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ANNUAL GENERAL MEETING
Thursday 27 July 2017, 5.00pm
The Old College Office, Trinity College, Cambridge

MINUTES

1. Apologies

Present: Mary Archer (MA), Peter Fielder (PF), Jennie Hawks (JH), John Bickley (JB), David McKitterick (DMcK), Annabel Malton (AM), Libby Percival (LP), Sam Barrett (SB), Matthew Rogers (MR), Bob Mallek, Adrian Horsewood, Martin Darling, Sue Davies, Geoff Gibbs, Nick Webb, Ellen Sarewitz, Anne Cobby, Neville Townsend, Sue Edwards, David Lavender, Liz Winter.

Apologies were received from Peter Holman (PH), Frankie Williams (FW), Charles Bonney, Christopher Thorpe, Gabriele Reifenberg, Christopher Whitney, Michael O’Sullivan, Edward Wickham, Ruth Smith, Richard & Gill Rusbridger, George Smerdon, Ann Wintle, Debby & Frank Banham, Roger & Gillian Pugsley, Stephanie Rosenbaum, Ann Newton & Michael Tilche, Brent Mendelsohn, Pamela Landshoff and Edith Esch.

2. Minutes of the last Annual General Meeting (13 July 2016)

“AB” was corrected to “AM” (Annabel Malton) under item four. Otherwise, the minutes of the last meeting were accepted as an accurate record.

3. Reports and Accounts

a. Chair

MA reported that 2016 had been a good year for CEM. The Baroque and Renaissance Summer Schools, featuring Spanish music, were successful both musically and financially. The Festival of the Voice showcased top early music vocal groups such as VOCES 8, Vox Luminis and the Gesulado Six, and included our first live Radio 3 outside broadcast. Our artistic collaboration with the Fitzwilliam Museum and Festival of Ideas were maintained, and we also tightened up oversight of our artistic programme with the formation of a Concerts Committee.

She highlighted that we had made a modest surplus of around £3,700, going some way to repair the loss made in 2015. However, she emphasised that this relied largely on donations rather than an intrinsic operating surplus. Given that our financial situation therefore still remains tight, MA reported that the unpalatable decision was taken not to mount a Festival of the Voice in 2017, but that we expected to reinstate the festival in 2018.

MA also reported on the broader education work CEM has carried out in collaboration with Cambridgeshire Music. This took the form of an education project for school children entitled 'Getting a Handle on Handel', with workshops run by the Brook Street Band and a short performance by the students at CEM's concert on 21st March 2017. She highlighted that a longer-term education project was being planned with Cambridgeshire Music, Cambridge University, ARU, the Brook Street Band and VOCES 8.

MA reminded the meeting of the 2017 Summer Schools starting next week and of the six concerts associated with them.

b. Treasurer

PF presented the draft annual accounts for the period ending 31st December 2016 to the meeting for approval. The accounts had been reviewed and 'signed off' as correct by CEM's Independent Examiner, Neville Townsend.

PF gave a verbal summary of the accounts. CEM achieved a surplus of £3,691 on a turnover of £130,101. Whilst the Summer Schools were well attended and produced a surplus of approximately £8,500, disappointingly, the 2016 concert programme recorded a deficit of c. £5000.

PF indicated that, looking at recent history, it is unlikely a concert programme can achieve a surplus through income from ticket sales alone and in 2016 CEM benefitted from generous donations from Friends and particularly, a bequest of £10,000 included in Selene Webb's will.

In summary, he concluded that 2016 had been a satisfactory year financially, but the challenge moving into 2017 and beyond is to achieve a satisfactory level of giving to support CEM's activities.

After a few questions, the accounts were approved unanimously by the meeting.

c. Chairman of the FOCEM

JH reported that the FOCEM committee had worked well together in 2016–17. A plan had been developed which delineated more clearly the respective responsibilities of the FOCEM Committee and the Administrator for public concerts. Geoff Gibbs had been working hard on a new database called Cameo, although there still some matters to be addressed before Cameo could be approved for use by the Board of Trustees.

JH also reported that a survey had been conducted, which has provided useful information to enable the FOCEM Committee to work more effectively. There are currently 208 Friends of CEM, representing an encouraging increase. She also highlighted that there have been Friends-only events, such as the wonderful Lawrence Zazzo concert in Trinity College Master's Lodge in May 2017. She concluded by saying that more Friends-only events are in the pipeline, including an exciting new collaboration with Hughes Hall College.

d. Administrator

MR focused on the period from late 2016 to the date of this meeting (given that he only started as Administrator in November 2016). He reported on the successful organisation of the 2017 Summer Schools at Girton College, thanking AM for all her help. The numbers for the Baroque

course (around 60 people in total) were particularly encouraging. He also illustrated the various concerts that had taken place over the past nine months, including performances by Spiritato, EUBO, the Brook Street Band, The Clerks, and Lawrence Zazzo. He told the meeting that two more exciting concerts were planned for the autumn (The Revolutionary Drawing Room in the Howard Theatre on 28 October and Clare Wilkinson in Trinity Chapel on 15 December), in addition to the six Summer School concerts taking place over the coming fortnight. He also spoke of the successful education work with Cambridgeshire Music and the planned long-term project.

He concluded by highlighting that the year had also provided time for reflection on CEM's core objectives, and on the precise roles of the Administrator, Trustees and Committees.

MA thanked MR for his work over the past nine months, reporting that he would be leaving CEM at the end of the summer to continue his legal studies. She welcomed Adrian Horsewood as the new Administrator.

Questions:

MA opened the floor for questions.

It was asked why we could not cover our costs with ticket sales alone. PF responded by saying that he did not feel that this was down to venue costs or artist fees. He felt that first and foremost it was down to publicity, but that we were hopeful that our move to Cambridge Live (a local ticket provider) would help in this regard. It was queried as to whether our ticket prices were too expensive, and it was agreed that this was something that should be reviewed for 2018.

The question was also posed as to why we were unable to provide a 'saver ticket' for the Summer School concerts in the same form as that provided for FoV 2016. MR responded by saying that unfortunately the Cambridge Live system could not offer a single saver ticket covering a set number of concerts, instead providing a discount off each ticket price if tickets for three or more concerts were bought. However, it was agreed that in the future CEM could reserve a set number of tickets for each concert for our own sale, and therefore provide the same sort of saver ticket ourselves (independent of the Cambridge Live sales). Purchasing such a ticket would have to be done directly through the CEM Administrator.

Martin Darling asked why our printing expenditure had decreased in the accounts. MA responded that this was partly due to us doing more of the printing ourselves, partly due to finding cheaper alternatives, and partly due to a general shift towards electronic forms of advertising. MR confirmed that posters were still put up around central Cambridge for concerts, and Nick Webb highlighted that covering the town with as many posters as possible in the days before a concert had always seemed to have a positive impact on ticket sales in the past.

4. Appointment/re-election of directors

MA reported on the departure of two trustees. Dr Frankie Williams, who has provided valuable leadership for CEM's education work, is stepping down for family reasons. Annabel Malton, who made a tremendous contribution to the organisation of the Summer Schools, is stepping down due to pressures on her time.

MA highlighted that CEM's Articles stipulate that one-third of the Directors must retire from office at each AGM and offer themselves for re-appointment. MA, PH and DMCK therefore retired from the Board and offered themselves up for re-election. Their re-election was unanimously approved by the meeting.

MA reported that DMcK was leading the search for two or three new trustees, one of whom we would like to take a particular interest in the Summer Schools. If anyone has any suggestions in this regard, please speak to DMcK.

MA also noted that CEM is currently constituted as a charity company limited by guarantee, but that we hope to move to CIO status when that route becomes easier.

5. Any other business

No other business was brought to the attention of the meeting. The meeting closed at around 5.50pm and members adjourned for the Summer Reception at the CUP Bookshop.

6. Date of next Annual General Meeting

The date of the Summer 2018 AGM is to be advised.