



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

MINUTES OF TRUSTEE MEETING Sunday 29th May 2022 at 10 am, by Zoom

PRESENT:

Jim Grant	Chair	Steph Sutherland	Trustee
Val Giltrow-Tyler	Secretary	Debbie Nicholas	Trustee
Erica Crabtree	Treasurer	Samuel Constable	Trustee
Penny Clarke	Membership Secretary	Alyson Lewin	Musical Adviser

1. Welcome and Apologies

The Chair welcomed most of the Trustees. Apologies were received from Jill Taylor (Trustee) and Caroline Jones (Musical Adviser).

2. Conflicts of Interest

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

3. Minutes of previous Trustees' meetings

3.1 The second draft minutes of the meeting held on February 27th were approved.

Proposed Jim Grant **Seconded** Penny Clarke **Carried**

3.2 The minutes of the meeting held on March 15th were approved

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

4. Conference 2022

4.1 The draft minutes of the Conference held on 22nd April 2022 were accepted as a true record of proceedings

Proposed Debbie Nicholas **Seconded** Penny Clarke **Carried**

4.2 Co-option of a Trustee. There having been no nominations to fill the vacant Trustee position before or at Conference, consideration was given to co-opting a branch member to the position. Two members expressed interest in being co-opted, but one has since dropped out. The remaining member will be invited to the July Trustees' meeting.

Action: Chair to invite proposed co-opted member to the next Trustees' meeting

4.3 At Conference there had been discussion about whether future Conferences could be on-line, or blended meetings, to attract more branch participants. Although it was reported at Conference that all branches had been represented at the 2021 on-line Conference, in fact 6 branches had not sent delegates on that occasion. The Trustees continued this discussion. The Treasurer felt that much of the Conference business is routine, and does not require members to attend in person. Some participants had taken a day off work to attend this year, and had been disappointed that there was little conferring, and no break out groups, to facilitate inter-branch exchange of ideas with Trustees.

4.4 It was agreed that it would be helpful for Officers to make themselves formally available at a future in person Conference, but this could also be achieved through on-line meetings, as part of Conference, or as a one-off meeting. Whilst the SRP forum can be used to exchange ideas, this is a poor substitute for face to face meetings.

4.5 The Chair has had experience of blended meetings and found these to be unsatisfactory, but others felt that some of the obstacles could be over-come with good planning.

4.6 It was suggested that an item in e-News could prompt responses from branch delegates before any decision is made about the 2024 Conference. As no branch has yet offered to host a 2024 Festival, the Conference could be considered as an individual event in 2024.

4.7 It was agreed to prepare a modification to the Constitution to allow future Conferences to be held on-line. Previous on-line Conferences were permitted as a general exception during the pandemic, but a formal modification to the Constitution is now advised, to comply with requirements of the charity regulators, and to permit any meeting to be held on-line, should Trustees' consider it necessary. Guidance has been provided by Making Music and the Charities Commission, in the light of the new Charity Act 2022.

Action: The Secretary will prepare a suitable resolution for approval at the 2023 Conference.

4.8 One set of the piece of music commissioned for the 2022 SRP Festival (Stephen Watkins - Septet) was made available at the time to each branch and affiliated group represented, and subsequently posted to those unrepresented, and to the corporate members. A suggestion of providing only a printed score, but pdf parts, to save postage, was considered, but not agreed at this stage. There was some discussion about the suitability of previous Festival commissions for branch use, especially for smaller branches when the piece might require larger forces. A specification for the commissioning of Festival music was requested, to allow this to be made clear, together with other preferences, such as bar numbers and page turns.

Action: Secretary to locate a specification for SRP commissioned music

4.9 The *Guidance for Organising a Festival* document dates from 2007, and is being updated by the Secretary, with advice from the organisers of the two most recent Festivals, to make it more relevant for branches considering being a future Festival host.

4.10 A brief report on the Conference had been provided to members via the e-News, which was thought to be helpful, and timely. Anne Martin, as organiser of the 2023 Festival, had submitted an informal review of the Conference and festival for The Recorder Magazine. The tight deadline for The Recorder Magazine meant that this was too late for the summer issue, for which some submissions from other sources had been separately commissioned. The *Guidance for Organising a Festival* document does refer to the organiser of a subsequent Festival providing a review of the previous Festival, and this element may need to be reviewed.

Action: Secretary to thank Anne for her helpful report

5 Any other urgent business was to be covered by items in the Secretary's Report

6 Report from Treasurer

6.1 The Treasurer reported that the Festival accounts were being audited, and would show a loss, mainly due to the VAT element being omitted from the catering quote. Festival organisers are given a starting loan and have to provide a budget, and the SRP covers any loss, in which case the loan is not repaid in full.

6.2 The Treasurer reported that not all branches are following the guidance for SRP workshops, with returns arriving late or not at all.

Action: Workshop Co-ordinator to remind branches.

6.3 Delays in the transfer of a few branch subscriptions have now been resolved.

6.4 The Treasurer was asked to ensure that the branch account return form will be ready for the end of the financial year.

Action: Treasurer to update documentation for branch treasurers

6.5 The resignation of the Personal Membership Secretary and amalgamation into the Membership role will require some mandate changes. Documentation is all now complete for the Nationwide account.

6.6 Following concern from branch delegates at Conference, the Treasurer undertook to provide some extra advice for branch Treasurers about branch bank accounts.

Action: Treasurer to circulate branch treasurers with latest advice

The Treasurer was thanked for her reports, and for all the work she does for the Society.

7 Report from Secretary

7.1 Further to February minute 9.11, branch secretaries have been advised how to submit a Pastoral Visit as an **Event** on the website, and more of these seem to be included now.

7.2 Further to February minute 12.8, advice and Conference delegate claim forms were sent out to delegates; the claim and re-imbusement process has worked well.

7.3 Further to February minute 19.2, branch officers were asked to consider managing their own branch pages, and to keep these up to date regularly. Debbie Nicholas reported that the volume of requests to update branch pages has been reduced as a result.

7.4 The Secretary reported that she plans to update the *Guidance for Branches* document before the new season starts, and annually thereafter.

7.5 Jean Campbell had sent a report on the content of the SRP pages of the forthcoming edition of *The Recorder Magazine*. The Trustees were all pleased with the changes that Jean has brought about, and thanked Jean for her enthusiasm. These pages and e-News updates provide complementary information for our members and it was noted that an item on how to subscribe and contribute to e-News will appear in the summer edition.

7.6 Jean referred to the difficulties of getting a report from Conference and the Festival in time for the summer edition, because of the timing of these events in relation to the magazine deadlines. The Trustees were aware of this, but wish to ensure that any report of Conference (anywhere) is approved by the SRP Chair and Secretary before publication, even if this delays the report. The Secretary will liaise with Jean nearer the date of the Edinburgh Conference.

7.7 Jean noted that some branches have not yet submitted any information to the SRP pages, and Trustees were asked to use what influence they had locally.

7.8 The chair of a branch had written to report that the branch has been dwindling over recent years, both in membership numbers and attendances at meetings. He and the branch treasurer have been trying to maintain the branch for some time. They are aware of the increased opportunities to play in the area, drawing players away from branch meetings. Their efforts to encourage membership and attendances have been disappointing, but their finances are healthy. The two branch officers feel their task has become thankless, and wish to consider dissolving their branch. This would require a resolution to the next Conference. It was noted that the branch has held meetings with conductors from the Pastoral Visitor list, but not applied for these through the Pastoral visitor scheme. This would provide financial support for a few more meetings with popular tutors.

Action: Secretary to encourage the branch officers to book Pastoral Visits, and offer other support.

7.9 The Chair recognised that it is generally hard to recruit committee members, and that the Trustees could think about how to reduce the tasks for branch committees, to support them.

7.10 Following a couple of notifications of members' deaths, the Secretary wished to enquire what process should be followed for recording these. It is not always easy to check the validity of such notifications before taking any other action. All confirmed deaths are mentioned at Conference *In Memoriam*. The SRP website has an Obituaries page, but this has not been updated for some years, and some prominent names are missing. The introduction refers to "*commemorating prominent members of the recorder community from Carl Dolmetsch on.*" The Chair proposed that any past President, Vice-President and Musical Adviser should be listed. The Chair and Secretary will discuss a process.

7.11 The LIFEM exhibition takes place 10th-12th November, and the application form for exhibitors is now available. Penny agreed to be the co-ordinator for SRP and will book a large table. Volunteers will be required to man the table during the weekend.

NB The SRP/Moeck competition winner's recital, by Charlotte Schneider, will be at midday on Friday 11th November.

7.12 The SRP Trustees' Report has been uploaded onto the SRP website. The Treasurer and Secretary are meeting next week to upload this on to the charity regulator sites, as financial questions have to be responded to during the process.

7.13 The Secretary drew Trustees' attention to the recent circular from the Charity Commission, which covers the short guides discussed last year, and a new animated video about Safeguarding. Trustees were asked to consider review of the SRP *Safeguarding policy* in Appendix 2 of Rules. This will be added to the next agenda.

7.14 Response from NYRO. The Secretary had circulated correspondence between herself and the NYRO administrator following the discussion about their grant application in February. The Chair reported that he had spoken to the new NYRO Chair, Ruth Bryson, who would like to join the SRP Trustees at an on-line meeting in the autumn.

Action: Secretary to invite NYRO Chair to the October or December meeting

7.15 The Secretary attended an on-line meeting arranged by Making Music in March, around "Living with COVID", at which participants were encouraged to ensure that all groups have risk assessments in place, for all the usual sort of risks, such as trip hazards and fire safety, and to consider COVID with other infectious respiratory diseases within that wider risk assessment of activities. The Making Music website provides further support, including a new template. Advice was passed on to the branches in a circular in late March, with other updates.

Action: Secretary to remove yellow box of redundant information on Homepage

7.16 The Secretary had also attended a Making Music Council meeting with group representatives to contribute ideas towards their 5 year plan. It was interesting to observe that most of the participants, from all sorts of musical groups, were experiencing similar problems;

getting enough volunteers, attracting younger members, competing interests post-pandemic, hesitancy to return (compounded by different restrictions in the four nations), increased venue costs, loss of music libraries etc. If money were no object, all would want to provide all children with an instrument and lessons. Participants were encouraged to think about the use of community spaces for meetings, e.g. in museums, working men's club, to talk to local authorities about music libraries (each has own policy). Making Music plans to continue offering speaker-led online events on a range of topics with experts, such as singing and social prescribing. Participants were encouraged to talk to electoral candidates about music groups and their needs, and to ensure inclusivity and remove access barriers (for members and audience).

7.17 The Secretary proposed that the Trustees routinely review all expenses and charges annually at October meetings. The Chair requested that this will take account of the next Conference being in Edinburgh.

7.18 The Secretary reported interest from a potential new visiting conductor, known to some of the Musical Advisers, but none have seen her conduct recently. As the requirements of a Pastoral Visitor are quite detailed, the Chair confirmed that an observed conducting session should be arranged

Action: Secretary to discuss arrangements with candidate and a Musical Adviser

7.19 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 felt this would be beneficial, and some ideas for questions were made. Questions could be asked about the content and variety of music, and whether extra members resulted from the visit. A free text field would also be provided. The Secretary could provide a feedback form with the approval/claim form. The form would be reviewed once a number of responses have been received. It was noted that some branch secretaries do provide feedback directly to the conductor.

7.20 Following an informal question from a branch delegate ahead of Conference, the Trustees were tasked with considering an extension of the time allowed to book the extra visitors, as some branches have found it difficult to book these in the time available. The Secretary proposed that the deadline, currently August 2023 be extended to August 2024.

Proposed Val Giltrow-Tyler **Seconded** Jim Grant **Carried**

Action: Secretary to advise branch secretaries of the extension

7.21 After reviewing the guidance in the Pastoral Visitors List, on the Pastoral Visitors form, and in the *Guidance for branches* document, about charges that can be made, without affecting the SRP Gift Aid arrangements, this seems to be clear, although there has been some anecdotal reporting of branches not charging the same for all monthly meeting attendees, when listed as claiming Gift Aid. The funding for a Pastoral Visit is an SRP charitable act, so there must be no distinction between the types of visitor to the branch event in terms of a fee charged.

7.22 The SRP pays for the Events list that is sent out with The Recorder Magazine, but is not responsible for the content, which is collated by Ulli. This is a great resource for members, but consideration might be given to a disclaimer to record that details have not been verified by SRP.

The Chair recorded his thanks to the Secretary for her report, and for the work that she does for SRP.

8 Report from Membership Secretary

8.1 The Membership Secretary confirmed that all affiliated groups, and the corporate members, will receive the new membership list with their Summer Recorder Magazine.

8.2 The membership fees remain the same for the next financial year, but consideration will be given to an increase, with the review of fees planned for October.

8.3 The Membership Secretary observed that a change in subscription rates would require changes to the membership database that will take time, as the webteam will be unfamiliar with the work involved.

The Membership Secretary was thanked for her work in the role, and particularly with the new membership list.

9 Update from Workshop Co-ordinator

9.1 There are some new workshop topics available; *recorder music of the last and present century*, and *Swing*.

9.2 Further to item 18 of the February minutes, the Secretary reported that the change of e-mail address had been made by the webteam, and most of the website references and official documentation have been updated to reflect the change of name.

The Workshop Co-ordinator was thanked for her enthusiasm in her role.

10 Conference 2023

10.1 The Treasurer confirmed that a loan has been transferred to the Edinburgh Festival account to allow payment of deposits.

10.2 Anne Martin provided some details of the Festival in her review of the Ipswich Festival (item 3.10 above), and has since reported that the deposit was about to be paid.

11 Report from Walter Bergmann Fund

11.1 The draft, unapproved, report was received.

11.2 Moira Usher worked hard to display a large range of previously owned instruments and music at the SRP Festival, and a good proportion of these were passed on for a suitable donation, providing nearly £3,000 for WBF funds. Some of these instruments required maintenance at a large cost, but this appears to have been justified. The Trustees commended Moira on this achievement.

11.3 The Chair and Secretary receive a number of enquiries from friends and family of retired or deceased members who wish to pass the instruments on to young players, without realising that we have no trading arm, and can only use the existing process of donations. Enquirers could be directed to a local SRP branch secretary, to offer material to members who may have known the donor.

11.4 As reported in the February minute 8.11, the Chair had asked Trustees to consider who should be responsible for final approval of successful applicants to the Philip Cole Bursary funds. Three options were sent to Trustees, for their opinions;

- a) leave the decision entirely with WBF sub-committee,
- b) move the decision into full control of the SRP Trustees,
- c) WBF sub-committee to recommend a decision for final approval by SRP Trustees

Not all Trustees had responded, but those that had put option c) first. The process will require further consultation between the Trustees and members of the WBF sub-committee.

11.5 The Chair had been made aware of some differences of opinion at, and following, the recent WBF sub-committee meeting. The terms of reference of membership was revisited, and it was observed that some of the committee have exceeded the allowable tenure of appointment.

11.6 The Chair proposed that three individuals would be thanked for their services, which have been greatly appreciated over the years, and invited to retire, allowing the structure in the terms of reference to be put in place.

Proposed: Jim Grant **Seconded:** Samuel Constable **Carried,** with one abstention

11.7 Moving forward, some suggestions were made for the appointment of an individual with suitable technical knowledge to WBF sub-committee to advise on the suitability of individual applications for certain instruments. It is hoped that the roles of chair can be split and a secretary appointed, and we hope that these roles can be initially covered from within the current sub-committee membership. (The terms of reference of the WBF will need to be amended accordingly.) Samuel Constable expressed an interest in joining the group as a second Trustee.

11.8 Some of the outstanding issues from WBF reports and correspondence with the SRP Secretary will be re-visited when the new structure is confirmed.

12 Contents of the website

Trustees were asked to come to the July meeting with a view on which elements of the website they may be able to check regularly for accurate content.

13 External Publicity

13.1 A paper from the Publicity Working Group meeting in March was shared. Concerns about the Facebook pages have been identified, as there are currently two Facebook pages with the SRP logo, but only one is an official site. The latter needs to be developed and moderated on an ongoing basis.

13.2 Branches could be encouraged to set up their own Facebook pages, should they wish (some have), but many would require guidance.

14 Alan Davis' recorder project

14.1 The Chair had an initial discussion with Mary Tyers about the project, but this has not yet been followed up.

15 Dates and venues of next Trustee meetings

15.1 The Secretary had proposed Bristol as a potential venue for the in person meeting on July 10th, as this is more centrally placed than London for the current committee.

15.2 The preference was for an on-line October meeting on Sunday 23rd.

15.3 For the December Saturday morning, 10th was the preferred date.

- Sunday 10th July Aztec Hotel, Bristol
- Sunday 23rd October on Zoom
- Saturday morning 10th December by Zoom
- Sunday 12th or 26th February, in person; venue to be decided.

The meeting closed at 16.48