



# The Society of Recorder Players

Registered Charity No. 282751, SC038422

President: Jonathan Dove

## MINUTES OF TRUSTEE MEETING Sunday 10<sup>th</sup> July 2022 at Aztec West, Bristol at 10.58

### PRESENT:

Jim Grant	Chair	Debbie Nicholas	Trustee
Val Giltrow-Tyler	Secretary	Samuel Constable	Trustee
Erica Crabtree	Treasurer	Rod Callow	Trustee
Penny Clarke	Membership Secretary	Alyson Lewin	Musical Adviser
Jill Taylor	Trustee	Caroline Jones	Musical Adviser

### 1. Welcome and Apologies

The Chair welcomed most of the SRP Trustees, especially Rod Callow, who was attending this meeting for the first time, and mentioned how nice it was to meet up in person, rather than by Zoom. He thanked those who had made long journeys. Apologies were received from Steph Sutherland (Trustee).

### 2. Conflicts of Interest

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

### 3. Minutes of previous Trustees' meeting

3.1 The draft minutes of the meeting held on May 29<sup>th</sup> 2022 were approved, subject to a spelling correction in element 4.9.

**Proposed** Sam Constable

**Seconded** Debbie Nicholas

**Carried**, with 3 abstentions

### 4. Any other urgent business

4.1 Following an enquiry from a member, it was noted that the current President, Jonathan Dove, was appointed in 2017, for a seven year term, and consideration would need to be given to considering a suitable replacement before 2024. There was discussion around the history of the role and the appointment process, for future consideration.

### 5 Report from Treasurer

5.1 The Treasurer presented the current balances, and a summary of recent transactions

5.2 The Treasurer confirmed that the CAF bank mandate had now been updated, to allow the Membership Secretary to view the account, principally for Personal membership payments.

5.3 The Treasurer confirmed that all branch subscriptions had now been received.

5.4 The cost of posting the Magazine four times a year led to a question about the possibility of receiving an electronic version. The annual cost of the magazine equates to a significant proportion of the income from members' subscriptions.

5.5 The Treasurer noted that some branches had not yet claimed delegate expenses for the Conference, and branch treasurers would be reminded.

5.6 The Treasurer reported that one branch had tried to claim for a Pastoral Visit for which they had not sought approval. On this occasion a retrospective request was approved, and payment will be made.

5.7 The Treasurer confirmed the final financial loss from the Festival, as predicted, mainly due to the VAT element being omitted from the catering quote.

5.8 The benefits from GiftAid, and from donations into Walter Bergmann Fund were acknowledged.

5.9 In conclusion the Treasurer noted the welcome spending from reserves, which had been mounting up during the pandemic.

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

**Proposed** Jill Taylor

**Seconded** Penny Clarke

**Carried unanimously**

## **6 Report from Secretary**

6.1 The Secretary had provided a written report on various administrative matters that were dealt with since the May meeting, and added some supplementary information.

6.2 It was noted that the Office of the Scottish Charity Regulator website is undergoing administrative changes, which will allow up to three people to have online access in the future. For now only the Secretary will need access.

6.3 The Chair and Secretary had discussed feedback forms for Pastoral Visits, and a suggested process and form had been circulated to Trustees in advance of the meeting. This may be piloted at a couple of meetings before asking branch members to participate for a trial period.

6.4 Subsequent to compiling the Secretary's Report, more information had been received, at short notice, about the Recorders in Education event at Birmingham Conservatoire. The organisers will be congratulated for running the event, but encouraged to consider involving SRP at an earlier stage. Alyson had attended with her sales point, and provided some generic SRP flyers, but she had been unable to access any of the main events.

The Secretary was thanked for her comprehensive and interesting report.

6.5 The Charity Commission had provided some updated advice about Safeguarding, which was timely, as the SRP policy was due to be reviewed. Trustees are not in a position to lead or investigate safeguarding matters, but can make members aware that anyone can be vulnerable, and all branch officials are jointly responsible. Penny had observed that there was an outstanding need to make some changes to take account of the different legislation in the four nations, for which she was thanked. An additional element would be added to the list of vulnerable people, to include those with other addictions. The updated document will be loaded onto the website as a stand-alone policy, rather than as an Appendix to the Rules as presently.

6.6 The SRP document entitled Data Protection Guidance for Branches, previously known as Appendix 3, will also be removed from the Rules, and uploaded as a stand-alone policy.

6.7 The Secretary reminded Trustees to notify her of content that would be suitable to include in the next Trustees' report, which is usually finalised in December, for approval by Trustees in February, before being reported to the members and Conference, and subsequent uploading to the charity regulators.

6.8 Trustees received a report from Jean Campbell about her plans for the SRP pages of the autumn 2022 edition of The Recorder Magazine, showing how resourceful she has been.

Trustees expressed delight that the summer edition was so interesting, and the Secretary was asked to thank Jean for her continued enthusiasm, and also to congratulate the magazine editor.

6.9 The Secretary notified Trustees that the next 2-year cycle of the SRP/Moeck Competition starts in September, so a review of prize monies and expenses would need to be considered at this meeting, and then in October 2023, and at further 2 year periods thereafter. Sarah Langdon had provided a brief report, about the competition costs, for Trustees.

6.10 It was agreed to increase the entry fee to £100, and to increase the monetary value of the second and third prizes to £1,000 and £750, to ensure that the recital costs are covered. The payments to judges will be included in the planned October review.

6.11 Sarah had also prepared a spreadsheet of details of other music competitions, which will be circulated to Trustees after the meeting, for reference.

## **7 Report from Membership Secretary**

7.1 Penny reported that the technical process for allowing online branch membership has now been completed, and two branches may be asked to trial this, but it will not become mandatory for all branches.

7.2 It had previously been agreed that the SRP/Moeck Competition finalists should be given a year's membership and a complimentary supply of The Recorder Magazine. It may not be possible to include their names in the membership list if only temporary.

7.3 It had been noted that, for some years, the introductory text to the membership list has referred to the SRP being set up as a charity in 1937, when in fact, charity status was only sought in the late '60s/early 70's. The text is drawn from a template, which has now been modified for any future edition.

The Trustees expressed their thanks to the Membership Secretary for all her work, and especially for producing the new membership list.

## **8 Conference and Festival 2023**

8.1 The Secretary has arranged for a new page on the SRP website for the 2023 Festival, to which more information can be added in due course.

8.2 The Secretary had invited the organisers to send a report to this meeting, but none had been received. They will also be invited to join part of the Zoom meeting in October.

8.3 The Secretary has modified the *Guidance for Festival Organisers* document found on the SRP website, to correct any inaccuracies, remove outdated text, and to update some elements. This document will require a further, larger, review at some time.

8.4 A possible offer of help to run a 2024 Festival was aired, which will be returned to at a future meeting.

## **9 Report from Walter Bergmann Fund**

9.1 The Chair updated the Trustees on his discussions with each of the long-term members of the Walter Bergmann Fund sub-committee, thanking them for their commitment and support over the years, but explaining that they had exceeded their terms of office. All of them were happy to step back from their roles. A fourth member of the sub-committee also wishes to stand down, after 5 years.

9.2 Debbie Nicholas had agreed to act as Secretary of the sub-committee in the immediate future, and Jill Taylor and Samuel Constable were also happy to represent the Trustees. Other members are Ann Tempest and Francis Knights.

9.3 Chris Orton and Sarah Jeffreys had agreed to provide technical advice for requests for specific instruments. This arrangement should ensure that neither should be asked to be involved in adjudication of a request from one of their own students.

9.4 It was confirmed that members of the WBF sub-committee are required to be SRP members.

9.5 The WBF terms of reference are being revised, and it has been agreed that formal minutes should be kept. The roles of Chairman and Secretary will need formal review and documentation, as these had previously been carried out by one individual.

9.6 At a recent WBF meeting, the SRP Chair had taken the chair, to deal with one urgent request for a grant. The request was approved.

9.7 Other outstanding WBF matters were deferred, due to the state of flux.

## **10 Contents of the website**

10.1 The Secretary had circulated a table of elements within the SRP website, indicating some of the elements that require review, replacement, relocation or removal, which generated surprise about the amount of information available and needing monitoring.

10.2 There was some feeling that the website is now too large and complex to be easily kept up to date. Changes sometimes need to be made in more than one location, which may not always be initially clear.

10.3 Some pages are being edited by more than one individual at present, which can cause some confusion about requirements. Having one person responsible per page would be helpful.

10.4 The quantity of material on the website was discussed in general terms, raising the question of who the website is aimed at. It currently contains a lot of archival material, and is not a very good advert for attracting new members.

10.5 It was acknowledged that some elements had, in the past, been updated by Anthony or Tina, as they were aware of when and how these changes should be made, but the current webteam may not have access to this level of detail, and would require clear direction. The webteam can make changes, but the Trustees, with help from the named officers, are responsible for the content. It was acknowledged that most changes are made very quickly once requested.

10.6 Some Trustees asked for clarification about the webteam and who does what. During the ensuing discussion Debbie reported that she wished to withdraw from the team, to focus on the WBF role. More branches now manage their own websites, so that role is less demanding now.

10.7 Some Trustees wanted a new, modern, system, and there were calls for paying someone to produce an attractive site, or for professional advice on defining our requirements.

10.8 The Chair suggested that individual Trustees should identify a good, member-based website that might be used as one to mirror, should that be possible.

10.9 The Chair offered to speak to the webteam to establish how the site might be updated.

10.10 A list of the topics raised through the two forums on the website had been circulated by the Secretary. There was uncertainty about the current value of this facility.

10.11 Trustees had been 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, but the discussion did not extend to this detail. This will be moved to a future agenda, as part of the wider discussion on the website.

## **11 External Publicity**

11.1 The paper from the Publicity Working Group meeting in March was revisited.

11.2 Some progress had been made with concerns about the Facebook pages, but it was not clear how to move forward.

11.3 Susan McLarty had identified that posts are set to be sent to the SRP Twitter and LinkedIn accounts and to the SRP - Society of Recorder Players group on Facebook. They are not set to go to the SRP Facebook page, and it is not clear how this can be achieved.

11.4 Penny had spoken to Sheila Richards about the unofficial account, and Sheila may want to withdraw from this in the future.

11.5 Facebook and Twitter require a monitor on behalf of SRP

11.6 The opinion was repeated that communication with SRP members is working well, but communication with the public is not.

11.7 The Treasurer felt that the SRP needs an expert to advise us on what could be done, and it was agreed to ask Sarah Langdon if she could produce a proposal for a specification for a Publicity Officer. There would be financial reparation for her time to do this, for which an estimate would be required.

**Proposed** Chair                      **Seconded** Treasurer                      **Carried**

11.8 The publicity working group would be asked to re-convene once such a specification had been arranged.

11.9 Music hubs were mentioned as a way of spreading information, and Trustees were encouraged to find out about their local hubs from personal contacts, as a starting point

## **12 Alan Davis' recorder project**

12.1 The Chair had held a phone discussion with Jane Rumney about the project, and explained that SRP has no capacity to administer the loan scheme that had been suggested, but could assist with some publicity. An instrument loan scheme exists at Benslow Music, which could be helpful.

## **13 Dates and venues of next Trustee meetings**

13.1 The Trustees felt that the Bristol venue would continue to be suitable for in person Trustee meetings, for the current committee members.

13.2 There was a request to change the date of the on-line October meeting from Sunday 23<sup>rd</sup>, as a TVRO rehearsal has been arranged then, taking out 3 Trustees.

13.3 For the December Saturday morning, 10<sup>th</sup> was the preferred date.

13.4 The February meeting had been scheduled for Sunday 12<sup>th</sup>, but, again a change was requested to avoid a TVRO rehearsal. This meeting has to fit in with the date of Conference, on 31<sup>st</sup> March.

13.5 The Secretary was asked to canvas Trustees for their availabilities for alternative dates.

The meeting closed at 16.51

***Postscript*** – Dates for next Trustee meetings;

Saturday 29<sup>th</sup> October by Zoom, all day

Saturday 10<sup>th</sup> December by Zoom, morning only

Sunday 26<sup>th</sup> February at Aztec West, Bristol, all day