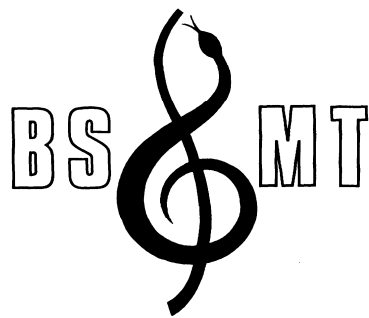


BSMT AGM

18th April 2009



Agenda

Minutes of last meeting

Reports

Accounts



BRITISH SOCIETY FOR MUSIC THERAPY

Chair: Wendy Magee, PhD BMus Music Therapist PGDip ARCM NMT
Founder: Juliette Alvin, FGSM,MT

**24-27 White Lion Street
London
N1 9PD**

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Notice is hereby given to members that the **ANNUAL GENERAL MEETING** of the British Society for Music Therapy will take place on Saturday 18th April 2009, at 11.00 – 11.30 Claremont, Upper Hall, 24-27 White Lion Street, London N1 9PD.

AGM AGENDA

1. Apologies for absence
2. Minutes of the last Meeting
3. Matters arising from the Minutes
4. Report from the Chairperson
5. **MOTION 1**

The Society agrees to continue the work towards establishing a single organisational structure to succeed the BSMT and APMT. The Executive committee shall continue this work jointly with the Executive committee.

Motion proposed by Wendy Magee; Seconded by Ian Rogers

6. Financial Statement of Accounts
7. British Journal of Music Therapy Report
8. Election of the new Executive members
9. Election of the Chairperson
10. A.O.B

We have several vacancies on the Executive Committee and need people to stand for election to the committee. The chairperson is elected each year. Names of the members who would like to stand for election as Committee Members or Chairperson should be sent to the BSMT Administrator at least 28 days before of the AGM. Each Nomination must be Proposed and Seconded by a member of the Society and consent of the Nominee must be obtained.

Close of Meeting

**Dr. Wendy Magee
Chairperson**



**THE BRITISH SOCIETY FOR MUSIC THERAPY
ANNUAL GENERAL MEETING
held on Friday 7th December 2007 6.30-7.30
at Nordoff Robbins Music Therapy Centre, London.**

PRESENT:

Wendy Magee (Chairperson), Anna Ludwig, Gemma Lenton-Smith, Ian Rogers, Tiffany Hughes, Kathryn Barker, Jo Hutcheson, Stephen Sandford (minutes), Pauline Etkin, Cressida Jenkins, Maria Alleyne, Karen Marr.

1. Apologies.

Rachel Bull, Janet Halton, Diane Byrne, James Adutt, Elaine Robson, Margaret Cambell, Jane Gibson, Miriam Wood, Alison Barrington, Christina Rhys, Lisa Otter-Barry, Janet Graham, Adrienne Freeman, Kay Sobey, Sheila Hales, Anna Maratos, Anna Jacobs, Catherine Carr, Tamsin Dives, Ely Cowie, Angela Fenwick, Willow Matthews, Julie Sutton, Jennifer French.

2. Minutes of the last meeting

The minutes of the last AGM held in March 2007 were read, agreed and adopted as being a true record on a proposal by the chairperson. The vote for the approval of the minutes was carried, this was proposed by Catherine Barker and seconded by Pauline Etkin.

3. Matters arising from the Minutes

No matters arising.

4. Report from the Chair

Falling so soon after our last AGM held in March 2007, it may seem confusing to members that we are having our 2006-2007 AGM now. As many of you may remember, the BSMT financial year falls between October and the end of the September and until 2005 we traditionally held our AGM in late November to mark the financial year end. In the last two years, we moved our AGM to March in order to enable a joint AGM to be held with the APMT. We felt this was a start to working closer together.

However, this year it feels important to hold the AGM as close to our financial year end as possible. Primarily, we wanted to report to the members as soon as possible on the financial position of the Society, given the very serious financial situation reported at the last four AGMs. Secondly, we wanted to take this opportunity to update the membership on the progress with the move towards a new organisation as voted upon in the last two AGMs. Most of all, we wanted to share good news as soon as possible with the membership.

Good news first. After reporting a financial deficit at the last AGM for the 2005-2006 year of over £15 000, the Executive made some very hard decisions to try and rectify the financial overspends which had overshadowed our financial reports for the last four years. This year we have reduced this deficit markedly. Although we still have a small deficit to report at year end, this is vastly reduced, being only approximately £3 800 for the end of this financial year. This is a marked improvement upon deficits of over £14 000 in 2005, and £32 000 in 2004. That situation could not continue and the actions we have taken in the last year have paid off to help the Society survive. Our Treasurer will give more detail, but in essence we scaled down much of our administrative activities thereby saving much of our expenditure. As a consequence of our staffing cutbacks, there has been reduced income. However, we have ensured this has not at the expense of delivering our key activities for members. This has included continuing the journal, continuing a newsletter delivered twice yearly, having access to the book loan service, and most important, continuing with delivering a varied and interesting series of events promoting and developing Music Therapy.

In the light of the improved finances I am also very pleased to let members know that there will be no rise in membership subscription rates for the 2007 – 2008 year. We hope that this news will encourage members to continue their membership with the BSMT, which offers them two issues of the British Journal of Music Therapy each year, along with two newsletters annually of information relating to Music Therapy, and reduced delegates' fees to the range of courses, workshops and conferences offered by the Society.

Formation of the new Music Therapy organisation.

At the last AGM, the membership approved a motion to continue with the work towards forming a new organisation representing Music Therapy in UK with the Association of Professional Music Therapists. In the last seven months since our last AGM there have been several activities around this move. Firstly, the Executive Committees of the BSMT and the APMT have been meeting together regularly to share information and work together on common goals. Some of our meetings have been half day sessions on top of regular committee meetings. Secondly, we have had several meetings with legal advisors to explore different models which may encompass everything we hope to achieve (e.g. charitable activities; trading such as publication sales) and identify what needs to be done. This work is continuing and we hope to meet with solicitors in the very near future in order to complete the finer points required in law and seek approval from the Charity Commission. This will include the APMT removing its trade union status, and I want to assure members that BSMT membership, at the current time or within the new organisation, will not be supporting trade union activity. Thirdly, we undertook a review of those members who do not hold joint membership with the APMT to help us to understand better why people join the BSMT and what they want out of their membership. We want to ensure that these members' needs continue to be met by any new organisation. A loud message was received regarding the need to provide a greater number of training events outside of London. This is something which we will aim to improve in the coming year, starting with our third Introduction to Music Therapy event in Scotland early in 2008, as well as the development of other regional events. We also received many encouraging and positive comments from members about the proposed reorganisation.

I would like to clarify around some issues which have been raised by members. This move is not a 'takeover' of the BSMT by the APMT. Rather, it is a chance for having one single national voice for music therapy. It must be clearer to the general public as well as the health, education, social and voluntary sectors that there is one door to knock at when they want to know about Music Therapy, rather than the current confusing situation. The move to a new organisation is also not a 'merger' of the two organisations. We cannot legally merge given the different status of the two organisations. In order to meet the legal requirements of the new organisation, the APMT is removing its trade union status, as already outlined. The new organisation will be continuing charitable activities. We will be representing the interests of those who want to support activities related to Music Therapy and will be continuing to promote and develop Music Therapy through activities relating to professional members as well. However, we will not become a body representing solely professionals (although this will be a part of the new organisation's activities). We will, however, be ensuring that the interests of those who do not currently hold APMT membership will be safeguarded through training events and conferences, membership options and other activities such as our publications service.

The new organisation will be unified, promoting and developing music therapy throughout the UK, for people who wish to access music therapy as client/patients or providers, those who wish to find out more about music therapy, as well as those who are working professionally as Music Therapists. In our efforts to move in this direction and work in a more unified way, the BSMT and APMT have started to share many of our resources and activities, such as the newsletter and our financial administration. We are also pleased to let members know that the two organisations will soon be sharing websites, reducing any duplication of information. This will improve the information we provide, help the public to access the appropriate source for their queries and reduce staff time spent providing the same information across two different websites. Updating and managing the website has been a constant struggle in the past year given our reduced staffing, and in particular I'd like to thank Anna Ludwig for all the time she has given doing this work. It is only through this shared activity that the BSMT can continue its charitable work, in the face of increasing difficulty in fundraising.

We have already started creating our new organisation, for example sharing resources and getting rid of duplicate effort. This will continue during 2008. While we might not have tied up all the loose ends by mid 2008, we are reasonably confident that by then we will have made significant progress. I encourage members to contact the office or myself directly with their queries, concerns and comments about the new organisation. We value all feedback. I would like to stress that all of the activity for developing this new organisation is coming out of voluntary time given by the Executive Committee, and not out of paid office staff time. Given this, I hope that all of you will continue your membership for the coming year and with the new organisation.

Membership.

Our membership from individuals has decreased very slightly this year (approximately 9 subscriptions) as did our corporate UK membership (3 less), although our international corporate membership increased slightly (from 75 to 79). Membership at the end of October stood at approximately 885, although it is difficult to determine exact numbers due to fluctuations in the numbers of members who hold joint APMT/BSMT membership.

Revised newsletter.

After some teething problems we have had some good feedback about the new newsletter format. We intend to continue producing two issues per year in the Spring and the Autumn. I would like to thank Ann Woodward, Tamsin Dives and Isobel Erich for all the time they have given to get this off the ground. We have received helpful feedback from members about the newsletter, so please continue to contact us with any thoughts you have. We are also always looking for members' contributions, such as feedback about workshops and training days. In particular, we would like to hear views from those members who are not members of the APMT in order to help us meet your needs.

Update on BSMT activities and action plans.

The Executive have had some additional extended meetings to set an action plan in place for the coming year. This has involved examining all of our activities, including fundraising and financial management over recent years, and identifying what can be realistically achieved within our resources, setting goals for the next year. The membership will be pleased to know that we have decided to continue the book service both through the office by phone or email and at events. This was something that we were unsure about at the last AGM and caused a lot of concern from those present. Having moved into a better financial position, we now feel able to dedicate time and funds to this service, which we realise is an important way of promoting and developing Music Therapy, particularly through promoting new literature and authors. The book stall has continued to run at recent training events, thanks largely to an army of volunteers involved in transporting the books to and from events and then running the stalls, too many to thank within the body of this report! We have also revised the staffing needs required for running the Charity, working closely with the APMT to ensure that we are making the best use of members' subscriptions to run our services. Developing an effective fundraising plan is a key priority which we will be acting upon in the New Year along with developing new and innovative training events for a range of members' needs.

Executive Committee Membership.

At the last AGM we voted in our Honorary Treasurer Ian Rogers, who has been invaluable in helping oversee the financial management of the Society and assisting the Executive Committee in making decisions on all matters based on a thorough understanding of the financial implications. This was essential given our financial overspend in recent years and has helped to keep us on track. We were very sad to lose Tamsin Dives from the Executive during the year after all that she gave to the Society and Executive in so many ways. We wish Tamsin all the best. After the last AGM, we co-opted Kathryn Barker onto the Committee, and we are pleased that she has agreed to be nominated onto the Executive. All of the Committee members have volunteered many hours over the last year, assisting in administrating the Society, running all of the training events, updating the website and contributing to many other developments. In the face of the reduced staffing since January 2007, the Society would not have continued without all these hours of work, given on top of people's other daytime jobs which are often challenging therapy jobs. I would like to give my very warmest thanks to all those who have given so much time helping to keep the BSMT running.

Staffing.

Our staffing changed immediately and with very little notice following the last AGM and we had difficulties keeping the office open for short period of time. Since May this year, things have settled somewhat by having Lisa McGinlay work 16 hours in the office over the week, and Louise Karena (the APMT administrator) co-opted from the APMT to manage the Society's accounts. I would like to thank both Lisa and Louise for their management of a challenging situation, their ability to remain good humoured, and everything else they are continuing to do to help the Society do its work. I would also like to thank Stephen Sandford, the APMT Chair, for his support and generosity which has been invaluable in getting us through this difficult time. The Society continues to run on extremely limited resources. Given this, it is astonishing what we have managed to achieve. Difficulties with ensuring appropriate management of the Charity's administrative arrangements have highlighted many benefits for combining resources.

Training events.

Despite our very limited staffing resources since December 2006, we have continued to run a full, varied, innovative and exciting programme of training events in the last year for a wide range of members. Our Introduction to Music Therapy days have continued to be a focus for people wanting to find out more about the profession and the clinical use of music. We held days in Cardiff in February and London in March. Although the turn out in Cardiff was only small, we had 37 attend in London. Following the success of our first event in Scotland in 2006, we held a second event in Glasgow. This a huge success with 45 attendees, and we must thank the team in Scotland Aby Vulliamy and Emma Pethybridge for their phenomenal work in organising and running this event. Also thanks to Mary Veal and George Murray for stepping in at the very last minute to assist with the day.

A writing skills workshop for people wanting to publish their work in professional journals was held in London in November 2006 led by the journal editor Simon Procter. This was attended by only a small number of delegates, however, we believe this type of event is important in meeting our objective of helping to promote and develop music therapy. We intend to repeat this event outside London and are exploring venues in the north west and Scotland for 2008.

Our series of days on Music Therapy with Families continued with the final two days falling in February and May. This is a rapidly growing field in Music Therapy, and we were very pleased to offer this series with a range of speakers from related disciplines. The days were very well subscribed with around 30 delegates each time and we are exploring the possible development of this work. Thanks again to Rachel Bull, Tiffany Hughes and Colette Salkeld for the work they did organising and running these days.

During the summer, we held two events which we felt were particularly innovative with international speakers. We were privileged to have Dr. Suzanne Hanser from Berklee College Boston present a day on Music Therapy in the treatment of pain, stress and anxiety. We felt that this was a new area for Music Therapy professional development events in the UK, and well met our objectives of promoting and developing the use of music therapy. Professor Barbara Wheeler, an international expert on Music Therapy research and author of the leading text on this subject led a day on practical research skills for Music Therapists. Both of these days were attended well by a mix of Music Therapists and others interested in the topics. Both days were held at the new venue of St Christophers Hospice in south London and it was very good to collaborate with this clinical partner. We are looking to develop further events around skills in measuring and researching in clinical practice as this is clearly a need within the profession at the current time.

Lastly, we recently held a day of papers from the 2007 European Congress, bringing presentations by British music therapists to a local audience. We intend to run a second day with the remaining papers very early in 2008.

Running these events has been one of the most challenging activities in the last year, due to the very limited hours of staffing we have. Yet, we know that this is one of the most important activities of the BSMT. For the current time, we have to rely on volunteers to help administrate, organise and run events, and we are very keen to hear from anyone who would like to get involved, either behind the scenes or on the day. We are also keen to get feedback from members about training events, so please do contact us with ideas of topics you would like to see covered.

Fundraising.

As stated in the last AGM report, we have targeted fundraising for specific events in the last financial year. Unfortunately we have had limited success with applications to trusts and foundations, although a successful application to the Music Therapy Charity assisted with our two summer events. Several applications are currently outstanding.

As promoted in the last newsletter, several members were very active in running to raise money for the BSMT. In particular, we must thank James Adutt for the incredible sum of over £1000 he raised in June. Thank-you to all those individuals who have raised money for us in the last year. We are also encouraging members to raise funds through carol singing in the coming weeks. Any efforts to raise money for the BSMT are very important in the light of increasing competition for donations. We would love to hear from members with ideas on fundraising or from those who may have experience in this area who would be interested in assisting with funding applications.

To conclude, it's been a good year despite continuing challenges and we look forward to the next year and the formation of the new organisation to bring greater coherence to the promotion and development of music therapy in the UK.

Matters arising:

Maria Alleyne questioned the issue of membership of the new organisation regarding categories of membership. Wendy Magee outlined that there will be several levels or packages of membership available in the new organisation and that it is hoped to increase the range of membership categories which are currently available. Members who do not hold joint APMT/BSMT membership will continue to have the option of membership within a similar category as is currently available. The BSMT Executive has also been discussing new membership categories which might be developed, such as categories for employers of music therapists. The new organisation will aim to have a range of membership categories available which will ensure the support and development of music therapy.

Tiffany Hughes expressed her thanks on behalf of the BSMT Executive to Dr Wendy Magee for all her hard work over the past year and the success achieved in the past year.

5. British Journal of Music Therapy Report

Dr Wendy Magee read the journal report to the meeting supplied by the Journal Editor Simon Procter who was unable to attend the meeting.

Annual Report 2007 from the British Journal of Music Therapy for the APMT and BSMT

Issue 20(2) appeared late in January 2007 due to circumstances beyond the Journal's control (see below). Despite its lateness, this themed issue, devoted to "Music therapy and the evidence debate" has since received much positive feedback from people both inside and outside the profession. The idea of a themed issue enabled the journal to attract articles from eminent theorists and practitioners and seems a useful way of responding to topical concerns from time to time.

Issue 21(1) appeared in the summer and issue 21(2) is on track to appear in December 2007. Both of these are mixed issues without any particular theme. It is encouraging to note that half of the articles in these issues are by UK music therapist authors being published for the first time. Some of these articles received mixed initial reviews but the authors have worked long and hard with the Contents Editor to address the criticisms received, resulting in work which effectively reflects some very diverse aspects of UK practice in the literature. This is highly time-consuming for all involved, and results in long lead times, but this is certainly one of the important functions of the Journal in the context of the profession

In 2008 we intend to bring the dates of publication forward by a month to May and November in order to avoid both the summer holidays and the Christmas postal delays. The second issue, 22(2), has been publicised as a themed issue on music therapy and the arts and health movement, and it is hoped that contributions will be received from both music therapists and non-music therapists.

Finally, it is encouraging to note that submissions are now increasing (particularly from UK music therapists) and that material is now already in the pipeline for next year. This is perhaps at least partly due to the holding of Writers' Workshops. The next of these is due to be held in Scotland in the New Year.

I would like to take this opportunity to thank all those who contribute to the ongoing success of the Journal, whether by writing articles, reviewing books, or acting as anonymous peer reviewers for submitted articles.

The Journal is always eager to receive comments, suggestions and feedback from its readership – whether these be positive or negative. The Contents Editor can always be contacted via email: simonprocter@ukonline.co.uk

Financial

(NOTE: Whilst the financial side of the Journal has usually been a matter for the BSMT Administrator, the lack of such a person lately has meant that the Contents Editor is having to be more involved in this side of the Journal, hence its inclusion here.)

2007 has been a time of consolidation and financial belt-tightening for the BJMT.

Issue 20(2), which was due to appear in December 2006, in fact appeared in January 2007 due to the after-effects of our previous printer having gone bankrupt. Our intermediary placed our printing with a press that turned out to have no knowledge of what was involved in printing a journal, resulting in major delays, lots of extra work and a surprisingly high printing bill.

In the light of this, it was decided to abandon the services of the intermediary as well as those of the production editor. In the absence of anyone in the BSMT office to inherit Denize Christophers' role of liaising with printers etc, the Contents Editor invited tenders from a number of printers for issue 21(1). Rustin Clark were selected and did a much better, faster and cheaper job. We anticipate a comparable cost with the same printer for issue 21(2).

Costs of printing for recent issues:

Vol 20 no 1	(printed by Lontec)	£2932.00 for 1000 copies
Vol 20 no 2	(printed by Roseheath)	£2761.25 for 1000 copies
Vol 21 no 1	(printed by Rustin Clark)	£1255.00 for 1000 copies

Thus it can be seen that the Journal has more than halved its printing costs in the last year whilst maintaining an identical production quality. This has been done by the Contents Editor taking on all pre-printing production work and identifying the most competitive printer available. This makes the print price of each copy of the journal a remarkably inexpensive £1:25.

Simon Procter, Contents Editor, BJMT, November 2007

Matters arising:

Wendy Magee iterated that though the print cost of the journal is £1.25, this does not reflect the actual cost of each issue of the journal which is considerably more considering the costs for administration. It was also highlighted that there had been considerable support given by the BSMT Chair during the difficulties reported in the production of 22 (2).

Stephen Sandford told those at the AGM that a joint meeting with the BSMT/APMT Chairs and the journal contents editor will happen in the week following the AGM to think about how the support the production of the journal and input infrastructure again into the management of the Journal.

6. Financial Report.**BSMT Financial Report for 1 October 2006 to 30 September 2007, Report produced December 2007**

As Wendy has already reported, in last year's financial summary, we highlighted the need to make significant improvements to the finances of the BSMT. After several years of deficits our reserves were rapidly diminishing, and there was a real risk that the BSMT would not be able to continue functioning.

Last year we reported a deficit of £15,000. This year, we have been able to reduce the deficit to £3,804. In fact most of this (£2,427) is a reflection that our equipment – computers, printers, furniture and so on, is simply a year older, and so worth less than it was a year ago. If we look at the money in our bank accounts and the stock of books, we see that these have reduced by only about £1,300 over the year. This is a big improvement on previous years.

At the end of the year we had about £22,000 in our general bank accounts, and had book stocks worth about £4,600. In addition, the BSMT holds money for the Guildford Academic Associates Funds and the Juliet Alvin Music Therapy Funds. These are kept separately from the general BSMT funds.

I would like to talk briefly about some of the factors which led to the improvement in the finances over the year.

Wendy has already mentioned the much reduced staffing the BSMT has had this year. We have also made reductions to our spending on printing, postage and stationery (and have made much more of our contacts through email than in the past).

Against this, we have seen our income from Conferences and Workshops fall over the year, as, especially earlier in the year, we needed to reduce the number of events we ran. We also saw a reduction in Membership subscriptions and Sales of Publications.

We remain very grateful for the Donations to the Charity over the year, although these were overall slightly lower than last year.

As Wendy has mentioned, we have increased our fundraising applications through the year, and we need to focus on this further in future.

Looking forwards, there is still further work to do to improve the finances of the Charity, but as we move towards the new organisation, we are in a much stronger position than we were a year ago.

Finally, I would like to thank the other members of the Executive for taking the time over the year to better understand the BSMT finances. And I would also like to add my own thanks to Louise and Lisa for their work managing the BSMT's accounts, for producing regular financial updates for the Executive, and for helping me with many questions throughout the year.

Ian Rogers, BSMT Treasurer, December 2007

The accounts had already been signed and were adopted as a true record on a unanimous show of hands. The accounts appear at the end of the minutes.

Matters arising:

Anna Ludwig questioned the drop in conference and workshop fees. This was attributed to the fact that there was a conference in 2006 and not in 2007. It was highlighted that although the conference did bring in income, it also involved more expenditure.

Wendy Magee intimated that the financial recovery achieved has been remarkable.

Stephen Sandford spoke to the context for the charitable aims of the BSMT having the potential to change dramatically. Given the new focus for how the APMT side of a new organisation for music therapy may be able to support the BSMT to a greater degree in the short term, strategy for further development of the charitable activities can be continued and be consolidated.

7. Election of new Committee members

Kathryn Barker (Executive Committee member); Proposed by Wendy Magee, Seconded by Rachel Bull

Wendy welcomed Kathryn as a new committee member, although noted that Kathryn was co-opted after the last AGM and has already been working on the Committee.

8. Election of Chair

Wendy Magee was proposed for the Chair by Tiffany Hughes, Seconded by Ian Rogers with a unanimous show of hands.

9. A.O.B.

Wendy Magee introduced and welcomed Karen Marr to the meeting. Karen is the new Development Officer for the Music Therapy Charity.

The Chair declared the meeting closed.



**THE BRITISH SOCIETY FOR MUSIC THERAPY
ANNUAL GENERAL MEETING
HELD ON SATURDAY 18TH APRIL 2009 FROM 11am – 11.30am
AT THE CLAREMONT BUILDING
24-27 WHITE LION STREET, LONDON, N1 9PD**

PRESENT:

Matina Karastatira, Emily Young, Lucy Delafons, Sophie Soar, Simon Procter, Jennifer French, Clair Miller, Amalia Brightman, Kay Sobey, Julie Sutton, Stephen Sandford, Terry Coyle, Elly Cowie, Catherine Carr, Juliette Hutchinson, Katryn Barkers, Anna Ludwig, Jo Hutcheson, Gemma Lenton-Smith (Chairperson), Tim Smith, Emma Goldschmied, Maria Alleyne, Alison Martin, Alex Street, Simon Gent, Sheila Hales, Ian Spink, Kae Moriguchi, Christina Sellers, Karen Morrisson, Zussanna Hörcsog, Liz Butt, Emma Halls, Josefina Cupido, Catrin Pears-Banton, Elaine Streeter, Ann Sloboda, Karen Diamond, John Strange, Maria Rodege, Jennifer Robson, Valerie Baynton

1. Apologies.

Angela Fenwick, Veronica Austin, Gill Cubitt, Claire Flower, Janet Halton, Rosanne Tyas, Amelia Warlow, Russell McKie, Elaine Robson, Anna Maratos, Mary Veal, Wendy Magee, Adele Kinsella, Diane Bryne, Judith Brereton, Catherine Sweeney-Brown, Eleanor Richards, April Parkins, Carol Chambers, James Adutt, Angela Reith, John Crossman, Auriel Warwick, Lisa Otter berry, Chris Gale, Jane Gibson, Isabel Oman, Lee Warren Thomas, Veronica Austin, Angela Reith, Kris Hutchison, Helen Loth, James Robertson, Nuala Murray, Neil Foster, Tiffany Drake

2. Minutes of the last meeting

The minutes of the last AGM held in December 2007 were read, agreed and adopted as being a true record. The vote for the approval of the minutes was carried, this was proposed by Anna Ludwig and seconded by Katryn Barker.

3. Matters arising from the Minutes

No matters arising.

4. Report from the Chair person (read by Anna Ludwig in the absence of Dr. Wendy Magee)

After having held our last AGM at the BSMT Financial year end in December 2007, we have delayed holding the AGM for the 2007-2008 year until the current time in order to co-incide once more with the APMT AGM. Although this has been a long period to report formally to the membership, regular updates have been provided in newsletters. Furthermore, with packing up at our East Barnet premises and making the move to our new office at the Claremont Building in Angel, the energies of the office staff have really prioritised keeping things running in the face of enormous upheaval.

The good news reported in last year's AGM continues this year both in terms of finances and the work towards bringing the BSMT and APMT together as one organisation. Our Honorary Treasurer Ian Rogers will provide more detail in his financial report.

Formation of the new Music Therapy organisation

At the last AGM, the membership approved a motion to continue with the work towards forming a single organisation representing Music Therapy in UK with the Association of Professional Music Therapists. The Executive Committees of both organizations have continued to meet jointly, working together on common goals. We have also continued meeting with legal advisors and gained further informal guidance in order to make sure that we are meeting all governance requirements. We anticipate that we will be ready to launch the new organisation in latter part of 2009, possibly in September. I would like to thank Richard Jackson for his generous help with this work.

As reported at the last AGM, the two organisations have continued to share resources and streamline activities, avoiding duplication and ensuring that members' fees are optimised. Towards this goal, the two organisations have made moves to share a common website, although this still needs further work in the context of a website overhaul for the new organisation. The primary goal of the BSMT website is to promote and develop Music Therapy, in particular helping the public access the appropriate source for their queries and reduce wasted staff time spent duplicating information.

Membership

The Society's membership has remained relatively stable during the 2007 – 2008 year with a small decrease in individual and corporate UK subscriptions although our international corporate membership increased slightly. This latter category reflects the growing international interest in the British Journal of Music Therapy, which is the main benefit for corporate members. In the coming months, we will be working with our legal advisors to review membership categories and benefits to reflect those more typical of a charity structure.

Executive Committee Membership

Given that many members of the current Executive Committee were voted on 3 years ago, we are facing many changes to the Executive membership given the 3 year term limit. After a three and half year term, Rachel Bull, the BSMT Deputy Chair, stood down towards the end of the 2008 membership year to pursue further studies. Tiffany Drake also stood down around the same time to move to Rwanda with her husband. I would like to thank both Rachel and Tiffany for their tremendous support and energy whilst on the Committee, and also acknowledge the important training and networking events they pioneered on behalf of the BSMT in Working with Families. Having served full three year terms, both Anna Ludwig and Gemma Lenton-Smith are stepping down at this AGM. Both Anna and Gemma have been active fundraisers for the BSMT participating in fun runs, as well as co-ordinating others in raising money for the BSMT. Additionally, Anna has been instrumental throughout her term in keeping the BSMT website updated and contributing to the development of one new website with the APMT. I would like to thank you both for all your hard work, support and input over the last three years. Having served a two year term, our Honorary Treasurer Ian Rogers is stepping down at this AGM. It's difficult to find the words to thank Ian for everything he has done for the Society during this short but terribly eventful time. His expertise has enabled the Executive Committee to make informed decisions, some of which have been difficult, based on sound financial understanding. We shall miss Ian terribly, and are very interested to hear from anyone with experience relevant to a Treasurer post who may be interested in stepping up to the Executive. I would also like to thank Mary Veal who was co-opted on to the Executive in the last year, but is standing down at this AGM. Mary has offered support to the Executive's work through personal attendance and considerable email input due to being based in Scotland. Her involvement has helped to check the Executive's awareness of members' experiences from further regions which has been very valuable. We appreciate her time and energy in being involved. We have several nominations for new Executive posts, and I am pleased to say that some of these are people who already hold APMT Executive posts, which will again assist the organisations in moving in one direction.

Office Administration

The staffing of the office also remained stable during the last year thanks to Lisa McGinlay who has continued to work 16 hours a week. I would like to thank Lisa for her tremendous hard work during a really difficult period, her patience and her sticking power. Her support has enabled the many changes of the society, including the office move, to take place smoothly. I look forward to continuing to work with Lisa in the year ahead. The move to a new office involved many hours of sorting through BSMT records from years past, and I thank Denize Christophers and Elaine Robson for the many hours they spent sorting out the records and organizing a new home for the archives with London Metropolitan Archives. Louise Karena (past APMT administrator) continued to do the BSMT accounts until the year end, since which time Usha Velayutham, the APMT administrator newly appointed in September 2008, has taken over managing the BSMT accounts. I would like to thank Usha for her tremendous drive in leading the office team, which has most recently included Grace Walters and also her skill in assisting with the financial management.

Events

I must congratulate many BSMT members and in particular, Vice President and past Chair, Professor Leslie Bunt, for the wonderful BSMT 50th birthday celebrations held in September 2008. This was a great opportunity to reflect on the development of the Society and the profession, as well as to bring members together in a creative drive to perform music. There are many people to thank for making this event such an enjoyable success, such as all those on the organising committee, the players who volunteered their time and the team of people who contributed to the programme. Most of all, I would like to thank Leslie Bunt for conceiving this idea, and in the face of the Society's financial difficulties, reduced staffing and office move, made this event a reality.

Please note that copies of the programme booklet, with verbal and visual memories of the Society's 50 years, are available to members from the BSMT office free of charge.

Given the priority of locating and moving to a new office in 2007 – 2008 and the 50th celebrations, we have run fewer training events this last year. Whilst this is disappointing, I would like to acknowledge that the office continued to run smoothly throughout a period of reduced staffing as well as relocation. Introduction to Music Therapy days have continued in London and Edinburgh. My thanks to the team in Scotland for their energy in making these days happen, as well as all those who have been involved in the London days. We also held a second day of papers from the 2007 European Congress, bringing presentations by British music therapists to a local audience.

Training events will be a priority in the year to come. In addition to continuing Introduction to Music Therapy days in England and Scotland, we will be running events for presentation of the papers from the 2008 World Congress in Music Therapy. Plans for a national conference are also in motion, in conjunction with the APMT.

Fundraising

There has been little active fundraising taking place during the financial year, however, major changes to the running of the Society have enabled savings in the day to day running costs, thus softening the urgency of raising funds. By the end of the 2007 – 2008 year, fundraising potential was looking very promising due to the interest from a major corporate sponsor who wished to drive a fundraising campaign for Music Therapy (encompassing both the BSMT and the APMT). However, with the economic downturn in the latter half of last year, the campaign has been postponed until it seems more realistic to pursue. We look forward to working with this organisation in the near future.

Summary

In the last two years, the BSMT have turned a big corner. The APMT have been instrumental in supporting this change, and I am grateful to the APMT Chair Stephen Sandford, the APMT Executive and the staff employed in the APMT office for all their assistance in helping the BSMT move forward. Moving to a new office in September 2008 provided an opportunity to review the arrangements for payment responsibilities between the organisations. The APMT has enabled the

BSMT to reduce its outgoings, in turn reducing some of the financial pressure the Society has been under in recent years.

However, the future of the Society remains dependent on people of all professional backgrounds and of varied experiences to come forward and to work together in a voluntary capacity in order to reach our full potential. We are constantly seeking people who wish to promote and develop Music Therapy through activities such as leading training events; participating in conference committees; bringing skills and experience in areas such as finance, PR, fundraising, and IT. We seek feedback from members about what they would like; what has worked well; and what could be done differently. Involvement with the Society offers opportunities for professional development, and so we are just as keen to recruit those wishing to learn and develop as we are those who have considerable experience behind them. Historically, the Society has been served well by eminent pioneers from the profession. The new organisation offers an opportunity to review all posts associated with the Society, and whilst we require experience, we also welcome new energy and vision, particularly that of newer qualified therapists and members from outside the profession.

Dr Wendy Magee, BSMT Chair, April 2009

Matters arising:

There were no matters arising

5. MOTIONS

MOTION 1

The Society agrees to continue the work towards establishing a single organisational structure to succeed the BSMT and APMT .The Executive committee shall continue this work jointly with the APMT Executive Committee shall continue this work jointly with the APMT Exec Committee.

Proposed: Wendy Magee

Seconded: Ian Rogers

Yes (34) No () Abstain (1)

6. Financial Report

The accounts had already been signed and were adopted as a true record on a unanimous show of hands. The accounts appear at the end of the minutes.

Building on the work last year, I am pleased that we have been able to further stabilise the finances of the BSMT this year. We are now well placed, working with the APMT and moving towards our single organisation, to continue to promote and develop Music Therapy.

Overall, the Charity's income for the year was £46,734 compared to £63,870 last year.

Our income from subscriptions and the sale of publications has remained stable over the year. However, as noted in Wendy's report, the number of training events we have run this year has been lower than in previous years, so we have had lower income from this area.

But, by working more closely with the APMT, and by the increased use of email rather than printing and postage, we have been able to reduce our spending on administration over the year. Our total expenditure was £51,689 this year compared to £67,674 last year.

Comparing the income and expenditure, our accounts show a deficit (expenditure exceeding income) of £4,955 for the year. While it is disappointing to report a deficit, this reflects how the accounts have to show changes in the value of our furniture and other office equipment over the year as they got older; and because as part of the move to our new premises we disposed of some of our furniture.

But looking at the cash the Charity has, we have positive news to report. At the end of the year the Charity had about £26,500 in our general bank accounts, a slightly higher amount than at the start of the year. This is an important turnaround compared with previous years, when our cash was reducing each year. Together with the further support the Charity has received from the APMT to reduce its outgoings, we are now well placed for the future.

The BSMT is also responsible for the Guildford Academic Associates Fund and the Juliet Alvin Music Therapy Funds which also increased in value over the year. The funds are kept separately from the general BSMT funds.

I would like to add my own thanks to Lisa, Usha and Louise for their work over the year, and for the regular financial updates for the Executive. And as I stand down from the Committee, I would like to thank Wendy, the other members of the Committee, and Stephen for their support and help over the past two years.

Ian Rogers, BSMT Treasurer, April 2009

7. British Journal of Music Therapy Report

The BJMT has produced two more issues this year – 22(1) and 22(2). The first was a general issue and the second a special issue devoted to the relationship between music therapy as a profession and the arts in health movement.

Much effort has been devoted to encouraging UK music therapists to submit articles to the Journal: as part of this, a writers' workshop was held in Scotland in February. This was superbly organised by the local APMT group and very well attended. It is pleasing to see that the number of articles being submitted by UK music therapists has risen steeply of late, helping to make the Journal more a part of the UK profession.

8. Election of new Committee members

- Amalia Brightman (Executive Committee member); Nominated by Gemma Lenton-Smith, Seconded by Wendy Magee
In favour: 31
- Catherine Carr (Executive Committee member); Nominated by Wendy Magee, Seconded by Amalia Brightman
In favour: 37
- Juliet Hutchinson (Executive Committee member); Nominated by Anna Maratos, Seconded by Kathryn Barker
In favour: 38
- Anna Maratos (Executive Committee member); Nominated by Kathryn Barker, Seconded by Catherine Carr
In favour: 38
- Emma Halls (Treasurer); Nominated by Wendy Magee, Seconded by Jo Hutcheson
In favour: 38

The BSMT team thanked Ian Rogers, Gemma Lenton-Smith and Anna Ludwig who will be stepping down from BSMT with this AGM.

9. Election of the Chairperson

- Wendy Magee (BSMT Chair); Nominated by Kathryn Barker, Seconded by Anna Maratos
In favour: 38

10. A.O.B.

The Committee informed those present about the vacancies that are available in the BSMT Exec Committee and requested people to stand for it. The chairperson is elected each year. Names of members who would like to stand for election as Committee members or Chairperson should be sent to the BSMT Administrator at least 28 days before the date of the AGM. Each Nomination must be proposed and seconded by a member of the society and consent of the Nominee must be obtained.

The meeting was closed at 11.30 am.

British Society for Music Therapy

**Accounts for the Year ended
30 September 2008**

SOARES & CO
Chartered Accountants
1A Colin Parade
Edgware Road
Colindale
London NW9 6SG

British Society for Music Therapy

Accountants Certificate

The balance sheet and income and expenditure accounts for the year to 30 September 2008, as set out on pages 2 to 6, has been compiled from the books and records of the Society, and we certify that they are in accordance therewith.

SOARES & CO
Chartered Accountants
1A Colin Parade
Edgware Road
Colindale
London NW9 6SG

British Society for Music Therapy
Balance Sheet at 30 September 2008

	Notes	2008	2007	
		£	£	£
Fixed Assets				
Equipment & furniture	(5)	1,980	7280	
		<u> </u>	<u> </u>	
			1,980	7,280
Investments at cost	(1)		21,769	21,037
			<u> </u>	<u> </u>
			23,749	28,317
Current Assets				
Stock		4,429	4,600	
J. Alvin Music Therapy Bank account	(2)	780	394	
Current account		13,149	12,848	
Business Premier account		9,273	9,014	
CAF Charity account		28,397	28,032	
		<u> </u>	<u> </u>	
		56,028	54,888	
Current Liabilities				
Sundry creditors	(6)	(1,100)	(1,050)	
		<u> </u>	<u> </u>	
Net Current Assets			54,928	53,838
Net Assets			<u>£ 78,677</u>	<u>£82,155</u>
			=====	=====
Represented by:				
General Fund			31,894	36,849
Guildford Academic Assoc. Fund			28,397	28,032
J. Alvin Music Therapy Funds:				
General Fund		4,980	4,594	
Research Fund		7,697	7,556	
Scholarship Fund		4,892	4,714	
Humphrey Mews Memorial Fund		817	410	
		<u> </u>	<u> </u>	
			18,386	17,274
Accumulated Funds	(3)		<u>£ 78,677</u>	<u>£82,155</u>
			=====	=====

Signed on behalf of the Committee

.....Chairman

.....Administrator

The notes on pages 5 to 6 form part of these accounts

British Society for Music Therapy
General Fund

Income and Expenditure Account
for the Year ended 30 September 2008

	<i>Notes</i>	2008	2007
Income	£	£	£
Membership	22,300		22,395
Donations	2,326		3,423
Sale of Publications	8,235		9,671
Conference and Workshop fees	1,965		11,991
Journal cost reimbursed by APMT	-		2,202
Advertising & Publicity	80		100
Miscellaneous	444		1,912
Office expenses reimbursed by APMT	10,893		11,676
	<hr/>	46,243	<hr/>
			63,370
Interest Received:			
National Savings Income Bond	226		186
National Savings Investment A/c	6		5
Lloyds Bank Current & Deposit A/c	259		309
	<hr/>	491	<hr/>
			500
		<hr/>	<hr/>
		46,734	63,870
Expenditure			
Stock of books at 1 Oct 2007	4600		5,400
Purchase of books and Videos	<u>1,683</u>		<u>4,642</u>
	6,283		10,042
Less Stock at 30 Sept 2008	<u>(4,429)</u>	1,854	<u>(4,600)</u>
			5,442
Production of journal (Printing & Editing)	3,122		4,016
Room hire and meeting expenses	1,092		3,053
Speaker's fees	1,050		2,660
Travelling costs	531		348
	<hr/>	5,795	<hr/>
			10,077
Salaries and National Insurance	10,007		13,700
Administration expenses (4)	21,577		27,300
Copier & Franking machine leases	5,551		6,233
Advertising	50		510
Bank & Credit Card charges	389		560
Accountancy fees	1,166		1,131
Payroll fees	-		294
Under provided depreciation on fixed - - assets written off	4,640		-
Depreciation on equipments	660		2,427
	<hr/>	44,040	<hr/>
			52,155
		<hr/>	<hr/>
		51,689	67,674
Deficit for the year		£ (4,955)	£ (3,804)
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 5 to 6 form part of these accounts

British Society for Music Therapy
Guildford Academic Associates Music Therapy Fund
Income and Expenditure Account
for the Year ended 30 September 2008

	2008	2007
	£	£
Interest	1,223	1,061
	-----	-----
	1,223	1,061
Expenditure:		
Travel Awards	858	-
	-----	-----
	(858)	-
	-----	-----
Surplus for the year	£365	£1,061
	=====	=====

Juliette Alvin Music Therapy Fund

General Funds

Income:

Interest received	386	372
	-----	-----
	386	372
	-----	-----
Surplus for the year	£386	£ 372
	=====	=====

Research Fund

Interest received:

National Savings Investment A/c	141	113
	-----	-----
Surplus for the year	£ 141	£ 113
	=====	=====

Scholarship Fund

Interest received:

National Savings Investment A/c	178	140
	-----	-----
	178	140
	-----	-----
Surplus for the year	£178	£ 140
	=====	=====

Humphrey Mews Memorial Fund

Interest received:

Abbey interest received	7	5
Donations	<u>400</u>	<u>400</u>
	-----	-----
	407	405

Expenditure:

Equipment	-	1,326
	-----	-----
	-	(1,326)
	-----	-----
Surplus / (Deficit) for the year	£407	£ (921)
	=====	=====

Total Surplus for the Year	£1,477	£ 764
	=====	=====

Notes to the Accounts
30 September 2008

	2008		2007	
	£	£	£	£
1. Investments at Cost				
General Funds:				
National Savings Investment A/c	163		157	
National Savings Income Bond	<u>4,000</u>	4,163	<u>4,000</u>	4,157
J Alvin Music Therapy Funds				
<u>General:</u>				
National Savings Income Bond	8,000		8,000	
<u>Research:</u>				
National Savings Investment A/c	3,897		3,756	
<u>Scholarship:</u>				
National Savings Investment A/c	4,892		4,714	
<u>Humphrey Mews Memorial:</u>				
Abbey National Account	<u>817</u>	<u>17,606</u>	<u>410</u>	<u>16,880</u>
		21,769		21,037
		=====		=====
2. Bank Account				
J Alvin Music Therapy Fund - General		£ 780		£ 394
		====		====
3. Accumulated Funds				
	Opening Balance	Result for Year	Closing Balance	
General Fund B/fwd 01/10/07	36,849	(4,955)	31,894	
Guildford Academic Assoc. Fund	28,032	365	28,397	
	<u>64,881</u>	<u>(4,590)</u>	<u>60,291</u>	
<u>J. Alvin Music Therapy Funds:</u>				
General Fund	4,594	386	4,980	
Research Fund	7,556	141	7,697	
Scholarship Fund	4,714	178	4,892	
Humphrey Mews Memorial Fund	410	407	817	
Accumulated Funds C/fwd 30/09/08	<u>£82,155</u>	<u>(3,478)</u>	<u>£ 78,677</u>	
	=====	=====	=====	

Notes to the Accounts
30 September 2008

4. Administrative Expenses	2008	2007
	£	£
Printing and photocopies	2,877	3,756
Postage	5,177	6,612
Stationery & Christmas cards- 2006	662	859
Insurance	1,232	1,178
Light & heat	1,418	1,114
Telephone	627	668
Computer equipment maintenance & support	747	749
Other expenses	387	1,576
Rent & rates	8,450	10,788
	<u>£ 21,577</u>	<u>£27,300</u>
	=====	=====

5. Fixed Assets

	Equipment	Total
	£	£
Cost		
At 1 October 2007	17,124	17,124
Assets written off	(14,484)	(14,484)
	<u>2,640</u>	<u>2,640</u>
	=====	=====
Depreciation		
Depreciation B/fwd 01 October 2007	9,844	9,844
Depreciation written off	(9,844)	(9,844)
Charge for the year (25 % RBM)	660	660
	<u>660</u>	<u>660</u>
	=====	=====
Net book value		
At 30 September 2008	1,980	1,980
	=====	=====
At 30 September 2007	7,280	7,280
	=====	=====

6. Sundry creditors

	2008	2007
	£	£
Accountancy accruals	1,100	1,050
	<u>1,100</u>	<u>1,050</u>
	=====	=====