

## Introduction

The Annual General Meeting, of RoSPA Advanced Drivers and Riders, took place at the Fryern Hill Pavilion in Chandler's Ford on the 29<sup>th</sup> November 2017, starting at 7:00 PM.

The agenda for the AGM was:-

- Chairperson Introduction
- Presentation of Annual Accounts
- Summary of current membership, tests and training during the last year
- Election of officers:
  - Chair
  - Treasurer
  - Secretary
  - Membership Secretary
- Talk by Dr Wendy Peters (Retired GP and Adventure Medic) -First on Scene – Do you know what to do

All current members had been informed on the 10<sup>th</sup> November, via email, that the AGM would be held. On the night, 22 members signed the Attendance Register.

The introduction was made by Daphne Slawson, the current Chair of the Group. She informed the meeting that the group had gained 1 Motorcycle Tutor, although we had lost 2 existing Driver Tutors we had gained a new one. Overall, the Tutors, both Driver and Motorcycle had generally satisfied the training requests on the group.

Daphne informed the meeting that she, together with Barbara Parker (Driver Chief Tutor) had represented our group, at the RoSPA Centenary Garden Party held at Buckingham Palace in June this year. The Queen, RoSPA's Patron, was unable to attend but was represented by HRH Duke of York and HRH Princess Eugenie. In all, there were 3,000 carefully selected and vetted attendees.

In June the first joint meeting of both Driver and Rider Tutors This event was well received and we plan to organise further meetings.

This year, in February, group issued an invitation to all current members to apply for a subsidy against riding/driving skills course. This invitation remained open until mid September. The committee agreed to allocate a maximum of £1,000 towards this subsidy; the actual per member subsidy was pitched in the range of minimum £20, maximum £60 and would be dependent on the number of applicants. After close, 15 applicants each received £60 at a total cost of £900 to the group.

Finally, Daphne informed the meeting that Bill Warburton would be standing down, after 2 years, from the role of Secretary. The group extends thanks to Bill for his tenure in this essential role.

As both Membership Secretary and Treasurer, the second 2 items on the Agenda were presented by Eirwyn John. The reports are included in the Appendix of this document.

The final accounts, for 2017, have been prepared and submitted to Peter Wright for review, prior to this meeting. Peter was supplied with the final account report together with the relevant backup



## AGM 2017 Minutes



expense forms and receipts or proof of purchase, where applicable. Peter was satisfied that all submitted audit documents supported the accounts presented and has duly signed off our 2017 accounts. Our thanks to Peter for volunteering for this task and completing in time for the AGM

The current Committee, excluding the Secretary, Bill Warburton, informed the Membership that they were all prepared to stay in office for a further year. In the Invitation to the Attend the AGM email, Members were asked to submit themselves forward if they wished to take on the role of Secretary; there were no submissions from the general Membership.

The meeting unanimously agreed that the position of Chair would remain with Daphne Slawson and that Eirwyn John would remain as Membership Secretary and Treasurer. The position of Chief Tutor, both Drivers and Riders, require the individual to hold the relevant RoSPA Diploma in Advanced Instruction or have passed the relevant RoSPA Advanced Tutor Test. Both Barbara Parker (Drivers)) and Lilian Hobbs (Riders) have the relevant RoSPA qualifications and remain both in post as Chief Tutors and as part of the core Committee.

Tom Kenvin volunteered his services to take on the role of Secretary which was immediately and gratefully accepted.

In order to make the attendance at Committee Meetings easier and reduce travelling, especially on cold winter evenings, the current committee investigated the use of Skype to run a meeting. The initial test was regarded as workable and a success and we will pursue using Skype for future meetings.

After the formal AGM closed, Dr Wendy Peters gave her talk. A synopsis of this talk, kindly supplied by Barbara Parker, is provided in the Appendix.

At the end of the talk, a vote of thanks was proposed, by Daphne, who thanked Wendy for a very interesting, informative and amusing session. This was echoed by the whole group. Lilian Hobbs, on behalf of the group, presented a liquid gift to Wendy in appreciation of her presentation at our AGM

The meeting closed at around 9:00 PM

**APPENDIX**

**Financial Summary for Year (04/11/16 - 03/11/17)**

Bank Details

Barclays Bank

Opening Balance

**Balance at 3<sup>rd</sup> November 2016** **£3,816.76**

Receipts and Payments

**Receipts (Subscriptions)**

New Members	£1,435.00
Renewals	£350.00

Expenses

Type	Description	Cost
Assets	Radio Sets for Motorcycle Training Communications + Projector	£272.82
Web	Annual Web Hosting, Email and Domain Registration	£158.98
Refund	Return of Subscriptions	£70.00
Hire	Hiring Venues (2016 AGM/Tutors Meetings)	£66.90
Refresh	Refreshments Supplied for Meetings and Events	£17.00
Postage	Postage Costs	£6.84
Travel	Attending RoSPA Centenary London	£150.00
Subsidy	Contribution towards driving/riding course for members	£900.00
Stationery	Stationery	£24.00
Misc	Miscellaneous Payments	£4.52
<b>Total</b>		<b>£1,671.06</b>

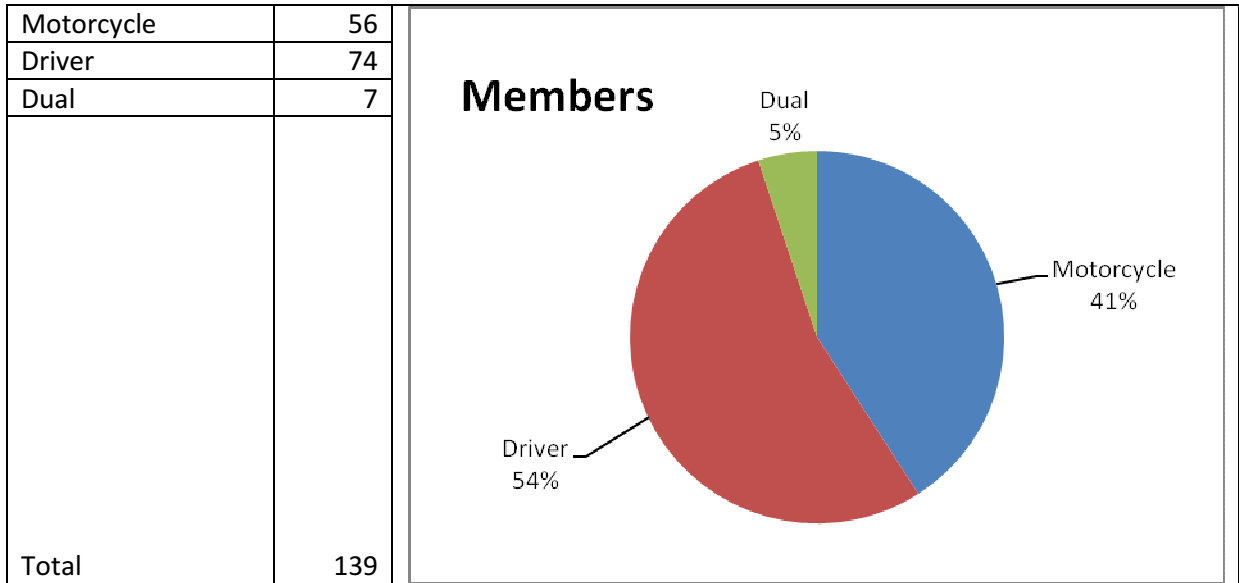
**Note:** All the above expenses were ratified by the committee during the year.

Closing Balance

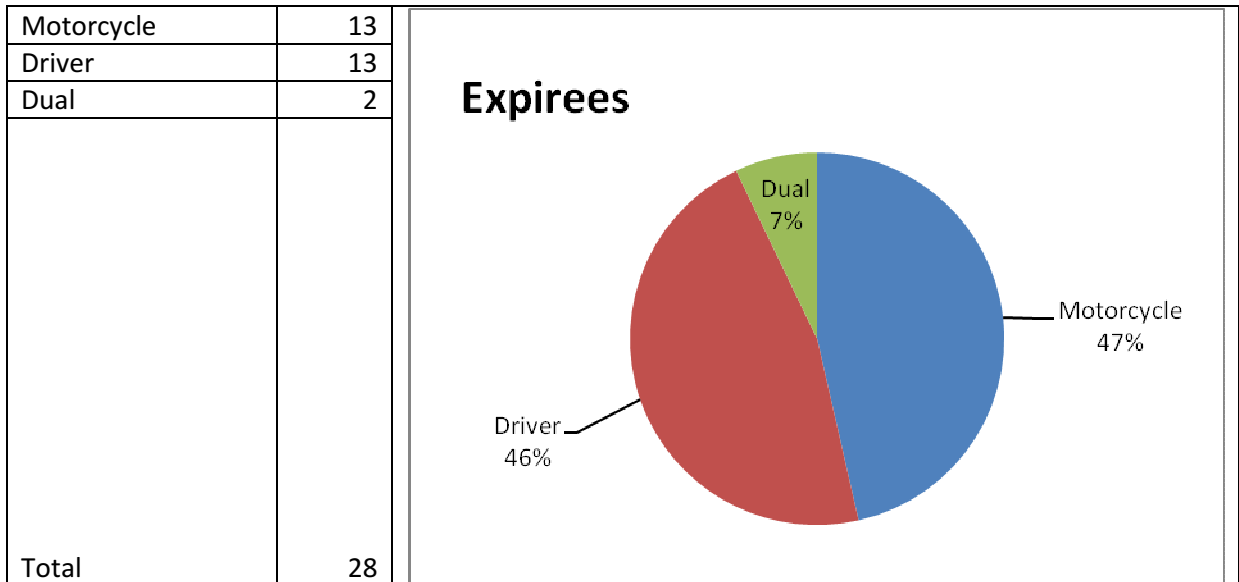
**Balance at 3<sup>rd</sup> November 2017** **£3,930.70**

**Membership Statistics for Year (04/11/16 - 03/11/17)**

Current Members:



Expired Members:



Outstanding Reminder Members:

Motorcycle	2
Driver	2
Total	4

**Note:** All expired members are emailed to determine whether they wish to renew. Expired members, previously canvassed, with regard to renewal and who did not respond will be removed from the membership list after a 6 month period of grace.

New Associates:

Motorcycle	19
Driver	20

Renewals:

Motorcycle	3
Driver	6

Test Results:

Grade	Motorcycle	Driver
Diploma	2	0
Gold	4	9
Silver	2	7
Bronze	0	0

Currently Under Training

	Activity Status	Total
Motorcycle	Training	8
	Training Actv.	11
	Tutor Training	1
Driver	Grade Retry	1
	Retest	1
	Training	10
Grand Total		32

Current Waiting List

	Date Added	Availability
Motorcycle	12/09/17	Weekend
	18/09/17	Weekend
	01/10/17	Week Day
	05/10/17	Weekend
Driver	23/11/17	Any Time
Grand Total		5

## FIRST ON SCENE Dr. WENDY PETERS

Dr. Wendy Peters, a retired GP and Adventure Medic, gave an interesting and informative talk on how to deal with casualties in an accident if you are first on scene. Wendy gave a step by step guide and demonstration that can save a life.

### First on Scene

#### First Priority

- Make the accident area safe.
- Your own safety is a priority. Pull your vehicle (motorbike/car) in somewhere safe before giving help.
- That done get to the crash scene, look at the situation and access.

#### Communication

- Quick count on how many casualties.
- Call emergency services.
- One casualty = one ambulance, three casualties = three ambulances and so on. Wendy mentioned that the days are gone when all casualties were loaded into one vehicle!

#### Location

- Know where you are. If on the motorway the roadside phones (one mile apart) give exact position or take the information from the blue rectangular signs placed approximately 400 yards apart.
- Sat nav will also give exact position.

#### Area Control

- If possible make vehicle/vehicles safe.
- Stop engine, open windows, put on brake.
- Use bystanders for assistance.
- Look out for broken glass and, especially for motorbikes, watch out for hot exhausts
- Use hazard lights, put on hi-vis jacket(always handy to have one in your vehicle)
- Warn others and create a distant and safe area around the scene

#### General

Carry a first aid kit in your vehicle. Kit should contain: Gloves, bandages and a pad of some description to stop heavy bleeding.

Remember that you cannot be sued for giving help!

Following the First on Scene, we were given a demonstration on how to remove a motorcycle helmet, with the volunteered assistance of Lilian Hobbs.

### Guidelines/Advice

- If the casualty is speaking and breathing do not remove the helmet.
- If the casualty cannot breathe, owing to false teeth, broken teeth, blood or vomit, death will occur if the helmet is not removed and the airway cleared.
- Ideally, removing the helmet is easier with two people.
  - One to remove the helmet and one to support the head
  - Have a suitable item to place under the head for support when ready.
  - If the air way can be cleared while the helmet is in the half removed position, this can be left as the top half can act as a head support

NB: Vomit in the lungs can cause death and also Pneumonia.

- Talk to the casualty. Keep them warm, use a space blanket if available
- Three actions to access are: LOOK - LISTEN – FEEL. Find the pulse on the neck or wrist.
- Give CPR if necessary.

Advice from Dr. Peters: There is no need to do the rescue puff; as when the blood stops it still has plenty of oxygen in it. If puffs are required: 2 puffs and 15 compressions.

The compressions can be done to the rhythm of "Nellie the Elephant" or "Staying Alive"

If a defibrillator is available, use it following the easy instructions.

Lilian mentioned that some defibrillators are situated outside buildings as locked equipment. If an emergency occurs and the defibrillator is needed to save a life, phone 999 and the code will be given to unlock the equipment.

Dr. Peters stated that the shock needs to be given within 4 minutes for a successful result.

I am sure that we all went home knowing more than when we arrived!





# AGM 2017 Minutes



## Attendees

Andy Anderson  
Santi Blanco Andres  
Chris Davidson  
Bill Gibbs  
Lilian Hobbs  
Jon Hurst  
Eirwyn John  
Keith Jones  
Tom Kenvin  
Lionel Matthews  
Terry Newman

Steve Nicholson  
Matthew Parker  
Barbara Parker  
Andy Piper  
Rosemary Robertson  
Daphne Slawson  
Richard Upton  
Bill Warburton  
Sue Whitehead  
Steve Woonton  
Peter Wright