



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF TRUSTEE MEETING

Sunday 27th February 2022 at 10 am, by Zoom

PRESENT:

Jim Grant	Chair		
Val Giltrow-Tyler	Secretary	Pamela Flanagan	Musical Adviser
Erica Crabtree	Treasurer <i>until 11.15am</i>	<i>From 11.40 am</i>	
Steph Sutherland	Trustee	Alyson Lewin	Musical Adviser
Debbie Nicholas	Trustee		
Jill Taylor	Trustee		
Mary Tyers	Trustee		

1. Welcome and Apologies

The Chair welcomed most of the Trustees. Apologies were received from Penny Clarke (Membership Secretary) and Samuel Constable (Trustee)

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 December 4th were accepted, subject to correction of a typing error in item 6.1i

Proposed Mary Tyers **Seconded** Debbie Nicholas **Carried**

4. **Any other urgent business** was deferred to the end of the meeting.

5. Report of Officers Meeting

The Secretary reported that the four SRP Officers had met in preparation for this meeting, as the Membership Secretary was unable to be present, and the Treasurer would have to leave the meeting early. Elements discussed would be referred to during the course of this meeting.

6. Report from Treasurer

The Treasurer had circulated papers in advance, and the Officers had sight of the earlier drafts at their meeting, to allow for questions about content and presentation.

6.1 The Treasurer reported that the accounts had been audited, together with the financial return requested by the charity regulators, and that the auditor had offered to provide a similar service next year. These documents will require signature at, or before, Conference, before uploading to the regulators.

6.2 The Treasurer presented the year-end accounts, which reflect the reduced activity at all levels, over the last two atypical years, with a consequent reduction in income and expenditure. Central accounts show a surplus, as there has been less expenditure on Pastoral Visits and workshops.

6.3 The Treasurer presented a statement of the balances in each fund, including the consolidated branch accounts.

6.4 Branch reserves have held up remarkably well; some benefitting from large individual donations. She noted that some branches charged no subscriptions, or had no activities, so the loss in income is to be

expected. Other branches held more online events, in some cases with more spent on conductors and recitals. A few branches had been slow in submitting their central subscriptions, but all were now accounted for.

6.5 The Treasurer observed that most branches have operated within their means, but that some branches have large reserves, which they should think about spending. It is wise for branches to retain sufficient funds to cover a typical year's expenditure, to cover unusual situations such as the pandemic.

6.6 The Chair expressed his thanks to all the branch treasurers for their work, as most of the financial activity during the year is at branch level.

6.7 The Treasurer reported that the end of year accounts for the current financial year will be presented in a new format, to better match that required by the charity regulators.

6.8 The Trustees approved the accounts.

Proposed Jill Taylor **Seconded** Stephanie Sutherland **Carried**

6.9 The Treasurer presented a summary of costs of the SRP/Moeck competition, with a table of the costs for the previous recent competitions, reminding Trustees that this is a two year cycle of financial activity. Registration fees are received in Year 1, with most of the expenditure in Year 2.

6.10 There followed a discussion about the value of the prizes awarded, and of the fees and expenses paid to the judges. Mary provided an insight into some of the history of the financial arrangements. This topic is due for discussion later in the agenda, and a further meeting with the competition administrator is likely to be requested.

6.11 Trustees were reminded that costs of the competition are a joint venture with Moeck, with LIFEM providing the Festival administration.

6.12 The Treasurer provided Trustees with the relevant information about the purchase of a Limited Online Music Licence (LOML) instead of the usual payment to PRS through the Making Music subscription, as the only performances in the time period took place online. The payment was made centrally, rather than calculating individual branch payments. The situation will be reviewed in the autumn, as LOML covers a calendar year, rather than our accounting year.

6.13 Mary enquired if all branches would be aware of the need to collect performance details for PRS. It was agreed that it is not the job of Trustees to monitor PRS claims, but to make branch officials aware. Information is provided in the "*Guidance for Branches*" document, and a reminder will be sent in a future mailing to branches and affiliated groups.

6.14 The Treasurer presented the accounts of the Walter Bergmann Fund. There is good communication between the Treasurer and the Chair of the WBF, regarding payment of awards.

6.15 The Chair thanked the Treasurer for her clear accounts and explanations.

7 NYRO grant

7.1 As part of the SRP Trustees' responsibilities concerning due diligence, the Trustees discussed whether the balance of the grant awarded last February can be paid. This had been awarded subject to matching funding, and subject to a meeting between representatives of NYRO and SRP.

7.2 The Trustees recognised that NYRO had been able to continue organising events during another difficult year, and have had difficulties raising matching funding. NYRO had raised £2,618 in funding, and Sarah Langdon had met, on behalf of the Trustees, with the (previous) Chair of NYRO Trustees.

7.3 The Treasurer proposed the balance of the grant be awarded.

Proposed Erica Crabtree **Seconded** Jim Grant **All in favour**

7.4 The Trustees were asked to consider the NYRO application for a grant in the coming year. Supporting documents had been circulated in advance of the meeting.

7.5 The Secretary reminded Trustees that, following Sarah's meeting with the (previous) NYRO chair, as reported in July 2021 minutes, there was some disappointment that attempts at improving communications between NYRO and SRP seem to have been somewhat unsuccessful. We hope this situation will improve.

7.6 The Secretary reported that she had been able to attend a mini concert at the end of a local NYRO playing day, and was encouraged by the obvious benefit and enjoyment experienced by the students who were able to attend. It would be nice to think that other SRP members might take be able to support local NYRO playing days in a similar way.

7.7 Debbie Nicholas also encouraged supporting NYRO events, in the light of some ill-informed media coverage, and the fact that so little music of any kind is happening in most schools.

7.8 Some Trustees felt that, in view of the reduced activity over the last 2 years, Trustees could consider giving an increased grant. The NYRO courses have benefitted a lot of recorder players along the way, and this should be encouraged.

7.9 Other Trustees felt that the grant application was uninspiring, and contained insufficient details and clear plans for going forward, and that no extra money should be given without better details.

7.10 A suggestion from the Treasurer to consider a larger payment, committed for a period of the next five years, was discussed, but not approved. Trustees felt this arrangement would provide a lack of flexibility, should either organisation need to change such an arrangement.

7.11 The Chair felt it was incumbent on Trustees to consider any expenditure on an annual basis, for due diligence, and proposed awarding a further single grant of £3,000, at the same level as last year.

Proposed Jim Grant **Seconded** Steph Sutherland **All in favour**

7.12 It was agreed that this award would again be subject to matched funding, which is accepted as being an imperfect method of control.

Proposed Jim Grant **Seconded** Jill Taylor **All in favour**

7.13 SRP Trustees respect and support the aims of NYRO, having shared aims of encouraging recorder playing by young players, but wish to see a more focussed summary of activities, with more dynamic plans for future activity, and how things might change, to allow consideration of future support, possibly at a higher level of funding.

7.14 NYRO would be encouraged to make the most of links with ERTA, through their Musical Director, and communications through other personal contacts.

7.15 It was suggested that NYRO could consider applying to SRP for funding of specific projects, in addition to the annual grant.

7.16 NYRO could be encouraged to advertise the availability of WBF funds for potential students whose financial circumstances made it hard to consider an application.

7.17 SRP members could be made more aware of NYRO and what it offers, to encourage support, both financial and in person

8 Philip Cole Bursary

8.1 Following the December Trustees' meeting a revised version of the discussion document compiled by the Treasurer and Pamela Flanagan had been circulated to Trustees.

8.2 It was agreed that all awards made from the Philip Cole Bursary must be properly acknowledged, and documented. Recent awards have been suitably acknowledged. Plans are in place for suitable record-keeping, and this may be extended retrospectively, where information is available.

8.3 It was confirmed that it is important to acknowledge support of the Bursary in any advance publicity or subsequent reports related to that event

8.4 The Chair observed that clarity is essential for continuity for ongoing Trustees.

8.5 The remit of the Bursary was agreed by the SRP committee in 1999. The WBF sub-committee have suggested a wider remit, possibly removing the restriction of the workshops being run in schools.

8.6 It was confirmed that the availability of the funds applies to individuals or events in both the UK and Ireland.

8.7 It was agreed that the existence of the Bursary, and how to apply for funds should be made clearer on the website, and could be highlighted as a Resource in e-News. There was support for a new section within e-News, to cover charitable funding.

8.8 The Secretary will remind the WBF group that where terms of PCB or terms of WBF do not allow a grant to be awarded, the WBF committee can refer the request to SRP Trustees for consideration for grants from the Arthur Ingram Fund.

8.9 After a long discussion, the Trustees were asked to confirm that awards from the Philip Cole Bursary can be paid out from the capital, whilst funds remain.

Proposed Val Giltrow-Tyler **Seconded** Debbie Nicholas **All agreed**

8.10 The Trustees were asked to consider that the remit could be modified to allow use “for workshops in school-age children”, rather than “for schools”, which will widen its appeal.

Proposed Val Giltrow-Tyler **Seconded** Debbie Nicholas **All agreed**

8.11 The Chair asked Trustees to consider who should be responsible for final approval of successful applicants to the Bursary funds. Three options will be sent to Trustees, for their opinions to be recorded before the next Trustee meeting.

Action: Secretary to send options to Trustees.

9. Secretary’s Report

9.1 The Secretary reported that any e-mails she sends to all branches will also be forwarded to Trustees to ensure they have all the information they may need.

9.2 Caroline Jones will be the next Musical Advisor who attends Trustees’ meetings, as Pamela’s term of office finishes at the Conference.

9.3 The Secretary reported difficulty in contacting all affiliated groups through the SRP group mailing address, as when required to pass on important information. This will require input from the web team, once all the contact details have been confirmed.

9.4 The Secretary reported that she receives questions about disposing of music libraries of deceased members – there seems to be an expectation that SRP has a central library, and an archive store.

9.5 A survey sent on behalf of OSCR was completed, specifically about services to members in Scotland, but quite generic.

9.6 Recent media coverage about recorder playing and teaching was noted.

9.7 The Secretary reported that, following consultation with all Trustees, there appeared to be no need to amend the SRP Constitution to allow another on-line Conference, but consideration could be given to this at the next review of the Constitution

9.8 Eight Pastoral Visits will have taken place since the start of September, and a further 30 are planned before 1st August 2022, with a further 7 for next year. 18 branches have not yet arranged a visit for the 2 year cycle

9.9 Two Musical Advisers, Moira Usher and Helen Hooker, recommended the appointment of Elizabeth Alexander as a new Pastoral Visitor. This was approved by the Trustees, and her details will be added to the list in due course.

9.10 Further to previous minutes, the document “*How to Join the Pastoral Visitors List*” is under review, and notes of guidance for pastoral visitors will be added to this revision, and circulated to Trustees for comments.

9.11 Mary offered to include Pastoral Visits on the Events list on the SRP website, for which she was thanked.

Action: Secretary to advise branch secretaries how to submit a Pastoral Visit as an event.

9.12 The SRP website, and the introduction to the Pastoral Visitor list both welcome feedback on the value and operation of the Visiting Conductors scheme, or on the performance of individual conductors from branches, individual members, or conductors themselves, to be sent to the Secretary. The Trustees will need to have a discussion about how to assimilate such comments.

Action: Secretary to add to a future agenda

9.13 The Trustees were pleased to receive a report from Jean Campbell about the SRP pages in The Recorder Magazine. Her enthusiasm and efficiency was acknowledged.

9.14 The Chair expressed his thanks to the Secretary for her report, and for the amount of work carried out.

10 Trustees’ Report

10.1 The Trustees have had opportunities to review the content of the Trustees’ Report to the charity regulators. This has also been sent to immediate past trustees, and to post holders, for their review.

10.2 The Report requires approval by the Trustees, before being signed by the Chair and Secretary, prior to uploading to the charity regulator websites in May

Proposed Chair **Seconded** Jill Taylor **All agreed**

The Chair thanked the Secretary for the work involved in compiling the report.

11 Report from Membership Secretary

11.1 The latest membership figures were sent in a report from the Membership Secretary. It was observed earlier in the meeting that the membership numbers are moving in the right direction.

11.2 The Officers had a discussion with the Membership Secretary during their recent meeting, when she asked for some clarification on some matters relating to editing, printing and distribution of the printed membership list, enabling her to proceed with this piece of work. Proofs of branch lists have been sent out to branches for checking. The list will be ready for printing at the end of March.

The Chair thanked the Membership Secretary for her work in organising the new list.

11.3 Trustees were asked to consider how the new membership list should be distributed; via branch representatives at Conference, with the remainder posted, or posted directly to members with the summer edition of *The Recorder Magazine*. It was agreed that the cost of the extra postage was worthwhile for the convenience of posting. A hybrid process would take too much organisation.

Proposed Mary Tyers **Seconded** Val Giltrow-Tyler **All agreed**

11.4 Pamela reported that postage in Ireland is very expensive now, and it might be convenient for the lists intended for Ireland branch members to be collected at conference.

Action: Secretary to check with Treasurer and Membership Secretary if this can be easily arranged

11.5 The Chair requested that the number of affiliated groups be included as part of future membership reports.

12 Conference 2022

12.1 The Conference is timetabled for 2.30 (-5.30), with the room available from 2pm.

12.2 This Conference will be the first in which the Secretary and Treasurer have participated, and the Chair has not hosted an in-person Conference previously, so Trustee support was encouraged.

12.3 It was confirmed that Vice Presidents have a right to attend, but not to vote. Musical Advisors can attend and vote.

12.4 It was confirmed that branch observers can request to attend, but permission should be sought. Other observers can be admitted at our discretion. No observer has a vote.

12.5 The Secretary reminded Officers that reports will be required, to be sent to delegates at the end of March.

12.6 Trustees were reminded that Jill, Mary and Steph have completed their first term of office. Mary is standing down, but is happy to continue in her publicity role, for which she was thanked. Jill and Steph are happy to stand again; signed and counter-signed nomination forms are required, together with a short biography to go out to delegates in advance. Nomination forms have been sent to branch secretaries, together with an invitation to submit branch resolutions.

12.7 The Trustees' nomination of Helen Hooker as a Vice President, and of Janice Ormerod as an Honorary Life Member will be sent out with the supporting documents, together with the Trustee resolution about household membership.

12.8 At their recent meeting the Officers discussed re-imbusement of delegates' expenses for attending Conference, as the Secretary and Treasurer had not previously been involved in this. A proposal for a more streamlined process was put to the Trustees, requiring branches to refund their delegates' expenses in full, and then claiming from the National Treasurer. This allows the Treasurer to make use of BACS payments, as all branches are set up as payees in the SRP account, but not many members will be (and these can change annually). All Trustees were happy with this arrangement.

Action: Secretary to provide suitable information for branch delegates and treasurers

12.9 In addition the Treasurer proposed waiving, for this year, the requirement for branches to fund the first £30 of their delegate's expenses. The Trustees gave approval for this change for this year.

12.10 The Secretary was asked to confirm the arrangements for Musical Advisers attending the Conference, whether currently serving on the committee or not.

12.11 The Secretary was asked to confirm the process for claiming by an individual who might be a Musical Adviser and a conductor at the Festival.

12.12 The Treasurer had reported that she will be out of the country for 2 weeks directly after Conference, so there will be a delay in paying any expenses.

12.13 The Festival committee had reported that applications are being received, but hoped for a more rapid rate of applications. More publicity will feature in the forthcoming e-News and *The Recorder Magazine*.

13 Festival 2023

13.1 The 2023 festival organisers had difficulties after the original venue withdrew, but they are hopeful that an alternative venue can be confirmed very soon.

13.2 A future mailing to Branches will invite them to consider hosting a 2024 Festival; this may need to be on a smaller scale to some more recent Festivals, to encourage interest in organising. The Chair noted the financial incentive of retaining a third of any surplus for branch funds.

14 Competition matters

14.1 The Secretary reported that Sarah Bronnert's contract has been extended, and signed.

14.2 The report from the Competition Administrator had been circulated; she was thanked for this, and for the success of the competition.

14.3 There was discussion about the future funding of competition prizes. Trustees were reminded that Moeck fund the first prize. The Treasurer's paper had illustrated recent costs and funds from which prize monies were allocated.

14.4 Although prizes have been awarded from the Philip Cole Bursary, this is not covered by the remit, and will not continue. The Walter Bergmann Fund sub-committee have declined to award further prizes from the fund, especially as they felt it usually goes to an overseas winner.

14.5 It was agreed that the second and third prize would be awarded from SRP funds for the next competition

Proposed Mary Tyers **Seconded** Val Giltrow-Tyler **All agreed**

14.6 Earlier in the meeting, the Treasurer had enquired about the level of the fees and expenses paid to the judges. A further meeting with the competition administrator is likely to be requested.

Action: Secretary to agree arrangements with Treasurer and Competition Administrator

15 Reports from WBF

15.1 The Trustees received two reports from recent meetings of the Walter Bergmann Fund group.

15.2 Pamela asked if recipients of grants from WBF acknowledge their award later in their playing careers, and the Trustees agreed that this would be appreciated, suggesting that this point could be made as part of the letter granting the award.

15.3 The Chair thanked the Trustees who give up their time to attend the WBF meetings on behalf of SRP.

15.4 Following the earlier discussion about the Philip Cole Bursary, the SRP Trustees were referred to the terms of reference for the WBF sub-committee, to clarify the process of decision-making.

15.5 Some Trustees were uneasy about repeat rejections of requests by the same individual.

15.6 Mary asked if the 30% limit on spending was restricting the number of grants made.

15.7 The Treasurer had suggested that WBF sub-committee could consider referring unsuccessful applications to the Trustees for consideration for funding from the Arthur Ingram Fund.

15.8 The Treasurer had suggested that it would be possible for WBF sub-committee to apply to the SRP Trustees for an injection of capital if this was considered necessary at some time in the future.

15.9 The Chair commented that the direct dispatch of a previously owned bass recorder to a school that would find it useful seemed an example of good practice.

16 External Publicity

16.1 The sub-committee, comprising Pamela, Alyson, Penny, Mary, Steph and Samuel had prepared a discussion document, which was received with interest.

16.2 Pamela re-iterated that there are currently missed opportunities, with no-one responsible for external publicity. The discussion document presented a number of ways of improving this. SRP should have a spokesperson to present the SRP viewpoint.

16.3 The Chair felt that more detail was required, and more discussion about the implications of paying someone to work for SRP in the suggested way. He asked for a further sub-committee meeting to be convened, to include himself in the discussions.

Discussion points on the website covered at this time are recorded under item 19

17 Response to COVID

17.1 Now that restrictions are being relaxed, it is difficult to know what advice should be given to branches, especially with branches in four different jurisdictions.

17.2 Risk Assessments are still required, and could be modified with care, according to the government guidance. It was noted that, in some cases, the requirements of venues can be more restrictive. Members could be asked to be sensible and respectful of each other, but the SRP cannot lay down any rules.

18 Report from Workshop Co-ordinator

The Workshop Co-ordinator reported that four recent workshops went well, with good feedback from tutors and participants. She will be encouraging more requests for workshops, as only one more is booked at present.

Action Secretary to identify the places where the title Training Co-ordinator needs changing to Workshop Co-ordinator, and to request a new workshop e-mail address.

19 Contents of website

19.1 The web team comprises Nigel Birch, Susan McLarty, Mary Tyers and Debbie Nicholas. As a courtesy, the Secretary had written to the team thanking them for their work, and asking if there was any way Trustees could help the team further. Mary reported that Nigel and Susan are very willing and able, but are still emerging from learning how everything fits together.

19.2 Mary had highlighted the large number of mails directed to the web team for changes to their web pages, leading to pressure on the web team, and requested that branches should be encouraged to nominate a branch member to manage the content on their own branch website, where possible.

Action Secretary to confirm what is involved in setting up a branch member to manage a branch website, and what skills they would require, as well as establishing who could offer suitable training.

19.3 There have been requests for the content on branch pages to be standardised, and up to date, but time constraints prevented a detailed discussion. Val, Mary and Debbie will discuss an initial list of

“essential” information that should be recorded on each branch page. This list can then be circulated to branch committees to progress, where possible.

Action: Secretary to arrange the discussion, and to circulate a suggested list of details to branch committees.

19.4 Time constraints precluded any detailed discussions about modifying the website further. The Chair proposed that the web team be given longer to settle in, before requesting changes.

Comments and suggestions are being collated for a future agenda item.

20 Programme of meetings

The previously outlined pattern of meetings will be used as the basis for fixing meeting dates. Trustees are asked to advise the Secretary well in advance if meeting dates are unsuitable for them. 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.

21 Date and venue of next meetings

The next meeting was scheduled for Saturday 19th March 2022 – morning only by Zoom – mainly to prepare for Conference, by discussing any branch resolutions before the Conference mailing goes out to delegates, plus any urgent business. Regrettably three Trustees and one Musical Advisor are unable to attend, so this meeting may be re-scheduled, or the urgent business may be dealt with by electronic means.

Action: Secretary to poll Trustees for availability for an alternative March date, and for May and July meetings and October and December dates...

Sunday May 29th all day by Zoom. There was discussion about the possibility of holding this meeting in person, but it now remains as a Zoom meeting.

Sunday 10th July in person – venue to be confirmed, possibly in London.

Sundays 9th / 23rd / 30th October - all day by Zoom – any preferences yet?

A Saturday morning in December – 3rd / 10th / 17th

A Sunday in February – 12/ 26 NOT 5th or 19th

Conference in April – details to be confirmed in due course

22 Any Other Urgent Business

Time precluded any discussion about a project brought to the attention of the Chairman and Secretary to recommend sensible use of Alan Davis’s special collection of recorders.

Action: Secretary to add to a future agenda.

The Chair thanked all for taking part, and the meeting closed at 16.38

STOP PRESS; 2023 Conference confirmed, during this meeting, as Friday afternoon 31st March 2023