

## MINUTES OF COMMITTEE MEETING OF THE WAGNER SOCIETY

Wednesday 20 January 2016 18:30

15 Gibson Square, N1 0RD

**ATTENDEES:**        **Richard Miles (Chair)**  
                         **Andrea Buchanan (Secretary)**  
                         **Neil King (Treasurer)**  
                         **Simon Empson**  
                         **Margaret Murphy**  
                         **Geoffrey Griffiths**

**APOLOGIES**        **None received**

The meeting opened at 18:30 and was declared quorate, there being over one-third of the total committee membership present.

### Item 1: Apologies for absence

None had been received from the other Committee members.

### Item 2: Approval of minutes 17 November

The minutes of 17 November were approved without further comment.

### Item 3: Chair's Report

The Chair reported on the response to his appeal for new members to join the Committee. Three candidates had applied for the Secretary role – David Pope, Cormac Cawley and William Matthams. The Chair, Secretary and Treasurer had met with two of them recently, and one was already known to them. It was decided to invite all three to join the Committee and for specific roles to be decided in due course. In addition, Jan Leigh had expressed interest in the events role and a meeting would be arranged for early February. Two further parties had expressed interest in assisting with the website, and this would also be pursued. The responses had been gratifying and the Committee expressed its thanks to all those who had come forward.

The prospective new Committee members would be invited to attend the next meeting on February 24 and announcements would subsequently be made. This afforded an opportunity to reshape the Committee somewhat and this would be implemented by the Chair.

#### Item 4: Brief update on Singing Competition and Mastersingers

The Secretary reported that the judging panel was now almost completed. She was further pursuing venues, as both RCM and RAM were undergoing renovations over the coming year and would not have any rooms for hire. Kings Place, Guildhall and ROSL were under consideration at this stage.

It was agreed that a more aggressive advertising campaign would be pursued this year. The budget allocation permitted somewhat more flexibility in a number of areas.

The Chair was in contact with Malcolm Rivers and the outcome of their current discussions would be reported back to the next Committee meeting.

#### Item 5: Risk Paper from John Crowther

The Committee had read the paper submitted by member John Crowther. This was discussed and duly noted.

#### Item 6: Budget 2016

The Treasurer updated the Committee on the 2016 budget, noting that the aim was to break even and potentially, income permitting, to add to the Society's reserves.

The Committee formally adopted the budget. This would be posted on the website for members to view in due course.

#### Item 7: Website and governance issues

SE noted that a data security template was available to download and read and recommended that the Committee do so. The Chair asked what we could do to protect ourselves and our members in this regard. Signing up to such a security policy could be deemed adequate and it was noted that the Committee were subject to the governance rules and regulations of the Charity Commission. The Chair would have the paper checked from a legal perspective and would draft an appropriate document for the WS Committee to sign up to.

**ACTION: SE would send the Chair the security template for consideration.**

The desire to have a working website as soon as possible to replace the current one was clearly stated. SE reported that the new site was almost completed and would be available to view in the near future.

Considerable discussion then followed on the relative merits and demerits of membership renewal dates being aligned to January 1 each year, as opposed to being one year after joining.

The Committee agreed that the membership year should run from the time of joining, although these could be consolidated into monthly batches for ease of administration.

The following was subsequently agreed to be added to the minutes at the request of RM.

*There was a discussion about data and hardware security in the context of the new website. The need for compliance with the DPA and other reasonable security measures was agreed, although Simon Empson's recommendations in this regard went beyond the Committee's consensus. In particular, he recommended that members of the Committee, as well as contractors / employees of the Society, should sign up explicitly to a document undertaking their compliance. Some Committee members felt that as Trustees, they were ex officio under such an obligation and that they strongly objected to having to sign a specific, additional undertaking.*

*However, it was accepted that non-Committee members with access to members' data should be requested to sign an undertaking to comply with the DPA and to have read & understood the recommendations of the ICO. Such an undertaking was subsequently sought, & received, from Kit Kumiko Toda, who is developing the new website.*

*Simon Empson has subsequently decided to resign from the Committee. The Committee thanks SE for his valuable work on the website and restates its commitment to providing the website and members data with a level of security which is appropriate & which meets the requirements of the DPA.*

#### Item 8: AOB

There was no further business.

The meeting ended at 21:00

The next meeting would be held on 24 February at 15 Gibson Square