



## MINUTES OF COMMITTEE MEETING

5 FEBRUARY 2012

Benslow Music Trust, Hitchin, Herts

### PRESENT:

Dick Pyper	Chairman	Moira Usher	Training Co-ordinator
Bob Whitmarsh	Secretary	Colin Touchin	Musical Adviser
Ulli Burchette	Treasurer	David Powell	Committee
Andrew Short	NYRO S/C Chairman	April Munday	Committee
Mike Wilkinson	Membership Secretary	Tessa Rolph	Committee
Sandra Foxall	Country/Overseas Sec	Matthew Taylor	Committee

### 1. Apologies for absence

The Chairman opened the meeting at 10.45 after a quorum had been reached. Apologies for absence were received from Naomi Wellings, Helen Hooker and Anne Martin. Evelyn Nallen had been prevented from attending by ice and snow. Andrew Short, Ulli Burchette, Mike Wilkinson and Moira Usher arrived at 10.57 after item 3.4.

### 2. Minutes of the last meeting

Colin Touchin requested that BlockWork should be spelt with a capital W. The Secretary said he had been asked to delete the reference to Steve Marshall writing a history of the Society (end of Section 7). With these corrections the Minutes were signed by the Chairman.

### 3. To review Actions and Matters arising not otherwise on the Agenda

3.1 Item 5.1. The Chairman reported that no action had been taken on finding a higher rate of interest for the Society's funds. He had discovered that COIF offer 0.7%, CAF offer 1.5% with 6 months notice of withdrawal and 1.95% for a 90 day account.

**Proposed to move up to £150,000 into a higher interest earning account or accounts with the Chairman, Treasurer and Tessa Rolph making the final decision.**

**Proposed: Dick Pyper**

**Seconded: Sandra Foxall**

**Carried: nem. con.**

[Action Chairman, Treasurer, Tessa Rolph]

3.2 Item 5.2. Item deferred in the absence of Evelyn Nallen who had previously offered to organise a 75<sup>th</sup> anniversary concert.

3.3 Item 9.3. David Powell reported that he had tried once more to interest the British Library in swapping the originals of Alex Ayre's manuscript arrangements, now the property of the Society, for the photocopies held by the British Library. The Secretary agreed to follow up this request. [Action Secretary]

3.4. Item 10.2. The Secretary reported that he was working with Anthony Hall to create a number of 75<sup>th</sup> anniversary web pages which would contain highlights of Committee and Conference Minutes since 1937 plus biographies and pictures of the first four Musical Directors of the Society (Walter Bergmann, Freda Dinn, Carl Dolmetsch and Edgar Hunt). It was mentioned that Forsyth had published an SRP 50<sup>th</sup> birthday album in 1987.

3.5. Item 10.2. The Chairman reported that as far as he knew there had been no action, following the resignation of Andrew Collis as Competition organiser at the end of January, to set up a 75<sup>th</sup> anniversary reception at Greenwich in November.

3.6. Item 19.3. The Chairman reported that a graphic artist neighbour of his had agreed to produce designs for a new logo at no cost. It was suggested that, after the Committee had had an opportunity to comment, the various designs could be displayed at the Festival possibly with the option of members voting for the best design. [Action Chairman]

3.7. Item 19.4. In a discussion about the space made available to the Society in The Recorder Magazine Tessa Rolph proposed that the page devoted to the names and addresses of Branch secretaries should be published in alternate issues. It was agreed that the Chairman would discuss the proposal with Recorder Music Mail and the Editor. [Action Chairman]

3.8. Item 18. The Secretary reported that South Staffs Branch had confirmed that they would run Festival 2015. He had also been in contact with Durham Branch who had, with Newcastle Branch, tentatively offered to host the Festival in the same year and were considering the Committee's subsequent request to do so in 2016.

3.9 David Powell asked why support for affiliated orchestras was absent from the Agenda. The Chairman responded that more preparatory work was required before the subject could be discussed in Committee. He said that at the moment affiliated Orchestras are included within the Society's insurance arrangements. Where they own instruments (several do) they can be included within the Society's Instrument Insurance. He is looking at extending these benefits and would welcome ideas.

**It was proposed that affiliated orchestras should be provided with copies of music commissioned for festivals.**

**Proposed: Tessa Rolph**

**Seconded: David Powell**

**Carried: nem. con.**

[Action Chairman to advise Festival 2012 Organiser]

#### **4. To receive Officers' reports**

4.1 *Secretary.* Nothing further to report.

4.2 *Treasurer's report.* The treasurer noted that an increase in subscriptions was due. The Committee decided that subscriptions should be increased by £1 across the board subject to the agreement of Conference.

**Proposed that the annual subscription should be increased to £21 for ordinary members, £31 for households and £16 for students.**

**Proposed: Moira Usher**

**Seconded: Mike Wilkinson**

**Carried: nem. con.**

There was discussion of which funds were restricted and which were designated (not restricted).

Members of the Committee requested that in future a simple summary of costs against projects, such as NYRO and the SRP/Moeck Competition, should be provided. Finally Tessa Rolph offered to try out this approach using figures to be provided by the Treasurer. [Action Treasurer, Tessa Rolph]

Andrew Short noted that some members were confused about how their subscriptions were spent. He pointed out that 'the cost of existing', i.e. maintaining the Society from day to day, came out of members' subscriptions (the Central Fund) but all other costs were paid for from the Arthur Ingram Fund.

The Chairman said that he welcomed **all** donations that were made by members in addition to their normal subscriptions. Many of these donations had been made by those who had already given the Society Gift Aid Declarations. However, unless these donors were mentioned by name, Gift Aid could not be claimed and both NYRO and WBF were not obtaining the full benefit of these donations. The Chairman urged Branch secretaries to ensure that in future all donations sent to the Society were associated with the name of the donor. He regretted that last year the allocation to the two funds had been very small indeed.

**Proposed that the accounts for 2010-2011 should be accepted.**

**Proposed: Mike Wilkinson**

**Seconded: April Munday**

**Carried: nem. con.**

*4.3 Membership Secretary.* Mike Wilkinson reported that subscriptions for 2011-2012 were still coming in. Colin Touchin noted that numbers were no different from 30 years ago yet the UK's population had increased in that time. He suggested that efforts should be made to recruit more members in the Society's 75<sup>th</sup> year.

*4.4 Country & Overseas Branch.* Sandra Foxall noted that numbers were up from last year even though a lot of NYRO students had been members at that time. She said that 2-3 corporate members had not rejoined including Schotts who had queried the value to them of being affiliated.

Mike Wilkinson opined that five was a very small number of corporate members. He thought that the benefits of affiliation should be clearer. Colin Touchin thought that the Society should have members from a range of backgrounds and this would only make the Society stronger. Tessa Rolph encouraged the Committee not to act until they had had the opportunity to read the SRP 2020 Working Group report.

*4.5. Walter Bergmann Fund.* The Committee thanked Andrew Collis for his work as Chairman of the Fund Sub-Committee and regretted his resignation. Moira Usher offered to succeed Andrew Collis as Chairman of the WBF Sub-Committee.

**Proposed that Moira Usher should be Chairman of the WBF Sub-Committee, subject to approval by Conference 2012. Meanwhile she should take over as acting Chairman until confirmed.**

**Proposed: Andrew Short**

**Seconded: Tessa Rolph**

**Carried: nem. con.**

The Chairman noted that the Walter Bergmann Fund received no income; the Sub-Committee simply pays out funds. It was clear that more donations were required.

*4.6. The SRP/Moeck Competition.* The Chairman paid tribute to the contribution of Andrew Collis in running the competition for several years and noted that he had already formally thanked Andrew. Following the resignation of Andrew Collis a new Organiser was required immediately in order to book adjudicators for the 2013 competition, to advertise the competition and to arrange the recital to be held at the Greenwich Early Music Exhibition in November 2012. Someone was needed who had the relevant international contacts.

The Committee noted that, in future, in order to reduce the workload of the principal organiser some paid administrative help might be required. Several names were suggested as organiser but first it was considered that a separate administrator should be sought. The Treasurer proposed that the wages could be spread evenly between the Early Music Shop, Moeck and the Society. The Chairman undertook to talk to the Early Music Shop and Moeck. [Action Chairman]

Andrew Short suggested that at Conference it should be explained that the post of Competition Organiser was vacant and that the Committee would probably co-opt someone.

*4.7 Training Co-ordinator.* Moira Usher mentioned that she was arranging a new workshop on playing bass recorders. She agreed that it would be a good idea for someone who had been on a workshop to write about it in The Recorder Magazine. [Action Moira Usher]

## **5. To approve the Trustees' Annual Reports to the Charity Commissioners for England/Wales and Scotland**

The Trustees' Annual Reports, inspected in draft form at the last meeting, were approved.

## **6. To receive a report from NYRO**

Andrew Short began by remarking on the success of the Taster Days held in 2011. The Chairman noted that the more successful Taster Days had occurred where there had been a local organiser and more local organisers should be sought. Colin Touchin suggested that Branches themselves should always be on the lookout for potential NYRO players partly by stimulating local interest. It would be sensible to make use of the contacts and students of local music teachers. This should be regarded as a long-term project involving good communications.

Andrew Short continued that the venue for Summer 2012 was going to be either Howell's School (Denbigh) or Burford School (Oxfordshire). [Howell's School was eventually selected]

He then reported that Colin Touchin wished to move on from being Musical Director of NYRO after making a great contribution for ten years. He said that Chris Orton had indicated that he would be willing to take over in Colin's place. Besides being a renowned recorder player he was also a good conductor and a viola player.

The Chairman recorded the Society's deep gratitude for all the effort Colin Touchin had put into nurturing and developing NYRO's musical standards over ten years. Colin Touchin responded by thanking the Committee and said that NYRO would not be where it is today without the support of the Committee.

## **7. To approve Terms of Reference of NYRO**

Andrew Short presented a new version of the Terms of Reference with the addition of section 10d.

The Committee were concerned that the tenure of the Musical Director appeared to be open-ended and requested a further change to the wording. It was proposed that Section 4d) should read,

**'In attendance shall be**

**d) a Musical Director appointed by the Sub-Committee for 1 to 5 years whose tenure can be renewed by the Sub-Committee’.**

**Proposed: David Powell**

**Seconded: Mike Wilkinson**

**Carried: nem. com.**

## **8. To consider vacancies arising for Officers and two Committee members at Conference 2012**

The names of potential new Branch members on Committee were discussed.

In discussion of the replacement for Andrew Collis as Competition Organiser (also see Item 4.6) it was suggested that in future the job could be done by two people, one an unpaid Trustee, with the international contacts, acting as a convenor and the other acting as a paid administrator. Alternatively someone could be found to do the whole job for payment. It was decided that Andrew Short should talk to one prospective candidate before the Chairman talked to Moeck and the Early Music Shop to sound them out on adopting a new way of working. **[Actions Andrew Short, Chairman]**

The Chairman, who was standing down at Conference, said he was willing to continue with processing Gift Aid applications and insurance matters for the Society. The Committee accepted this offer with alacrity.

All the Officers, except the Chairman, said that they were willing to stand for re-election at Conference.

## **9. To review progress with Festival 2012**

In the absence of Anne Martin, the Chairman reported that the Festival programme, except for the BlockWork and Respectable Groove concerts, had been finalised and that there was agreement on the conductors and music. An exhibition on the history of the Society was also being arranged.

It was pointed out that hard copy Festival Application Forms still needed to be posted to Branch Secretaries. **[Action Anne Martin]**

## **10. To receive a report on the Alex Ayre bequest**

10.1 Moira Usher, as coordinator of setting Alex Ayre’s arrangements on Sibelius reported that her team was aiming at having all the five-part arrangements ready in time for the Society’s Festival 2013 in Dublin.

10.2 The Chairman reported that progress had been made with finalising the contract between the Society and the eventual publisher of Alex Ayre’s music. Making Music had provided helpful legal advice. Conditions on the layout of the covers had yet to be addressed. He planned to send the contract to the three publishers who had responded to the earlier advertisement expressing an interest in taking on the business of publishing and selling the arrangements. **[Action Chairman]**

## **11. To review and learn from financial support of the Dolmetsch weekend**

The Chairman recognised that mistakes had been made in the decision to financially support the Dolmetsch weekend in October 2011. Nevertheless he thought that the Society was under an obligation to offer some support because Carl Dolmetsch had been one of the founders of the Society, Vice-President Jeanne Dolmetsch had spoken at the workshop and Birmingham Branch members had played there.

Andrew Short responded that in future the Trustees should make decisions of this sort at a Committee meeting unless the situation was very urgent. The Treasurer acknowledged that the timing had been bad and this was not entirely of the Committee's own making.

Tessa Rolph suggested that a more formal system should be adopted with firm dates for submitting funding applications, possibly using the Walter Bergmann Fund as a model. Andrew Short thought that applicants should be asked for copies of their constitution and latest audited accounts. The Secretary was asked to bring a draft form and a letter noting that the Society had limited funds for such purposes to the next meeting. **[Action Secretary]**

## **12. To receive an oral report on progress with the overarching web site**

The Committee first reviewed a document received from the Web Editor. Andrew Short declared that Anthony Hall was right to suggest that two separate web sites were no longer needed and that the Society should concentrate its efforts on developing the existing site. The proposal for an overarching web site was sensible when first proposed but since then the Society's web site had been redesigned to the point where it could now be developed further to make use of the extra information that the Working Group had gathered.

Colin Touchin said he too agreed with Anthony Hall. He thought that rather than change the web site however the Society needed to change people's perception of it by, for example, setting up new aims.

It was generally agreed that the home page of the web site needed to appeal to a wider audience, including Corporate members, with possibly just a single tab for the Society's activities.

Mat Taylor confirmed that Anthony Hall had been involved in the latest discussions by email.

**It was agreed that a Working Group of Anthony Hall, Evelyn Nallen, David Powell and Mat Taylor would bring a new proposal for developing the web site to the next Committee meeting.**

## **13. To receive an oral report on the Summer 75<sup>th</sup> Anniversary issue of the Recorder Magazine**

The Secretary reported that good progress had been made with finding contributors to the special issue. He had already received the score of a piece by Marg Hall for the centre pages and was now reminding contributors of the deadline. Branch members had also sent in a reasonable number of photos from SRP events over the years.

David Powell asked if the future of the SRP was covered in this issue. The Secretary replied that the issue was intended more as a celebration of the past. The future of the SRP was being considered by the SRP 2020 Working Group.

The discussion then turned to how the Society could take advantage of its 75<sup>th</sup> anniversary to improve its public image by using local radio, newspapers and open 'come and play' days.

This only served to accentuate the need for a Publicity Officer. There was a need to advertise more widely than had been done so far (an email to Branch Secretaries had not produced any response). The Secretary was asked to advertise on the SRP home page and also at the Festival. [Action Secretary]

**It was proposed that the Chairman and Tessa Rolph should form a small working group to publicise the Society during its 75<sup>th</sup> anniversary year.**

**Proposed: Colin Touchin**

**Seconded: Moira Usher**

**Carried: nem. con.**

[Action Chairman & Tessa Rolph]

#### **14. To receive an oral report on SRP 2020**

Tessa Rolph, Co-ordinator of the SRP 2020 Working Group, said that the written report, currently in preparation, would be ready by 1 April. She said that a lot of information had been gathered by sending out an email questionnaire to Branch Secretaries, selected members and lapsed members. About one third of recipients had replied. Some very helpful replies had been received; for example, it had been established that one third of the membership did not use email.

Tessa Rolph continued that the WG thought that the Committee might need a special meeting to consider the WG report. Colin Touchin considered that to save time it would be better to accept the circulated report and for the Committee to meet only to discuss policy issues.

The Secretary was asked to identify the best date for a special Committee meeting to be devoted to the WG report in May or June 2012. [Action Secretary]

#### **15. To confirm the handling of the publication and payment for commissioned music**

Colin Touchin asked if contracts existed for music commissioned by the Society and whether the Committee had agreed such contracts? He took the view that the contractual arrangements should not be handled entirely by a single person. Moira Usher confirmed that no contracts had been seen by the Committee. Andrew Short concurred that a formal arrangement was required and quoted the example of one commission where the sheet music made no reference to the SRP as the commissioning organisation. Colin Touchin offered to supply the Secretary with a model contract [Action Colin Touchin] and the Secretary was asked to enquire of Evelyn Nallen the conditions, if any, placed on earlier commissions. [Action Secretary]

#### **16. To review and decide on the need for a formal complaints procedure**

The Chairman reported that the Society's insurers had asked whether the Society had a formal complaints procedure. It was agreed that such a procedure needed to be formalised and that there needed to be a point of contact within the Society for lodging any complaint. It was suggested that initially complaints could be dealt with on a regional basis.

## **17. To review progress with creating a CD in memory of Brian Bonsor**

In the absence of Helen Hooker, who had submitted a report on progress with the project, the Committee noted her report, expressed its gratitude for her continuing efforts and noted that she was making good progress, particularly in having found a venue for the recording between 10 and 12 August.

## **18. Any other business**

18.1 *Awards for 75<sup>th</sup> Anniversary Playing Days*. It was established that a Branch could claim both the £150 award and a visiting conductor's T&S expenses if the two events coincided. The Secretary undertook to inform the NYRO Administrator of all requests for anniversary playing days in the hope that some of them could be combined with a NYRO Taster Day. [Action Secretary]

18.2 *Article explaining the Society's finances*. The Treasurer agreed to write an article for The Recorder Magazine in time for the 1 July 2012 deadline. April Munday offered to provide whatever assistance was required. [Action Treasurer, April Munday]

18.3 The Secretary informed the Committee that Steve Marshall had been appointed as National Recorder Adviser to the U3A.

18.4 As this was the last Committee meeting the Chairman would attend in that capacity he wished to thank the Committee and Officers for their support and help during the period he had been in office. He thanked all present for their perseverance in attending in spite of the adverse weather conditions and wished them a safe journey home.

## **19. Date of the next meeting.**

The next meeting will be in Effingham on 22 April 2012 immediately after Conference. The Secretary will poll members about the best date for the October meeting [subsequently chosen to be 21 October] and for a special meeting in May-June to discuss the SRP 2020 report.

RBW/RP