

The Society of Recorder Players



Registered Charity No. 282751, SC038422

President: Philip Thorby

Minutes of Trustee Meeting Sunday May 5th 2024 – Zoom

Trustees			Musical Advisers on committee		
Chair	Jim Grant	Present			
Secretary	Liz Bassett	Present			
Treasurer	Erica Crabtree	Present	Musical Adviser	Caroline Jones	Absent
Membership Secretary	Penny Clarke	Present	Musical Adviser	Sandra Foxall	Absent
Trustee	Stephanie Sutherland	Present			
Trustee	Jill Taylor (left at 1pm)	Present			
Trustee	Pamela Flanagan	Present			
Trustee	Rod Callow	Present			
Trustee	Debbie Nicholas	Absent			

1. Welcome and apologies for absence

The chair welcomed all those present.

Apologies were accepted for Debbie Nicholas

Trustees began the meeting by thanking Val formally for all her work as secretary and to welcome Liz to her new role.

Jim reminded all committee members of the shared responsibility of trustees and need for all to listen and to contribute. He asked that all contributions should be concise and for trustees to avoid any repetition of anything already said in a meeting. He reinforced that all opinions would be valued.

2. Conflicts of interest

No conflicts of interest were declared.

3. Minutes of the Trustees' meeting held on Sunday 25th February 2024 in Bristol and any matters arising and not otherwise covered by the agenda (or covered in the Conference Minutes).

The minutes of the meeting held on February 25th 2024 were accepted subject to a revision of 16.5 to clarify Pamela's new elected position as trustee currently. The rota for musical advisers (MAs) on committee will be changed to ensure she is not due to serve as MA while a trustee. Trustees also clarified the change in removing National from the SRP Festival title for a member who was not in attendance during the decision making.

25th February 2024 minutes were accepted. Proposed by Penny Clarke Seconded by Erica Crabtree
Carried with one abstention

Matters Arising not appearing elsewhere in the agenda:		
Minute reference	Matter Arising	Outcome
7.3	<i>Erica and Penny to set up membership of NCVO</i>	Completed - a 3 year membership of the NCVO was taken out in February 2024. Any member of the SRP can now login and set up an account. Action: Penny will send details of how to do this to trustees/MAs in an email.
8.2	<i>For all trustees to set up charity commission accounts before the next trustee meeting</i>	One trustee still to do this.
8.4	<i>Pamela Flannigan to be appointed at conference as trustee</i>	Completed and Pamela in attendance today The musical adviser rota will be re-organised to ensure Pamela's two roles do not overlap.
8.6	<i>Secretary to invite branch officials to provide opportunities at branch AGMs to put questions to the Trustees.</i>	Complete – email sent by secretary 26.3.24 seen by trustees. A discussion about the importance of disseminating information effectively to the right people in all branches ensued – secretaries of branches must be aware of the need to consider carefully who to pass information to (including musical directors). Penny noted that Musical Directors of branches can choose to opt to receive allbranch emails. Item for next agenda – communication with branches and branch officials and Liz to explore Allofficers/Allbranches
8.12	<i>Secretary to request more details from the publishers of The Recorder Magazine – agenda item – c.f. Jerry's email address re online version of recorder magazine</i>	Complete – email sent and Jerry replied on 11.3.24 – email shared with trustees. Item for future agenda – to consider the suggestion of a digital copy from the secure part of the members website, as suggested by Jerry.
10.5	<i>Secretary to inform the NYRO Administrator of the grant awarded</i>	Completed – email sent 7.3.24 and seen by trustees
11.2	<i>Chair to respond to the organisers of the Birmingham Festival</i>	Jim replied to Birmingham and Erica has dealt with the confirmation of the amount agreed and is awaiting an invoice. The invoice will include details of the account.
12.3	<i>Secretary to respond to the organisers of the Banbury Early Music Festival, requesting more detailed information</i> NB: Jill reminded committee of the previous agreement by WBF who have already agreed to £600 for a workshop for children from Philip Cole and £250 for a recorder workshop for children.	Trustees have read the Email sent by Heidi Farrell Trustees discussed the email requests for costs from sources other than WBF: - £200 to pay Annabel for a workshop for all ages £1000 for Palisander concert – was felt it helped to support the furtherance of recorder playing for all ages – and give people access to professional recorder music. However ticket costs should cover some of this. £200 for a mixed instrument renaissance concert with Alison Kinder £1000 for Sounds Historical concert which will feature lots of recorders It was noted that Banbury have applied for a number of other grants from other places. In total trustees agreed to fund £1000 - £200 for the two workshops and a £600 contribution to the concerts with the

		<p>agreement that our logo will be at the bottom of both the concert programmes</p> <p>Proposed: Pamela Seconded: Steph Carried unanimously</p> <p>Action: Liz to inform Heidi Farrell of the decision</p>
13.5	<p><i>Membership Secretary to liaise with Anthony Hall, at his convenience about membership functionality of typing in a surname on the website</i></p>	<p>Action completed</p> <p>There is still more to do to improve the functionality of the database</p>
16	<p><i>Secretary to update the Festival Guidelines to add an element to reserve some delegate places in the Festival bookings process, for a limited time.</i></p> <p><i>Secretary to further modify the Festival Guidelines to allow the incorporation of international bank transfer details to future booking information.</i></p>	<p>Caroline Jones and her team at Monmouth were asked for their review and the Festival Guidelines will be considered in the light of this review</p> <p>Action: Liz to modify the latest version of the Festival Guidelines with Val's further modification and Caroline's suggestions following the 2024 Festival. Liz to then to email round the document for further comment from committee ready for finalising at the next trustee meeting.</p>
16.5	<p><i>Secretary to review Musical Advisers' rota</i></p> <p><i>Secretary to identify where the term 'National Festival' is used, to be altered in due course to 'SRP Festival'. (The Conference will remain as the SRP Annual Conference.)</i></p>	<p><i>Complete but in need of further review following resignation of Evelyn Nallen as a Musical Adviser</i></p>
21.1	<p><i>Trustees to consider skills mix that would be ideal for future vacancies</i></p>	<p><i>This action needs to be an agenda item on a future meeting</i></p>

4. Review of Conference held on Friday 22nd March and any matters arising

Action: The minutes of the Conference held on Friday 22nd March will be discussed at the next meeting.

5. Any Other Urgent Business:

- Further discussion required on the change in removing National from the SRP Festival title – future agenda item to ensure clarity in advertising events which are not locally organised – next agenda
- Ireland insurance – Genevieve has received no reply as yet – the insurance has been paid for this year but the insurance remains very high and this still requires thought.

Action: Erica will contact the treasurer Genevieve about the cost of insurance for Ireland.

- Miriam Monaghan – request from Caroline and Sandra for her to be added to the list of Pastoral Visitors – MAs and a number of trustees have very much enjoyed her conducting at summer school
- Proposed: Steph Seconded: Rod Carried unanimously

Action: Liz to contact Miriam Monaghan about becoming a Pastoral Visitor – then inform branches

6. Report from WBF – to include Terms of Reference review

The WBF committee have not met since the last meeting so have nothing further to report. The next meeting is in a fortnight.

Three requests have come in to support aspects of Festivals – Jill pointed out that WBF do support these where they relate to their remit but it will prove a drain on funds if these requests increase. Terms of Reference - Jill went through changes/clarifications in the document. As part of this, trustees referred back to the Rules and felt the need to clarify that as a sub-committee of the Trustee Committee, new committee members and dates of appointment need to be included in WBF reports to trustee meetings and ratified by trustees. Resignations need to be formally acknowledged also. The two most recent appointments have been Rebecca Miles and Pat Hopkins. One more on the committee is required currently.

Trustees felt they needed more time to consider the document and it was agreed that management of the Philip Cole Bursary needed to be included. £9000 exists currently in this pot.

Action: *Item 24; Delegation of the constitution will be included in further discussion of the Terms of Reference at the next meeting prior to final ratification of the document.*

Action: Committee to add Philip Cole Bursary into the Terms of Reference and to provide committee with the list of current members and their starting dates.

7. E-mail from Branch Member questioning the accounts

Trustees noted the email and Erica, the treasurer, led the discussion. The branch member had possibly looked at the previous year of accounts which was impacted greatly by COVID. SRP money is invested in deposit accounts and a long term bond and are earning interest. Any other investment is not considered appropriate when considering the level of risk versus any potential gain. There also appears to be a lack of understanding of what the SRP does to support young people and music education. Erica will reply to the email on trustee's behalf.

Action: Erica/Jim to clarify finances and will reply to the email on behalf of trustees

8. Email to trustees about mobile phone use – Trustees discussed this email and the discussion included wider concerns relating to videoing and recording on phones during playing sessions and performances. Particularly, the trustees did not feel that a phones off policy is practical.

Action – Guidelines for Festivals – include advice on phones in playing sessions – advice to turn phones off or silent in playing sessions; not recording or videoing without asking first (copyright issues etc); no photographing without permission from anyone being photographed.

Action: to produce recommended wording for what is said at any playing session in Festivals or playing days / workshops – working party of Jim, Penny, Liz.

Action: Jim to send reply to note the email has led to further discussion about how mobiles are used but that trustees did not feel a phones off policy is possible.

9. Treasurer's Report

Erica went through the notes included below the figures on the *notes for meeting May '24* provided. It was clarified that there have been 9 workshops – money for one had not been received when the notes were written.

The Festival surplus was an estimate and papers from Caroline include the precise amount. Erica pointed out that it was the first time since 2023 that money has been drawn down from the investment account. This year, the increase in recorder magazine and catch ups from the pandemic years has meant there has not been enough in the current accounts.

Elizabeth Bassett will need to be added to all the bank mandates and Val removed due to taking over the role of secretary. Trustees noted to the lengthy process involved in doing this.

Jim reinforced the importance of ensuring we are a not-for-profit organisation and noted that the accounts reflect this. He thanked the treasurer, on behalf of trustees, for the detailed notes provided.

Action: for the treasurer to complete the process of adding Liz to the bank mandates

10. Secretary's Report (includes ex-secretary items)

Trustees spent time considering Item 4 of Val's report and the need to remind members that they have to actually subscribe from the bottom of the homepage on the website to receive e-news. It was noted that members need reminding to re-subscribe if they change their own email.

Action: Secretary to remind members of the need to subscribe specifically for E-News

11. Membership Secretary's Report

Penny reported that the members total has risen from 1,311 to 1,344 since the last report at the 2024 Conference. Most of the increase is from new members joining for the reduced price from 1st January. We have 60 reduced members currently. The Chair thanked Penny, on behalf of trustees, for her continuing good work on membership matters.

12. Update on future SRP Festivals and next Conference

a) Review of 2024 festival: Caroline emphasised the amount of work involved in running a festival. In the light of this, the Festival Guidelines are absolutely key. The importance of contingency plans was also made.

Caroline noted in particular that the combined playing on the first evening was a good way to start the weekend and the bar and ceilidh helped people to socialise during the weekend. The fantastic playing sessions and time given by the tutors to ensure the success of the weekend was noted.

Caroline sent us a few tweaks to the guidelines as a result of her experience of organising the 2024 Festival – these will be included in the review of the Festival Guidelines document.

b) Surplus from Festival 2024:

£5,285.51 surplus from the Festival 2024. Caroline presented a proposal to use the surplus other than the current agreement for a four way split (WBF; central fund; organisers; conductors). She wished to remunerate the tutors a greater amount than this agreement would provide.

The trustees debated at length how best to acknowledge the vital role of tutors involved in the Festival. Currently they are asked to take part voluntarily but receive an honorarium where a Festival gets a surplus. The Chair pointed out that trustees currently award grants for festivals to cover costs for conductors but at present no arrangement is made for the SRP's own festival to do this formally. Discussion followed about whether this should be changed in future and how much would be a suitable and manageable cost. It was noted that the current four way split of surplus would need to be changed and debate as to whether trustees should grant a sum above and beyond any surplus for tutors was considered. A suggestion to include £100 for each conductor as a festival expense on top of any surplus was a proposal to discuss further on a later agenda.

The final decision for the surplus of Festival 2024:

Proposal from Pamela - £150 to each conductor and the rest of the surplus to be split three ways to WBF; organisers and central fund

Seconder: Jim

Agreed unanimously

Action: item for next agenda to discuss further whether trustees should award an honorarium in future to conductors in addition to the four way split for any surplus

Action: Liz to add in Caroline's suggestions to the Festival Guidelines and email them round for comment / agreement / further amendment

c) Future Festivals 2025 and 2026:

The Early Music Shop have shown interest in organising Festival 2025 – however there was some concern from trustees about how quickly progress was being made. Two trustees have tried to get a commitment but have not received one so far following a two week deadline and discussion with contacts from the organisation.

Ulli (former treasurer) has also shown interest in organising a Festival.

Pamela suggested firm proposals need to be submitted by the end of the month and this was felt sensible.

Trustees are aware that if neither proposal comes to fruition the next conference will be online.

Actions: Caroline to talk to Peter by mid-week. Trustees to request firm proposals by the June 1st from both interested parties. At a minimum a firm commitment for us to consider with a viable knowledge of venue / accommodation etc. Liz to circulate dates for an additional trustee meeting. Jim to email Ulli with an update.

2026 Festival – there was a joint offer at the conference from Dorset and Somerset.

Proposer to formally agree the 2026 Festival: Jim **Seconded:** Steph **Carried unanimously**

13. Report from Workshop Co-ordinator

Steph updated committee on a new workshop - David Moses is working on a new workshop on Latin American rhythms.

Steph presented a workshop proposal to provide a pathway forwards for those who have done the Level 2 Conductors course. Steph reported 18 branches would be happy to have Level 2 conductors for various reasons. Steph felt that this would be a good way of supporting conductors who have worked to attend the Level 2 conducting course and are serious to gain greater conducting experience.

The proposal:

“To ensure that the SRP provides a serious platform for developing future conductors, I propose that the Level 2 Conductors can claim travel expenses for up to a total of 5 sessions from Central SRP Fund from January 2024.”

It was felt by some trustees that Level 2 conductors may not feel ready to conduct branches other than their own. It was felt it is not SRP's responsibility to give potential conductors such experiences – it is for the individuals to forge this path. However, trustees while agreeing the current proposal was not quite right, wished to further consider how to support a pathway for development. Suggestions given in support of the proposal included capping the amount given for travel and linking with branches to organise a half day to invite a number of level 2 conductors to.

Action: Steph to work further on the proposal and to bring it back to the table

14. Update from Jean Campbell

Trustees commented that Jean does a good job and thanked Jean for her report.

15. Report from Competition Administrator

No report was received.

16. Governance matters

a) A review of the term “casual vacancy” in SRP rules

Jim and Pamela reinforced the importance of being able to appoint a temporary post where necessary until any branch is able to appoint formally at an AGM.

It was noted that the Rules when last reviewed were checked by someone giving legal advice. Thus trustees felt they were fit for purpose currently despite the recent correspondence on this matter.

Action: Chair and Pamela to read the email correspondence together and to consider whether any further action is needed.

b) Equality, Diversity and Inclusion (EDI) Policy

It was felt this policy is still not quite personalized enough for our organization.

Action: For Liz/Jim/Penny to further adapt the policy to make it more relevant. To run it by NCO to ensure it suits branch level. To be an item at the next meeting.

c) Succession planning – to include e-news editor appointment and the appointment of new musical advisers

E-News

Two people were interested in the E-News appointment and Neil Stafford (Oxford Branch) has been chosen to succeed Mary Tyers.

Trustees formally agreed to this appointment.

Proposed: Jim Seconded: Pamela Carried unanimously

Musical Advisers

Evelyn Nallen has resigned from her post as Musical Adviser and the Chair has already formally thanked her for all her work and many roles over the years. As a result of this, trustees need to appoint further MAs and further re-work the rota for serving on the trustee committee.

ICT

7.3 of 25th Feb 2024 minutes required Jim to talk more with Anthony and for trustees to explore suitable organisations to provide ICT professional advice. This is ongoing but Mary Tyers communicated that the other person who applied for E-News editor, though not successful, seems to have some technical knowledge and expertise and is a keen member of the Cambridge Branch. Mary suggested he might be a good person to suggest to the web team. Committee felt this would be a good contact to pass on to Anthony.

Action: To appoint another MA – Liz to send email to MAs and ask for suggestions of potential new people. Sandra and Caroline to consider suggestions and bring thoughts to the next meeting.

Action: Trustees and MAs to consider possible candidates for a new Chair of Trustees as Jim wishes to stand down at the next Conference (a five year commitment).

16. Dates of next meeting: Face to Face July 26th 2024 in Ely

Following Liz' short survey on preferred days and July dates, meetings in general seem to be best if on Friday or Sunday. 7 trustees had replied to the days/dates survey.

Future meetings will therefore alternate between Friday and Sunday though Sandra further noted that Fridays may prove problematic to anyone conducting on the Saturday.

June - there will be a short zoom to discuss proposals for the next Festival from Early Music Shop and Ulli

Action: Liz to send dates

July 26th – face to face Trustee Meeting Time – 10.30am coffee, 10.45 start

Action: Liz to send map / postcode and information on accommodation and car parking.

Items for next agenda:

Conference Minutes

EDI Policy

WBF Terms of Reference

Revision of use of Festival surplus and monies to conductors

Festival Guidelines for ratification

Workshop proposal

Communication with branches and branch officials

Succession planning

Discussion Jerry's proposal for a digital copy for members only in addition to the paper copy