous time. Feedback from players was of a warm and welcoming atmosphere.

8.4 The standard of entries was very high, and the final performances had been excellent. Judging had been difficult but those who lost out were young enough to try again. The names of the prize-winners had been reported in e-News and in The Recorder Magazine.

8.5 Looking ahead to the next cycle, Sarah reported that she found deadlines, for instance submission of programme notes, were not always met, and asked for ideas about improving this. The Trustees re-assured her that her role was to request and collate the information requested, but that the candidates were responsible for organising themselves. It would be acceptable to include no programme notes if a candidate had not supplied them in time.

8.6 There was some discussion around the need for the candidates to recognise that their professionalism is assessed as part of the adjudication, and this should be stated clearly on the entry form. The Competition Administrator should be allowed to give feedback to the adjudicators on the organisational and professionalism skills of the candidates.

8.7 Pamela asked if reviews of the competition would be sent to prestigious publications to promote the SRP and the recorder. Sarah reported that a range of individuals have written reviews in the past, but she will be preparing it this year. It was suggested that in future years Sarah could provide an official report of the facts, with an audience member to report on the playing; this to be agreed with an individual in advance.

8.8 It was observed that some unofficial reports have sometimes appeared, with incorrect or inaccurate details. If the official report can be got out quickly, these sort of reports may not circulate so easily.

8.9 Discussion about the future funding of prizes was deferred to a future meeting, through lack of time, but it was noted that the prize funds are acknowledged at the time of awarding.

**Action:** Secretary to add to a future Agenda

## **9. Festival**

9.1 Moira attended the meeting to update the Trustees about the 2022 Festival, which will be running along the same lines as those prepared for 2019. Details are now up on the website, and booking has opened.

9.2 The Treasurer enquired about the process of claiming and paying expenses; by conductors and branch representatives to Conference. The Secretary and the Treasurer will meet with the Chair to confirm what needs to be set up for processing these.

## 10 Publicity

10.1 The working group had prepared a summary from their discussions, and were thanked for their report. The group have recommended paying someone on a professional basis for their services to fulfil the role of an External Publicity Officer.

10.2 After some initial discussion Trustees were asked to vote on approval of the initial proposal. The Chair abstained, to remain a neutral chair, and Jill abstained as poor internet connection had limited her understanding of the proposal. Debbie and Samuel had to leave the meeting before the vote was taken. The remaining Trustees voted in favour of pursuing this proposal.

**Proposed:** Mary Tyers **Seconded:** Erica Crabtree **Carried**

10.3 It was suggested that Sarah be invited to consider taking up the position, before progressing an appointment process. A job description and budget will be required, with an estimate of time required, both initially and ongoing. If the post is to be advertised, a role specification will be defined.

10.4 The Treasurer confirmed that publicity projects could be funded from the Arthur Ingram Fund.

10.5 The working group were asked to develop their proposal along these lines for a future meeting. Pamela agreed to remain involved, despite leaving the committee in April. At least two Trustees should be part of the working group.

**Action:** Pamela to call a further meeting of the working group

**Action:** Secretary to add to a future Agenda

## 11. Trustees' Report to the Charity Commission and OSCR

11.1 The Secretary had circulated a draft report, with gaps for colleagues to complete or comment on. Trustees were encouraged to contribute their comments before Christmas, to ensure that a final version can be available for signing at the February meeting.

## 12. Response to COVID

12.1 Helen Hooker had provided a link to a recording of a **Making Music** Webinar on the subject of ventilation for rehearsals, together with a summary, which was circulated to branches and affiliated groups for their reference.

12.2 Thanks were recorded to Helen and to **Making Music** for making the material available.

## 13. Report from Walter Bergmann Fund meeting

13.1 The Chair had attended the last minute, and gave a brief summary of proceedings, but the official report will be sent out to Trustees with these minutes.

13.2 A second Trustee is required to attend each meeting; expressions of interest should be sent to the Secretary.

#### **14. Alternative title for the Training Co-ordinator**

14.1 No suggestions had been submitted to the Secretary ahead of the meeting, but the Training Co-ordinator suggested SRP Workshop Manager. A brief discussion followed, resulting in a proposal to use the term SRP Workshop Co-ordinator in future.

14.2 Mary Tyers reported that she is in discussion with the IT co-ordinator to separate the SRP workshops from the “other” workshops on the website.

#### **15. Programme of future meetings**

15.1 The Secretary outlined a suggested pattern of meetings; aiming for six per year, with two in person, all day meetings, (February and July) and four by Zoom, of which two would be shorter, on a Saturday morning (March and December) and two all day (May or June and October). This should enable the pre- and post-Conference jobs to be completed in good time. Scheduling of meetings is always a problem, and will depend on the actual date of Conference, but it is helpful to establish a pattern, to work to when possible.

15.2 The Chair had previously asked for approval to hold a short on-line Trustee meeting to approve the February meeting minutes before the date of the Conference, to assist in informing the membership. Any other urgent business before the Conference could also be discussed at this meeting.

#### **16. Dates of future meetings, subject to ...**

Sunday 27<sup>th</sup> February 2022 – all day – in London if possible, may be blended

Saturday 19<sup>th</sup> March 2022 – morning only by Zoom

Sunday May 29<sup>th</sup> or Sunday June 12<sup>th</sup> – all day

The meeting closed at 12.45