

THE UK ASSOCIATION FOR MUSIC EDUCATION – MUSIC MARK

COMPANY NUMBER: 06134823 CHARITY NUMBER: 1118542

MINUTES OF THE AGM

DATE : 7th February 2014

TIME : 4pm

VENUE : 8th Floor Tenter House, 45 Moorfields, London, EC2Y 9AE

MEMBERS PRESENT : Peter Bolton, Ian Colthart, Chris Dalladay, Craig Eastwood, Rachel Elliott, John Finney, Philip Flood, Richard Hallam, Maureen Hanke, Chris Harrison, Trevor Jones, Rachel Kilby, Duncan Mackrill, Diane Paterson, Fiona Pendreigh, Graeme Smith - Treasurer, Gary Spruce, Keith Stubbs, Nigel Taylor – Chair, John Thomson.

MEMBERS APOLOGIES : Angela Ball, Linda Bance, Oonagh Barry, Carolyn Baxendale, Peter Chivers, Roger Crocker, Jay Deeble, Julian Edwards, James Garnett, Nigel Hiscock, Tony Mealings, Hilary Miles, Cathy Roberts, Ian Rowe, Edwina Sharp, Tim Sharp, Clare Stevens, Sarah Wise.

IN ATTENDANCE: David Ashworth, Lis McCullough, Sue Nicholls.

PROXY VOTES ASSIGNED TO CHAIR: Carolyn Baxendale, Tony Mealings, Tim Sharp.

STAFF PRESENT: Lucy Aldcroft, James Devaney, Matilda Egere-Cooper, Jem Shuttleworth

1. **Welcome and Apologies** – NT welcomed members to the AGM. Apologies as above.
2. **Chair's Address** - Nigel M Taylor, Chair, welcomed members to the AGM. In his opening address he outlined the organisation's achievements since the merger of 7 February 2013 including major events, publications, partnerships, training, online presence and advocacy. Discussions were held on publications, the recruitment process for a new CEO and the Consultative Council. The date of the next Consultative Council was announced as Wednesday 2 April in London. The Chair offered thanks to Music Mark's staff and Trustees for their dedication and excellent work over the last year.
 - (a) Music Mark Magazine –Members expressed wishes for a hard-copy or printer friendly version of the termly magazine, although it was noted that a digital, interactive magazine was the way forward. NT stated that Music Mark may be able to provide the option of a hard copy once finances improve. GS enquired into the reviewing of articles for the magazine and expressed a concern that this should be judged from a Music Education point of view. NT suggested that this issue should be raised with the new CEO, when appointed.
3. **Accounts of the Charity for the previous financial year** – GS reported that the accounts are up to 31 March 2013. For most of the year this was the income and expenditure for the old Federation of Music Services with the additional net income from the transfer of NAME assets and liabilities and the one off costs of the merger. The merger costs were significant. Although the end of year reserves were less than the combined previous reserves of FMS and

NAME, they do represent a healthy financial position. GS acknowledged that since the formation of Music Mark, the activity of the new organisation has shown an impressive output from a small staff team. However, just as both FMS and NAME relied on additional contracts, for example with the government for AST support (NAME) or distributing the Music Education Grant (FMS), Music Mark will also need to generate additional income. The trustees have needed to bear this in mind when making decisions. GS reported that in Music Mark's first full year, to 31 March 2014, they shall need to draw on some of the reserves. IC accepted the accounts and PB seconded this.

4. **Written report of the Charity's Activities** - NT acknowledged that this item had been covered in item 3.
5. **Retirement of Elected Trustees** - JS reported that James Garnett and Graeme Smith had retired by rotation and that Fiona Pendreigh had also retired.
6. **Outcome of Nominations for Elected Trustees** - JS reported that Graham Bland, Tim Sharp and Graeme Smith had been nominated as new trustees.
7. **Outcome of Nominations for Regional Representatives (Individual and Music Service)**
 - (a) Music Service Reps - JS announced the nominated Regional Reps and informed that all nominations were in order with the byelaws, although there was a vacancy for the South East rep.
 - (b) Individual Reps - NT announced that there were to be 11 Individual Regional Reps and that currently only the North West has a nomination. Some individual Members stated that they were not aware of any nomination invites and were awaiting further clarification of the process. JS explained process and welcomed future expressions of interest in the position.
 - (c) Consultative Council – MH enquired into who sat on the Consultative Council. JS summarised that it would be 1 Music Service Rep, 1 Individual Rep and 1 Rep from each Focus Group. Members agreed this and JS confirmed that trustees would also be present at the meetings. PB suggested that a picture/map be created to aid in understanding the Music Mark structure.
 - (d) Roles of the Rep - Previous NAME reps enquired whether their roles as reps still existed within Music Mark and JS suggested that this should be discussed at a later date due to time constraints of the AGM. KS suggested that reps should be sent a set of guidelines which acted as a brief and indicated expectations of the role.

*JS to finalise arrangements for Individual Regional Representatives, Focus Groups and Consultative Council meetings.

8. **Process for selection of Focus Group chairs** – covered in item 7
9. **Reporting accountants or auditors for the Charity** – JS reported that both FMS and NAME had their own accounts and that Music Mark is seeking to appoint a new accountancy firm for the 2013/2014 year end.

- 10. AOB** – PF requested a membership list in order to know who Music Mark colleagues are. GS confirmed that trustees had the responsibility for decisions in the shortlisting / interviewing process for the new CEO and that it was not subject to a members' vote.