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ANNUAL GENERAL MEETING
Tuesday 24 July 2018, 5.00pm
The Junior Parlour, Trinity College, Cambridge

MINUTES

1. Attendees and Apologies

Present: Mary Archer (MA), Sam Barrett (SB), John Bickley (JB), Peter Fielder (PF), Jennie Hawks (JH), Peter Holman (PH), Alan Howard (AHow), David McKitterick (DMcK), Libby Percival (LP), Liz Winter (LW), Adrian Horsewood (AHor), Jo Butler, Keren Butler, Anne Cobby, Martin Darling, Ian de Massini, Sue Edwards, Geoff Gibbs, Paul Jackson, David Lavender, Donna Sharp, Neville Townsend, and Nick Webb.

Apologies were received from trustee Peter Cains and some members.

2. Minutes of the last Annual General Meeting (27 July 2017)

The minutes of the last meeting were accepted as an accurate record.
Proposed: Nick Webb, seconded: Martin Darling and carried unanimously.

3. Reports and Accounts

a. Chairman

2017 was another successful year for CEM, in which there took place 10 varied concerts, the customary two summer schools, a Friends' cultivation event with the countertenor Lawrence Zazzo in the Master's Lodge at Trinity, and the first schools education project, "Getting a Handle on Handel", which culminated in a showcase performance by some of the school pupils involved that took place immediately prior to the concert on 21 March 2017 by the Brook Street Band.

Sadly, the decision had to be made not to mount a Festival of the Voice in 2017 owing to concerns about sponsorship; happily, it took place again in 2018, but even then still made a loss. Thus, the search is already on for sponsorship for the 2019 Festival of the Voice.

Towards this, CEM's marketing strategy needs revising and improving, to spread the word about our events earlier, more widely, and more effectively.

The aforementioned "Getting a Handle on Handel" project had been a successful pilot for CEM's current and more ambitious education project, which has almost secured guaranteed full funding

for Year 1 of a three-year programme. This endeavour – called “Roots” – is taking place in collaboration with the music faculties of the University of Cambridge and of Anglia Ruskin University, Cambridgeshire Music Education Hub, Cambridgeshire Music, the Brook Street Band, and Voces8 – and will also lead to a showcase performance, planned for 19 March 2019.

Warm thanks are due to LP for leading this project very ably, and also to JB, SB, and JH from among the trustees – as well as Paul Jackson (of ARU) from among the members present – for all of their work on this exciting project.

There has been one notable change of personnel since the last AGM, namely that Philip Thorby has stepped down as the director of the Renaissance Summer School. We are extremely grateful to him for many years of successful and inspiring direction. As a result of this, CEM is not running a Renaissance course in 2018, although Philip remains a tutor on the Baroque course in 2018.

In succession, CEM is delighted to announce the appointment of Gawain Glenton as the new director of the Renaissance Summer School, from 2019. MA expressed her thanks to the selection panel – which consisted of herself, SB, PC, and PH from among the trustees, and Nick Webb from among the members – for their role in this new appointment.

Finally, it was announced that AHor will step down as Administrator on 31 August, and MA thanked him on behalf of the board and all members. A suitable successor has been identified, and an announcement will be made in the near future.

There were no questions.

b. Treasurer

PF presented the draft annual accounts for the period ending 31st December 2017 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. 2017 recorded a £3,200 surplus – which was similar to that in 2016, and so encouraging. The overall turnover decreased from £130,000 to £102,000 from 2016 to 2017; this came from a combination of cheaper artists, the non-running of the Festival of the Voice, and also a lower Administrator bill.

The Summer Schools were less well attended than in 2016, but still produced a surplus of around £4,700. Donations totalled roughly £5,000 over the year – to which can be added just under £2,000 of reclaimed Gift Aid – and FOCEM subscriptions of between £6,000 and £7,000.

Restricted funds had increased from £46,000 to £49,000, even though £8,000 of Summer School bursaries had been awarded; this was because of some new donations into the Selene Mills fund, but also because of a substantial Gift Aid contribution, which derived from the largest year of giving to the fund, which was 2015. Unrestricted funds were slightly lower than in 2016, at £34,000; this provided some cushion for the organisation.

In summary, PF concluded that CEM remained stable financially, albeit it with some deficit on the concerts side of the balance sheet.

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

Proposed: Nick Webb. Seconded: Jo Butler.

c. Chairman of the Friends of Cambridge Early Music

JH reported on a year of change in 2017 for FOCEM. Geoff Gibbs had worked very hard to implement the database mentioned in last year's AGM; it is called Cameo, and it allows for much smoother handing of personal information of subscribers. Membership stood at around 200, and all at CEM were grateful to members for continuing their support.

A new relationship in 2017 with the Hughes Hall Music Society had led to the creation of a new series of events, "Insight"; the first such event took place in late 2017, and the next would be in November 2018, given by PH.

In response, MA thanked JH and also Geoff Gibbs and Gill Monsell for their hard work; and also Ellen Sarewitz, who has now left the FOCEM committee as she has moved away from Cambridgeshire.

d. Development Board oral report

In inserting a new paper to the agenda here, and in introducing LW, MA noted that LW had not been chairman of the Development Board in 2016–17.

LW reported that she had added two new members to the existing Development Board – Elizabeth Abusleme (Communications & Publications Office, Corpus Christi) and Christopher Whitney (Director of Principal Gifts, University of Cambridge).

As mentioned above, a forward-looking, pro-active marketing campaign were needed, to, increase visibility and awareness of CEM as a brand; additionally, new ways of encouraging giving were required, as well as greater visibility and recognition for the donors.

e. Administrator

AHor focused on the period from August 2017 to the date of this meeting. He reported on the successful running of the 2017 Summer Schools at Girton College, highlighting the excellent concerts given, both by professional musicians and by the course students.

He also mentioned the various concerts that had taken place over the same period, including performances by the Revolutionary Drawing Room, the Courtiers of Grace and Clare Wilkinson, Kay Ueyama, the Fieri Consort, the Marian Consort, and Musica Ficta.

He concluded by highlighting that the year had also provided time for re-organisation of the administrative side of CEM in order to make the job more streamlined.

MA warmly thanked AHor for his work over the past year, again noting that he would be leaving CEM at the end of August, owing to other pressures on his time.

4. Consideration of possible move to CIO (Charitable Incorporated Organisation) status (Company Secretary, JB)

MA reported that the potential move to a new structure for CEM, which had been flagged up at the last AGM, was now possible for our organisation.

JB reminded those present that CEM was currently constituted as a charity company limited by guarantee. The Charity Commission a few years ago introduced the new status of Charitable Incorporated Organisation, an alternative structure that would reduce the amount of financial and corporate reporting required by the Company Secretary (JB), Administrator, and the Treasurer (PF).

The Board had concluded it would be beneficial for CEM to move to this status and resolved to do so once any concerns had been addressed; ideally, this would happen at the end of the financial year, 31 December 2018. The move would require the writing of a new Constitution, which would replace the existing Memorandum and Articles of Association.

5. Appointment/re-election of directors

In light of the aforementioned proposed change to CIO status, MA did not seek the resignation and re-election of three directors, as it seemed pointless to choose “new” directors to serve in a structure that is unlikely to exist past the end of the year.

Instead, MA sought ratification of the three new trustees co-opted onto the Board since the last AGM: LW, AHow, and PC.

Proposed: Nick Webb, seconded: Neville Townsend and carried unanimously.

6. Any other business

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

7. Date of next Annual General Meeting

The date of the Summer 2019 AGM would be advised but was likely to be Monday 15 July 2019.