



# AGM Minutes

## 28<sup>th</sup> February 2022



### Venue:

Over Zoom Tuesday , 19:30, 28<sup>th</sup> February

### Participants:

Thomas Kenvin (TK) - Chair

Eirwyn John (EJ) - Membership Sec./Treasurer

Richard Taylor (RT) - Chief Tutor (Driving)

Greg Evans (GE) - Chief Tutor (Riding)

Phil Dyer (PD) IoW Representative

The Attendance Register was compiled by Membership Secretary with 13 Members including the Committee members above confirming attendance on Zoom

### Apologies:

Peter Baggott; Mark Lee; Paul Moignard; Barry Thornton; Bill Warburton; Jon Cox, Jon Crabtree (Secretary)

### Agenda:

1. Host (Chair) Introduction
2. Confirmation and screen grab of all attendees for recording with minutes
3. Election of New Committee
  - With the exception of the group Secretary, the other members of the current committee are prepared to remain in post with the agreement of the AGM
  - Jon Crabtree is stepping down as Secretary after the completion of the minutes for this AGM
  - John Gravez, IoW based motorcycle member, has offered his services for the Secretary role. If no other member wishes to put their name forward then, with AGM agreement, John will take on the role
  - Invite to any other individual who wishes to join the committee in an initial unspecified role and be part of the group's decision making process
4. Reports from:
  - Treasurer
  - Membership Secretary
  - Chief Tutor (Driving)
  - Chief Tutor (Riding)
  - IoW Report
5. Adoption of new amended Constitution
  - Background summary
    - RoSPA Accreditation (3 year requirement)
    - Local Operations Policies (TBA) – Group specifics in current constitution but not in new (e.g. Chief Tutor role)

- AGM vote
6. Next Committee meeting
  7. AoB

### Meeting Details:

#### 1. Thanks to attendees

- Meeting opened at 19:30
- Chaired by TK
  - Thomas welcomed members to the groups first AGM over Zoom and thanked them for attending
  - Thomas informed members that he had taken over the role of Chair, in Autumn 2021, following the stepping down Daphne Slawson who had been in the role for over 10 years
- Agreed that Attendance Register would be confirmed by “signed off” emails from the Chair and Membership Secretary (in the absence of the Secretary)

#### 2. Attendees Review

- Attendees: - 5 Committee Members, 8 non committee members
- Jon Cox, who was unable to attend, emailed his intention of voting in agreement of the new constitution. Email included with Attendance Register documents
- List of Attendees screen grabbed from Zoom list and will be incorporated with the attendance register

#### 3. Election/Confirmation of New Committee

- Other than the Secretary (Jon Crabtree) all the current Committee are prepared to stay in place.
  - AGM voted: For: 13; Against: 0 – Motion passed
- John Gravez (JG - loW based rider) offered his services as Secretary
  - AGM voted: For: 13; Against: 0 – Motion passed and thank you to John
- The floor was canvassed to determine if any attendee wished to join the Committee in an initial, non-specified role – there were no further volunteers

#### 4.. Treasurer’s report

- EJ outlined a summary, details provided in the Appendix
  - Yearend balance: £6,777.43
  - A subsidy was offered to all Tutors towards the purchase of the new Roadcraft (2020); 9 tutors took up the offer costing the group a total of £157.80
- Both FY 2020 & 2021 have been signed off - Thanks to Peter Wright for reviewing and signing off both sets of accounts
- Latest FY (2021) available for view on Group Website
- Copies of previous FYs can be requested directly from Treasurer

### Membership secretary’s report

1. EJ outlined some key figures, full details provided in the Appendix

### **Chief Tutor (Driving) Report**

To set the scene, I was asked to take on the role of Chief Car Tutor last Autumn. The Pandemic had brought a time of challenge and change of circumstances for associates, members and tutors alike. Ongoing practicalities of coping with lockdowns, work commitments and individual health concerns has had a knock-on effect on the availability of tutors and associates midway through their training. Additionally there have been associates who have had to wait quite some time to start their training.

Two tutors have in the last two months had to step down for personal reasons. Their considerable contribution to safer driving in Hampshire is hugely appreciated and we wish them well.

So the good news is that after some juggling and horse trading the remaining tutors have all willingly stepped-up to take on new and existing associates. Several tutors are working with 3 ongoing associates under their wing.

One ongoing challenge that we have as a group is to maintain the numbers of tutors. The group needs the ability to sign up new tutors. There is a requirement for a qualified Advanced tutor to approve new tutors. An advanced tutor must have passed the Advanced Tutor written and driving assessments. I am pleased to report that we have secured the voluntary support of a local RoSPA Examiner, who has been able to work with the group to help qualify an experienced Tutor to Advanced level. The process is ongoing but we hope to have a qualified Advanced Tutor in the next couple of months.

I am very grateful to all the Tutors for their ongoing support to the group

Any Tutors who are interested in becoming Advanced tutor qualified should contact me to discuss.

### **Chief Tutor (Riding) Report**

- Greg explained that he had taken the over role in February 2022 from Lou de Marco
- The aim is to build on the excellent foundations laid by previous Chief Tutors, Peter Tesar and Lou and summarised below
- Increase visibility of RoSPA riders in Hampshire
  - High Vis RoSPA branded jackets for tutors
  - Business Cards and marketing information
  - Free assessed rides for the public at key biking events and or motorcycle dealer open days
- Tutor skill development; through
  - Rider training weekends
  - Slow riding courses
  - Tutor assessments (independent of RoADAR Hampshire)
- Monthly tutor social meets March/April through October
- Quarterly guest lectures for tutors and associates

The above plan could generate expectations on the group and there is concern that the number of current tutors would be unable to fulfil demand in a timely manner. The group needs to be aware of this and plan accordingly.

### IoW Report

- Covid has stopped an intended push to attract more members on IoW
- The IoW Advanced Motorist group intends a more active push on the island which could be a source of new members for the group

### 5. New Constitution

- TK outlined background for new Constitution
  - 3 yearly RoSPA re-accreditation requirement
  - RoSPA has issued a “model” constitution with some new inclusions so to cater for future changes, adopting the model would simplify future changes
  - New paragraph (6.2) on reporting on road incidents to RoSPA caused concern with regard to GDPR. This has been resolved by asking including a box on the membership application form, in the existing GDPR section, which seeks permission to share limited contact details with RoSPA. Agreeing to all GDPR conditions is a prerequisite of membership
  - Specific group “Rules/Requirements” included in old constitution (for example Chief Tutor is a group entity not a RoSPA entity) would be covered by additional group specific policies
- Barbara Parker raised some issues but these were addressed satisfactorily
- AGM vote
  - For: 14 (Attendees + 1 Proxy); Against: 0 – Motion passed to adopt new constitution
  - EJ to email adopted copy of constitution to TK in order to complete accreditation process with RoSPA

### 6. Next Committee Meeting

Committee to be circulated potential dates for next Committee Meeting within next 4 weeks

**Action: EJ/JG**

### 7. AOB

Concern was raised on the high level of the current bank balance and that funds should be directed towards better training or advertising. It was agreed that the Committee would take this on board.

**The AGM closed at 20:50**

### APPENDIX

#### Summary for Financial Year (01/11/19 - 31/10/20)

##### Opening Balance

**1<sup>st</sup> November 2019** **£5,235.94**

##### Receipts and Payments

###### **Receipts (Subscriptions)**

New Members

£1,205.00

Renewals

£345.00

###### **Payments**

**£799.83**

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

##### Closing Balance

**31<sup>st</sup> October 2020** **£5,986.11**

#### Payment Details

	Value
Refreshments	£24.70
Hire	£100.00
Misc.	£80.99
Postage	£2.03
Membership Refund	£45.00
Stationery	£21.00
Tutor Training	£285.00
Web	£241.11



# AGM Minutes 28<sup>th</sup> February 2022



## Summary for Financial Year (01/11/20 - 31/10/21)

### Opening Balance

**1<sup>st</sup> November 2020** **£5,986.11**

### Receipts and Payments

#### **Receipts (Subscriptions)**

New Members

£1,035.00

Renewals

£405.00

#### **Payments**

**£648.68**

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

### Closing Balance

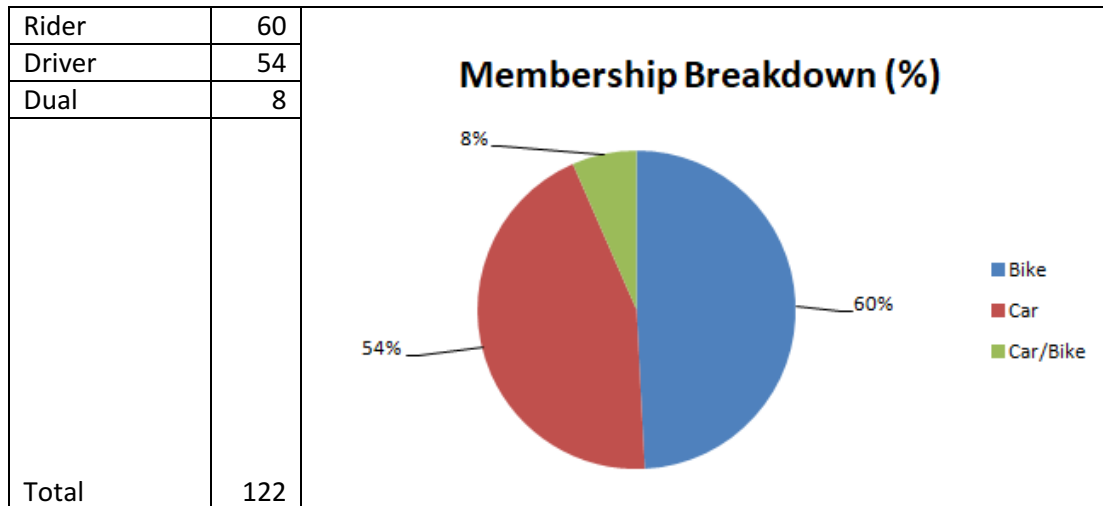
**31<sup>st</sup> October 2021** **£6,777.43**

## Payment Details

	Value
Tutor Review	£30.00
Tutor Training	£60.00
Tutor Group Ride	£110.00
Web	£290.88
Subsidy	£157.80

### Financial Year End (2021) Membership Statistics

**Membership:**



**Tutors:**

Level	Rider	Driver	Comments
Diploma	3	0	
Advanced	3	1	
Approved	5	10	
<b>Total</b>	<b>11</b>	<b>11</b>	Includes new and resigned tutors (see below)

**New Tutors:**

Level	Rider	Driver	Comments
Advanced	1	0	Existing Approved Riding Tutor Upgraded
Approved	2	0	

**Retiring/Resigning Tutors:**

Level	Rider	Driver	Comments
Approved	0	1	Resigned

### New Members since last AGM (2019)

	FY 2020	FY 2021	Total
Rider	17	21	38
Driver	10	4	14
<b>Total</b>	<b>27</b>	<b>25</b>	<b>52</b>

### Members Not Renewing since last AGM (2019)

	FY 2020	FY 2021	Total
Rider	18	17	35
Driver	14	13	27
Dual	1		1
<b>Total</b>	<b>33</b>	<b>30</b>	<b>63</b>

### FY 2020 and FY2021 - Test Results

Fin Yr.	Grade (Type)	Rider	Driver
2020	Diploma (Retest)	1	
	Adv. Tutor (Retest)	1	
	Gold (Initial)	2	4
	Gold (Retest)	1	4
	Silver (Initial)	6	4
	Bronze (Initial)	1	
<b>Total</b>		<b>12</b>	<b>12</b>
2021	Diploma (Retest)	1	
	Adv. Tutor (Initial)	1	
	Adv. Tutor (Retest)		1
	Gold (Initial)	3	2
	Gold (Retest)	1	4
	Silver (Initial)	3	1
	Silver (Retest)	1	1
	Bronze (Initial)	2	1
<b>Total</b>		<b>12</b>	<b>10</b>



### FY 2020 & FY21 - Tutored Runs

Member Type	FY	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
Driver	2020	12	2	13	6	6					1	7	12	59
	2021		2					1	1		3	2	4	13
Total		12	4	13	6	6		1	1		4	9	16	72
Rider	2020	3	3	4	4				9	15	21	23	24	106
	2021		9				9	15	13	9	7	9	12	83
Total		3	12	4	4		9	15	22	24	28	32	36	189

**Notes:**

1. Financial Year begins at the start of November and closes at the end of October
2. The above information is dependent on regular feedback from tutors, on a voluntary basis, of session details which does not always occur. Owing to the impact of Covid, in the last 2 years there has been more training activity with Riders than Drivers. The riding tutors have implemented a more formalised report back system to Associates, which is easily cc'd to the Membership Secretary, where the required details can be extracted from the report and does not any extra burden on these tutors.

### Current Financial Year (To Date)

#### New Members

	FY 2022
Rider	4
Driver	3
<b>Total</b>	<b>7</b>

#### Under Training

	Activity Status	Total
Rider	Training	19
	Tutor Training	1
	Awaiting Test	1
<b>Total</b>		<b>21</b>
Driver	Retest	3
	Training	13
	Awaiting Test	1
	Wait Tutor OK	1
<b>Total</b>		<b>18</b>
<b>Grand Total</b>		<b>39</b>

**Waiting List:** Clear

#### Tutored Runs to Date

FY 2022					
Member Type	Nov	Dec	Jan	Feb	Grand Total
Driver	5	2	8	5	20
Rider	16	12	12	4	44