

BSMT AGM

20th March 2010
Nordoff Robbins London Centre



Agenda

Minutes

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**

**Charity No. 260837
Tel: 020 7837 6100
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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 20th March 2010, at **11.30am-12.00pm** at Nordoff Robbins London Centre, 2 Lissenden Gardens, London NW5.

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

Motion proposed by Catherine Carr; Seconded by Kathryn Barker

6. Financial Statement of Accounts
7. British Journal of Music Therapy Report
8. Election of the new Executive Committee members
9. Election of 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 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.

Close of meeting

**Dr. Wendy Magee
Chairperson**



**The British Society for Music Therapy
Annual General Meeting
Held on Saturday 20th March 2010, 11.30am – 12noon
at Nordoff Robbins Centre**

Present:

Wendy Magee, Juliet Hutchinson, Lucy Delafons, Jennifer French, Claire Grant, Kathryn Barker, Stephen Sandford, Catherine Carr, Becky Arnold, Tina Warnock, Angela Harrison, Usha Aravinth, Grace Walter, Lisa McGinlay, Andrew Norris, Claire Flower, Stella Crompton-Dickinson, Jenny Robson, Nancy Borrett, Patricia Herdianto, Isobel Oman, Giorgos Tsiris, Graham Dickerson, Ann Marie Egan.

Apologies:

Kay Sobey, Sophie Soar, Angela Fenwick, Terri Coyle, Dr. Julie Sutton, Ben Saul, Anna Maratos, Jo Hutchinson, Amalia Brightman, Richard Jackson, Christina Lydon, Gill Cubitt, Tessa Watson, Averil Williams, Anna Ludwig, Prof. Helen Odell-Miller, Karen Diamond, Auriel Warwick, Penny Evans, Zsuzanna Horscog, Lisa Otter-Berry, Wendy Ruck, April Parkins, Rosanne Tyas, Janet Graham, Janet Halton, Rhian Saville, Elaine Robson, Gillian Dainty, Joy Rickwood, Amelia Wearne, Leslie Bunt, Ian McTier, Jane Gibson, Mario Eugster, Elly Goodridge, Kate Heath, Kris Hutchinson, Angela Fenwick, Prof. John Lumley, Michael Swallow, Gillian Lovett, Margaret Campbell.

1. **Minutes of the last meeting.** The minutes of the last AGM were read and agreed. The minutes were proposed by Jenny Robson and seconded by Stephen Sandford.
2. **Matters Arising.** There were no matters arising.
3. **Report from the Chair person**

Year October 2008 – September 2009.

I welcome all members to the 2008-2009 AGM, which will be my last AGM as Chair and the last AGM of the BSMT. The 2008-2009 financial year saw some important changes for the Society. In September 2008 the BSMT moved to an office situated in Angel, near to central London, in conjunction with the APMT. The office is within the Claremont Project, a charity-based organisation offering arts based therapies and workshops including the British Association of Art Therapy. This move offered opportunities for us to review the running of the office. This has included archiving many years' worth of records. It has also enabled us to hold meetings for the Executive, the Merger Committee and other ad hoc business meetings at a venue which is easily accessible due its central location and proximity to main transport links for those coming from outside of London.

The office move incurred costs to the BSMT in the form of dilapidations at our previous premises, which were unavoidable given the length of our tenancy. The division of office costs has been reviewed in our new set up and these will be discussed in more detail by Usha in the Finance report. In our previous setting the office costs were divided equally between the two organisations. In our new offices, the APMT have taken over the rent and utility expenses. In turn, the BSMT have not claimed members' subscriptions from joint APMT/BSMT members in the last financial year. This was also seen to anticipate the formation of the new organisation and the merging of the finances. The change to membership payments from the APMT has had a significant impact on the BSMT finances as will be reported in the Finance report. Although the changes appear concerning on paper, this decision was made at a time when we believed that the merger would be taking place earlier, and thus would have less of a financial impact on BSMT accounts.

Formation of the new Music Therapy organization:

As approved in the motion at the last AGM, we have continued to meet and work with the APMT to move forward with forming one organisation that will promote for public benefit the art and science of Music Therapy. Within this last year, a name was selected by the membership through voting, and the chosen name is now 'The British Association of Music Therapy'. The work in this last year has centred upon giving careful thought to identifying the activities which are charitable and those which will fall under the 'trading arm' of the new organisation; setting a structure which will give members optimum power and rights; and appointing solicitors to oversee the process around due diligence with BAMT. Managing due diligence is essential to ensure that we can demonstrate conducting the merger in a legal manner at every step. I am pleased that the new organisation will maintain a focus on Music Therapy for public benefit, which has been traditionally the focus of the BSMT.

As reported at the last AGM, we had hoped to launch the new organisation in September 2009. This timeframe turned out to be unrealistic, largely due to the amount of work required and the limited resources the two organisations have to offer, demanding voluntary activity. The potential to employ a project manager was explored, however, in the interest of keeping costs to a minimum, voluntary work was chosen. Our current activity in the final work of this committee is upon agreeing a management structure for BAMT, agreeing details of the Memorandum and Articles, and ensuring that all requirements are met to satisfy the Charity Commission. Our next steps, with timeframes, are:

- May 2010: for the BSMT Executive to approve the merger (in conjunction with the APMT Exec)
- June 2010: To register BAMT as a charity, along with BAMT Ltd as the trading arm
- September 2010: To dissolve the BSMT and transfer assets to the new organisation
- October 2010: to begin operations.

The end of the BSMT will tie in with the end of our financial year. Further details about the organisation and working of BAMT follow in a presentation later this morning by myself and the current APMT Chair.

Much of the work which took place on the merger committee in 2008-09 was energised by Emma Halls, who joined the BSMT at the last AGM to assist with the merger and who worked on the merger work as a project manager for the latter part of 2009, before needing to stand down due to family circumstances. Emma's experience of charity governance was invaluable and I thank her for all the time she gave. I also thank the others on the merger committee who have done so much work in the past year, including Jo Hutcheson on behalf of the BSMT and Stephen Sandford and Jennifer French on behalf of the APMT. In recent months we have been joined by Angela Harrison who brings extensive charity governance experience, and Andrew Norris, who brings financial and charity governance knowledge. In particular, Richard Jackson has continued to offer great guidance to the committee in the merger work, with his extensive experience and knowledge of charity governance.

Staffing:

Staffing has remained stable in the last year, with Lisa McGinlay continuing to work in the office 16 hours a week. Usha Aravinth has continued to manage the BSMT accounts, an example of shared administration between the two current organisations. I would like to thank both Lisa and Usha for their assistance in keeping things running smoothly.

Membership:

Membership numbers have changed a little this year, with numbers slightly down in each of the categories of UK members (nonAPMT); overseas members; Corporate UK and Corporate overseas members. However, numbers of new members were increased overall.

Journal:

It is also a time of change for the journal. In September 2009 the Editor post for the BJMT was advertised, however, we did not successfully recruit into the post. Previous editor Dr Julie Sutton has been appointed as Editor in Chief for the next 2 issues. The post will be re-advertised in the next year.

Executive Committee Membership:

Having served a very long membership as an Executive member, we are very sad to say goodbye to Jo Hutcheson from the committee. Jo has given so much during her 5 years on the committee, including fundraising for the BSMT; assisting on fundraising and PR subcommittees; assisting with developing and running training events; and in serving as Deputy Chair, Jo has provided invaluable support for the BSMT. I would like to thank Jo personally for all her good humour, patience and good advice she has provided as a Trustee to the committee and to me personally. I will also be stepping down as Chair after a period of four eventful years, which possibly have been some of the most eventful in the history of the BSMT. It has been a great challenge, and offered me invaluable experience. I would like to thank all the BSMT employees with whom I've worked over this period for their hard work during such a time of change, particularly Lisa McGinlay who has stayed with us during the relocation. I would like to thank members who have written to me and provided opinions about our activities, even when these have been in protest. Contrasting opinions are all important information for a Chair to know and to carry in making decisions. I thank all the Trustees with whom I've worked for all their support in getting the 'job done'. I am very pleased that Kat Barker, with all her experience as a Trustee over the last four years, has agreed to be nominated as incoming Chair, and that we have two nominations of people from outside the profession. Although stepping down from the Executive, I will continue to work on the merger committee for the new organisation, representing the BSMT.

50th celebrations of the BSMT:

At the last AGM I reported on the success of the celebrations of the 50th anniversary of the BSMT. This was a wonderful event which marked a significant milestone for the Society and Music Therapy in the UK. Work around gaining copyright for the content of the programme as a publication has continued by Elaine Robson, Juliette Alvin's daughter. After all this work, the publication will be made available to all members for free as way to remember the long and successful history of the Society. All non-APMT members will be sent a copy of the programme automatically. Members who hold membership jointly through the APMT can also receive a copy through notifying the office. Thanks so much to Elaine for all her work. It is a wonderful record to have of the history of the Society at this time moving towards such a big change.

Dr Wendy Magee, BSMT Chair, March 2010

4. Financial Report

The highlight for 2009 was the Merger plans with the APMT. This was a major move by both organisations to provide a better service to our members whilst reducing the overheads.

We did not have a sound year. However BSMT would like to inform you that we are working towards this new merged organisation that will bring added benefits to the members and there are exciting changes to take place in this new organisation. We can assure our members that BSMT is now well placed, working with the APMT and moving towards one single organisation, to continue to promote and develop Music Therapy.

The organisation's overall income for the year has fallen to £18,226 compared to £46,243 last year. However with the reduced overheads, the net results have not changed significantly. The deficit has increased only by another £3.5k. The fall in income is mainly due to the drop in subscriptions. This is mainly because the BSMT didn't receive any subscription income from the APMT which was £15000 last year. This was a reflection of the agreement made by the APMT & BSMT Executive Committees that the APMT would not be making subscription contributions to BSMT this year. In addition we organised only few events this year as our main focus was on merging the organisations and increasing the synergy. BSMT also planned not to spend more on purchasing publications this year. However, with the new organisation we will be boosting the income from publications by introducing our publication list across various organisations.

By working closely with the APMT we have reduced our expenses to £26,783 compared to £51,689 last year. Whilst the APMT was contributing mostly to the administration costs, BSMT was paying mostly for the CPD events. BSMT paid the whole cost of the 1st issue of the journal for 2009. The staff salaries have been increased last year in line with recommended discretionary annual increments.

The unexpected legal and finance costs in relation to the Merger has forced us report a deficit for the consecutive 2 years. However we can assure our members that the investment on the merger for the new organisation will bring in more benefits to all our members and will outweigh the costs.

Even though we have a deficit for the year, BSMT is in a good position in regards to cash flow and a strong Balance Sheet. Together with the further support the Charity has received from the APMT to reduce its outgoings, we are now well placed for the future. But we will be involved in more fund raising activities in the near future to strengthen the BSMT finances and offer more services to our members and society.

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

I would like to thank the Executive Committee and Wendy Magee for their continuous support throughout the year. We hope 2010 will be a brighter year for BSMT (BAMT – the new charity).

Usha Aravinth, Admin and Finance Officer

5. Motions

The proposed motion: **The Society endorses the Executive's decision to merge with the APMT to form one single organisation, and agrees to hold an EGM later in 2010**, was voted against.

Instead Stephen Sandford proposed that the following motion was voted on: **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** as the merger process has not reached the stage that the original motion suggested.

Proposed: Stephen Sandford

Seconded: Jennifer French Yes (19) No (0) Abstain (0)

6. British Journal of Music Therapy

Following on from the energy generated by the special issue on professional issues in Volume 22, no. 2 (2008), Volume 23 (2009) consisted of two general issues, each with four original articles on a broad range of topics. Contributors were from the UK and overseas, and included both novice and experienced writers. As with previous issues, considerable work has been invested in supporting first-time authors in the sometimes challenging task of responding to the review feedback, resulting ultimately in some satisfying and academically substantial pieces of work, taken together, go some way towards documenting the breadth and depth of music therapy as it is practised, researched and theorised.

From this year onwards, all articles are prefaced not only by abstracts but also by keywords: this is to ready the journal for indexing on academic databases, thus making the journal's contents (and hence knowledge about music therapy) more accessible to a wider audience. The journal enjoys a good reputation abroad: the most recent Australia Research Council ranking assessment lists the BJMT as a tier B journal (in the top 10-25% of the field), level with Music Therapy Perspectives and ahead of The Arts in Psychotherapy.

The journal continues to provide excellent value for money, with all typesetting being done internally to keep production costs to an absolute minimum.

Once again I would like to take this opportunity to thank all those who contribute to the ongoing success of the journal, whether by writing articles (and persevering through the review process), 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 – and can be contacted via the office using the address apmtooffice@aol.com. This is also the address for submission of articles – which is now done entirely electronically.

My term in office is now over. I am very grateful to Julie Sutton for agreeing to take the reins once again. I wish her and the journal every success.

Simon Procter, Journal Editor

7. Election of Executive Committee members:

Kathryn Barker was nominated for chair. It was agreed by all present.

Andrew Norris was nominated for Trustee. It was agreed by all present.

8. AOB

Tina Warnock enquired about the role of the BJMT editor and whether this needs to be a paid role. Wendy Magee responded that the appointing of an editor has always been difficult and after having looked at work load, whether or not it should be paid, international journals (none of the editor posts with those journals are paid) it was agreed that it would not become a paid post.

It is felt that there is a bigger issue about why the organisation has trouble recruiting. There is some work to do around up-skilling the profession in terms of writing, reviewing and so on.

Skilling the profession for such tasks is going to be something that will be looked at but in the meantime, the BJMT cannot justify paying an editor when it is outside of international practice.

Stephen Sandford added that as part of Julie Sutton's appointment the journal will be moving over to Taylor Francis publishing and this will help to raise the visibility and quality of the journal as well as the quality structures and infrastructures.

Kathryn Barker closed the meeting by thanking Wendy Magee for all her work as Chair over the past four years.

British Society for Music Therapy

**Accounts for the Year ended
30 September 2009**

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 2009, 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 2009

	Notes	2009	2008	
		£	£	£
Fixed Assets				
Equipment & furniture	(5)	1,485		1,980
		1,485	1,980	1,980
Investments at cost	(1)		22,080	21,769
			23,565	23,749
Current Assets				
Stock		5,030	4,429	
J. Alvin Music Therapy Bank account	(2)	953	780	
Current account		4,434	13,149	
Business Premier account		9,319	9,273	
CAF Charity account		28,723	28,397	
		48,459	56,028	
Current Liabilities				
Sundry creditors	(6)	(1,100)	(1,100)	
Net Current Assets		47,359	54,928	
Net Assets		£ 70,924	£78,677	
		£ 70,924	£78,677	
Represented by:				
General Fund			23,337	31,894
Guildford Academic Assoc. Fund			28,723	28,397
 J. Alvin Music Therapy Funds:				
General Fund		5,153	4,980	
Research Fund		7,826	7,697	
Scholarship Fund		5,055	4,892	
Humphrey Mews Memorial Fund		830	817	
		18,864	18,386	
Accumulated Funds	(3)		£ 70,924	£ 78,677
			£ 70,924	£ 78,677

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 2009

	<i>Notes</i>	2009	2008
Income	£	£	£
Membership	8,272		22,300
Donations	443		2,326
Sale of Publications	3,141		8,235
Conference and Workshop fees	70		1,965
Journal cost reimbursed by APMT	2,089		-
Advertising & Publicity	-		80
Miscellaneous	4,003		444
Office expenses reimbursed by APMT	-		10,893
	<hr/>	18,018	<hr/>
			46,243
Interest Received:			
National Savings Income Bond	157		226
National Savings Investment A/c	5		6
Lloyds Bank Current & Deposit A/c	46		259
	<hr/>	208	<hr/>
		<u>18,226</u>	<u>46,734</u>
Expenditure			
Stock of books at 1 Oct 2008	4,429		4600
Purchase of books and Videos	<u>1,025</u>		<u>1,683</u>
	5,454		6,283
Less Stock at 30 Sept 2008	<u>(5,030)</u>	424	<u>(4,429)</u>
			1,854
Production of journal (Printing & Editing)	1,450		3,122
50 th Day Celebration	2,539		
Introduction fees & Other	747		
Room hire and meeting expenses	-		1,092
Speaker's fees	-		1,050
Travelling costs	421		531
	<hr/>	5,157	<hr/>
			5,795
Salaries and National Insurance	7,495		10,007
Administration expenses	(4) 9,668		21,577
Copier & Franking machine leases	519		5,551
Advertising	559		50
Bank & Credit Card charges	1,351		389
Accountancy fees	1,115		1,166
- assets written off	-		4,640
Depreciation on equipments	495		660
	<hr/>	21,202	<hr/>
		<u>26,783</u>	<u>51,689</u>
Deficit for the year		<u>£ (8,557)</u>	<u>£ (4,955)</u>

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 2009

		2009		2008
	£	£	£	£
Interest	326		1,223	
	_____	326	_____	1,223
Expenditure:				
Travel Awards		-	858	
	_____	-	_____	(858)
Surplus for the year		£326		£365
		=====		=====

Juliette Alvin Music Therapy Fund

General Funds

Income:

Interest received	173		386	
	_____	173	_____	386
Surplus for the year		£173		£386
		=====		=====

Research Fund

Interest received:

National Savings Investment A/c	129		141	
	_____		_____	
Surplus for the year		£ 129		£ 141
		=====		=====

Scholarship Fund

Interest received:

National Savings Investment A/c	163		178	
		163		178
Surplus for the year		£163		£178
		=====		=====

Humphrey Mews Memorial Fund

Interest received:

Abbey interest received	3		7	
Donations	<u>10</u>	13	<u>400</u>	407

Expenditure:

Equipment	-	-	-	-
	_____	_____	_____	_____
Surplus / (Deficit) for the year		13		£407
		=====		=====

Total Surplus for the Year		£804		£1,477
		=====		=====

British Society for Music Therapy
Notes to the Accounts
30 September 2009

	2009		2008	
	£	£	£	£
1. Investments at Cost				
General Funds:				
National Savings Investment A/c	168		163	
National Savings Income Bond	<u>4,000</u>	4,168	<u>4,000</u>	4,163
J Alvin Music Therapy Funds				
<u>General:</u>				
National Savings Income Bond	8,000		8,000	
<u>Research:</u>				
National Savings Investment A/c	4,027		3,897	
<u>Scholarship:</u>				
National Savings Investment A/c	5,055		4,892	
<u>Humphrey Mews Memorial:</u>				
Abbey National Account	<u>830</u>	<u>17,912</u>	<u>817</u>	<u>17,606</u>
		22,080		21,769
		=====		=====
2. Bank Account				
J Alvin Music Therapy Fund -				
General		£ 953		£ 780
		====		====
3. Accumulated Funds				
	Opening	Result	Closing	
	Balance	for Year	Balance	
General Fund B/fwd 01/10/08	31,894	(8,557)	23,337	
Guildford Academic Assoc. Fund	28,397	326	28,723	
	<u>60,291</u>	<u>(8,231)</u>	<u>52,060</u>	
<u>J. Alvin Music Therapy Funds:</u>				
General Fund	4,980	173	5,153	
Research Fund	7,697	129	7,826	
Scholarship Fund	4,892	163	5,055	
Humphrey Mews Memorial Fund	817	13	830	
Accumulated Funds C/fwd 30/09/09	<u>£78,677</u>	<u>(7,753)</u>	<u>£ 70,924</u>	
	=====	=====	=====	

British Society for Music Therapy
Notes to the Accounts
30 September 2009

4. Administrative Expenses	£	2009 £	£	2008 £
Printing and photocopies	348		2,877	
Postage	521		5,177	
Stationery & Christmas cards	8		662	
Insurance	-		1,232	
Light & heat	-		1,418	
Telephone	220		627	
Computer equipment maintenance & support	183		747	
Other expenses	347		387	
Legal Fees	1,311		-	
Rent & rates	-		8,450	
Dilapidation & Removal fees	6,730			
	<u> </u>	£ 9,668	<u> </u>	£ 21,577
		=====		=====

5. Fixed Assets

	Equipment £	Total £
Cost		
At 1 October 2008	2,640	2,640
At 30 September 2009	<u>2,640</u>	<u>2,640</u>
	=====	=====
Depreciation		
Depreciation B/fwd 01 October 2008	660	660
Charge for the year (25 % RBM)	495	495
At 30 September 2009	<u>1,155</u>	<u>1,155</u>
	=====	=====
Net book value		
At 30 September 2009	<u>1,485</u>	<u>1,485</u>
	=====	=====
At 30 September 2008	<u>1,980</u>	<u>1,980</u>
	=====	=====

6. Sundry creditors

	2009 £	2008 £
Accountancy accruals	1,100	1,100
	<u> </u>	<u> </u>
	=====	=====