



The Society of Recorder Players

Registered Charity No. 282751, SC038422

President: Jonathan Dove

MINUTES OF TRUSTEE MEETING

Sunday 23rd July 2023 at Downend Folk House, Bristol at 10.30 am

PRESENT:

Rod Callow	Acting Chair	Steph Sutherland	Trustee
Val Giltrow-Tyler	Secretary	Debbie Nicholas	Trustee
Erica Crabtree	Treasurer	Jill Taylor	Trustee
Penny Clarke	Membership Secretary	Alyson Lewin	Musical Adviser

1. Welcome and Apologies

Rod welcomed the SRP Trustees and Musical Advisers, and explained that he had been asked to take the chair at short notice, in Jim's absence. Apologies were received from Jim Grant, Caroline Jones and Samuel Constable.

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 7th 2023 were approved.

Proposed Rod Callow **Seconded** Erica Crabtree **Carried** unanimously

4. Matters arising

4.1 Item 6.2 The Chair had received correspondence from Jerry Burbidge explaining that a pdf version of *The Recorder Magazine* could be produced, for those who wished to receive it this way, but that the cost would be very dependent on the numbers choosing this route. The logistics of making this work were not discussed at this meeting.

4.2 Item 6.3 Recorder Music Mail, as publishers of *The Recorder Magazine* had confirmed that the price increase would take effect from the autumn issue, as the summer issue was in preparation when the increase was proposed.

4.3 Item 6.5 The Secretary reported that there is a link to *The Recorder Magazine* on the SRP website, on the "What We Do" page, and she proposed adding a link in the "Resources" section as well. The link goes to a page about the magazine, with a further link to the Recorder Music Mail website, which is up to date with all recent editions of the magazine. A table on the magazine page has the text of the Branch Reports from 2012 – 2018. Now that the SRP News reports news from the branches in different ways, this table seems less relevant, and could be removed.

Action: Secretary to add a link in "Resources" and to remove the old table.

4.4 Item 6.6 The SRP News Editor had written to request that minute 6.6 be removed from the May minutes, but, after further discussion, all the Trustees present agreed that the

statement reflected the discussion on the day, and was merely a statement confirming that the editor has discretion about what should be included.

Action: Secretary to report Trustees' discussion back to Jean Campbell.

4.5 Item 5.6 The Secretary had been made aware of a Bristol member who had shown interest in helping with maintenance of the membership system. The Membership Secretary confirmed that this was work on the on-line affiliation membership.

4.5 Item 8.4 The Chair had made contact with a few members to establish who might man the SRP stall at **LIFEM**, but no co-ordinator had been located to date. Penny reported that, whilst she would be away until Saturday morning, she could co-ordinate the display, and Jill Taylor expressed interest in covering the earlier days. Taking a table at the exhibition provides a good opportunity for networking for the Society; the table has not yet been booked.

4.6 Item 8.5 The Secretary reminded all that Sarah may need some help with clearing up after the competition, if anyone can stay on to do that please.

5. Any other urgent business

5.1 The Secretary had received communication from a member whose personal details still appear, on a *Google* Search, as being held on the SRP website in the old "Do You Play Recorder" leaflet, as previously reported to Trustees in December 2022. Action had been taken at that time to remove the leaflet from the SRP website, but it now appears that this did not remove it from a Google Search. The SRP Web Editor had explained that the document predates WordPress, and is not held in the media library. The directory that holds the file has now been deleted, so it should no longer be viewable once the server is updated.

Action: Secretary to confirm if removal has been effective, and to ascertain if other items stored in the same way need to be removed. It may become necessary to ask Google to remove the link, to avoid a breach

5.2 In October 2022 the Trustees had agreed an increase to the fee paid to the Competition Administrator to deliver the competition and recital, with effect from the next contract review. The current contract will be renewed in January 2024, but the Secretary had mistakenly informed Sarah that the effective date was early 2023.

Action: Secretary to clarify with Competitions Administrator and Treasurer

6. Update from the Treasurer

6.1 The Treasurer presented the bank balances, with a summary of financial activity and highlighting the large items of expenditure, as we near the end of our financial year. The last branch has now submitted their subscriptions.

6.2 The central fund accounts show expenditure is more than income, partly as branches catch up with their allocation of Pastoral Visitors – the contribution to travel comes from this fund. A calculation over the last 3 years will show a more even balance.

Action: Secretary to remind Trustees and WBF of the wording for Philip Cole Bursary beneficiaries.

6.3 The Treasurer reported that the Gift Aid income was awaited, and most would be added to the Arthur Ingram Fund. Expenditure from this fund has been higher as the contribution to the Pastoral Visitor conductors' fees come from this fund.

6.4 The Treasurer highlighted that expenditure from the WBF during the year exceeded income, and had exceeded the recommended 30% maximum. It was noted that the state of the fund has always fluctuated across the years. The Trustees gave approval for the extra expenditure this year.

6.5 The cost of instrument repairs refers to the work done on donated instruments, before they are offered for donations to benefit the WBF, and the appropriate cost is added to the individual suggested price for each instrument.

6.6 Trustees were asked to encourage donations into the WBF, and it was reported that some branches have contributed to the fund on occasions when a conductor does not require a fee. Other ideas for donations would be welcomed.

Action: Secretary to write to Branch Secretaries to encourage donations

6.7 The Treasurer reported a surplus from the Edinburgh Festival, and asked Trustees how best to distribute the quarter of the Festival surplus due to conductors, as agreed in 2020. (There was no surplus from the 2022 Festival, and no physical Festival in 2020 or 2021.) The Trustees asked the Treasurer to liaise with the Edinburgh Treasurer, to see if they could handle this, if she transfers the appropriate amount.

6.8 It was agreed to request that this is handled by the Festival Treasurer before submitting the surplus in future years.

The Trustees diverted from the Treasurer's Report to discuss item 7.6 reported below

6.9 The Treasurer reported that the Nationwide Fixed Rate Saver Account matures in August, and offered some options for re-investment. Trustees authorised the Treasurer to open a new Nationwide account for the bulk of the maturing account, allowing SRP to benefit from a range of providers, and a reasonable level of interest.

6.10 The Treasurer had considered some information from **Making Music** about Orchestra Tax Relief, which was interesting and possibly of value to performing groups, but heavy on administration for any organisation.

Rod thanked the Treasurer for her work on the accounts, for her helpful update.

7. Update from the Secretary

7.1 The Secretary had circulated a report on various administrative matters, and updated Trustees on some of these matters at the meeting.

7.2 The change to the Constitution allowing on-line meetings, has now also been lodged with the Office of the Scottish Charity Regulator.

7.3 66 Pastoral Visits have taken place, but not all financial claims have been submitted. The Trustees discussed the difficulties of encouraging more branches to take advantage of opportunities of Pastoral Visitors and Workshops, as four branches have had no visit in the last 5 years. (One of these has since requested a visit.)

7.4 The Secretary explained the request from a new personal member to borrow music from other branch libraries, sometimes referred to as inter-branch loans. The Trustees confirmed that this was intended for branches, not for individuals.

7.5 The Secretary reported that the NYRO Administrator had offered free NYRO concert tickets to SRP members, for the concert in late July.

Action: Secretary to enquire how many members were able to take advantage.

7.6 Following the submission of the Festival accounts, it emerged that two pieces of Festival music had been commissioned, although only one was made available to all branches and affiliated groups. The Trustees decided to seek the wishes of the composer of the second piece, and if she was in agreement, her commissioned music would be printed at SRP's cost, with the aim of distributing it at Summer School.

7.7 Alyson Lewin advised that there should be a specification for commissioned music for Festivals, which led to a discussion about how much use is made of the Festival music by branches. At Festivals, players are keen to play their larger instruments, and pieces are composed with this in mind, but not all branches have access to these, so the requirements differ. Optional extra parts for the larger instruments are useful.

Action: Val to liaise with Musical Advisors to create a specification for future Festival commissions

7.8 The Secretary reported that a *Google* search for Golden Rules for Ensemble Playing leads to a number of websites with their own version, some of which appear to claim copyright. It seems that there is no active link to Walter Bergmann's "Golden Rules of Recorder Playing" on the SRP website.

Action: Secretary to encourage those organisations to acknowledge Walter Bergmann as the source

Action: Secretary to liaise with Recorder Music Mail offering to create a link on SRP website.

The acting chair thanked the Secretary for her report, and for arranging the room and refreshments for this meeting.

7.9 In response to a question from the acting chair, the Secretary reported that she had held some Zoom meetings with a potential successor as SRP Secretary, and provided her with some fuller information about the role. She will be invited to attend future Trustees' meetings as an observer.

8. Update from Membership Secretary

8.1 The Membership Secretary reported that the total membership was now 1,318, and several had joined as half year members rather late in the membership year.

8.2 Overseas members have difficulty paying by card, and these payments are currently handled through Recorder Music Mail, which is not ideal. PayPal will become available, once embedded in the on-line membership form, at only a small administrative cost to SRP.

8.3 In response to an enquiry sent by the Chairman, Penny reported that only one or two members per branch chose not to be listed in the last printed membership list.

8.4 This led to a discussion about the continuation of the printed membership list, as Penny reminded Trustees of the vast amount of screen time required to check and standardise details for each branch list, and constant nagging of some branches to provide their details. It was acknowledged that while some groups of members find the printed list of great value, it does become out of date very quickly, and can then be misleading.

8.5 Alternative ways of providing membership details are available; branch membership secretaries already maintain the local list on the SRP membership database, which they can update as and when, and can provide this for local members, subject to agreement by branch members for sharing their details. For contacts outside the local branch, an enquiry can be made to the relevant branch secretary to be put in touch. The Trustees felt this was a positive way forward.

8.6 The Secretary proposed that work should not start on a 2024 edition, but alternative ways of obtaining contacts be presented at Conference, before deciding whether a future printed membership list should be commissioned.

Action: Secretary to speak to SRP Chair, and then to circulate Trustees to ascertain their individual opinion, and that of their contacts, and to report back to all Trustees before allowing Penny to start work on the next printed edition, or not.

9. Festival 2024

9.1 Caroline had reported to the Secretary that she was still awaiting final confirmation of costs from the school, and that she is aiming to go live for booking in October.

9.2 The Treasurer reported that a Festival account had been opened with the CAF bank. This will be set up with the Monmouth signatories, and has the potential for use at future Festivals, once the Monmouth Festival accounts are finalised and monies transferred.

10. *The Recorder Magazine*

10.1 Jean Campbell had sent in a report about the content of the summer issue of *The Recorder Magazine*, with her plans for the autumn issue, which the Trustees received with interest.

10.2 Barbara Law had written a letter to Trustees with some background about the evolution of *The Recorder Magazine*. Both Jean and Barbara expressed contentment with their working relationship, and the Trustees were all appreciative of this, and in agreement that they see no need to change anything in this arrangement. Thanks will go to both Jean and Barbara for all the work that they do in producing the magazine content.

10.3 There was also agreement that the editors should have discretion about what can be included in the magazine. The minutes of the May SRP Trustees' meeting contained an element to clarify this, and there was no intention of criticising the current arrangements. Trustees were glad to learn that Jean has not found herself in a position of needing to refuse a submission to SRP News.

10.4 The Trustees were unanimous in acknowledging the engaging and interesting content of recent SRP News pages, and, with *The Recorder Magazine* as a whole, and were particularly impressed with getting the Festival reports into the summer edition. The majority of members with whom Trustees have contact enjoy receiving and reading their copies of the magazine.

10.5 As with any publication, there will be a minority of members who are less attracted to the content. This is not a criticism. An occasional personal view has been expressed that seems to have hit a raw nerve, but the Trustees are fully supportive of the current arrangements, and will continue to take an interest in the process.

Action: Secretary to reply to the correspondence, and re-assure Jean and Barbara of Trustee support for the current arrangements, and very happy with how the SRP News fits into TRM.

11. Report from Walter Bergmann Fund committee

11.1 The Trustees received the report of the last WBF meeting, and thanked Jill and Debbie for all their work in administering the requests.

12. Report from Competition Administrator

12.1 The Trustees received the update about the finalists in the competition with interest, and thanked Sarah for all her hard work.

13. Governance matters

13.1 Most of the Trustees had been able to go through the latest 5-minute guides from the Charity Commission, to refresh their understanding of the requirements of a charity Trustee, and ensure that all is in order.

13.2 The Secretary had made a proposal for an annual review of existing SRP policies, and identified some that may be required in addition, from guidance provided by **Making Music**. Trustees agreed that policies are only useful if people read them. There was a suggestion that the SRP could co-opt or pay for services of someone with knowledge in this field to carry out this work as and when needed, as the current Trustees have no relevant experience, and limited time available. Policies may be needed at central and/or branch level. Trustees asked Penny to enquire if **NCVO** could initially advise which policies are mandatory and which are recommended for a small charity with our central and branch structure, and volunteers not employees.

Action: Penny to contact **NCVO** for initial guidance.

13.3 The draft policies circulated with the agenda were held back, until such time as the Trustees know what is expected.

14. Planning towards next SRP President

14.1 The Secretary reminded Trustees that Jonathan Dove's appointment was initially made for 7 years, and, at that time, this was set up with the possibility of one renewal for a further 7 year term.

14.2 The Secretary confirmed that the Chair will be writing to Jonathan Dove to confirm the situation, subject to the agreement of the Trustees, which was given, and who asked the Secretary to start the cycle of appointing a replacement.

14.3 The acting chair described his experience of the current President's appointment, but in discussion, the Trustees agreed that this should be a Trustee decision, which would be taken to the 2024 Conference.

14.4 Trustees were unanimous in requiring someone who understands, and preferably plays, the recorder. Previous presidents have been big figureheads, but perhaps hard to relate to. There was support for considering the promotion of an SRP Vice President.

Action: Secretary to update SRP Chair and then circulate a suggested process for Trustees to express a preference.

15. Occasional branch survey

This topic was deferred to a future meeting, in the absence of the Chair.

16. NYRO instruments and insurance

16.1 The Secretary explained that the last Trustee Report to the charity regulators repeated an element from previous reports about insurance of the NYRO instruments, and a review was considered sensible before compiling the next Report.

16.2 Jill, as insurance co-ordinator, confirmed that 10 bass and larger recorders are insured within the SRP policy. Some of these instruments were donated to NYRO, and some are historically owned by SRP, but there seems to be uncertainty about which are which.

16.3 Trustees advised Jill to pay the insurance for the coming year, as it is due in August, and this element will be discussed alongside the NYRO grant application at the February SRP meeting.

Action: Secretary to add this to the February agenda

17. Corporate membership

The topic was deferred from a previous meeting, but the earlier discussions about ceasing to print the membership list negate the advertising opportunity offered as part of corporate membership

Action: Secretary to add this to the September agenda

18. Website

There was insufficient time remaining for any further discussion on the website, although the Secretary reminded Trustees of the availability of *Platform*, offered by **Making Music**, which will be carried over for future consideration.

19. Dates and venues of future meetings

Sunday 24th September by Zoom, all day

Saturday 25th November, by Zoom

Sunday 25th February 2024 in person, all day, at Downend Folk House in Bristol.

The Trustees expressed their thanks to Rod for acting as chair of the meeting at such short notice.

The meeting closed at 4.30 pm