



AGM Minutes

24th April 2023



Venue:

Over Zoom Monday , 19:30, 24th April

Participants:

Greg Evans (GE) - Chief Tutor (Riding) and Group Chairman
Tim Slade (TS) – Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer and chairing the meeting
Richard Taylor (RT) - Chief Tutor (Driving)

The Attendance Register (See Appendix) was compiled by Membership Secretary with 10 Members including the Committee members above confirming attendance on Zoom

Apologies:

Mark Lee; Paul Moignard; Phil Dyer (PD); Barbara Parker; Lou de Marco; Jane Perry; Dave Tetchner; Bill Warburton

Agenda:

1. 1. Host (Membership Sec.) Introduction
2. Confirmation and screen grab of all attendees for recording with minutes
3. Election of New Committee
 - All members of the current committee are prepared to remain in post with the agreement of the AGM
 - Interim Chair/Chief Tutor (Motorcycle) - Greg Evans (Interim Chair since January 2023)
 - Secretary - TS (newly appointed March 2023)
 - Membership Sec./Treasurer - Eirwyn John
 - Chief Tutor (Driving)- Richard Taylor
 - IoW Representative – Phil Dyer
 - 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 (Show of hands and volunteers contacted after the AGM)
 - General Committee Member
 - Social Secretary
 - Events Coordinator
 - Membership Sec . shadow
- 4 Reports from:
 - Treasurer/Membership Secretary
 - Very high level summary only as the above report will be circulated to all AGM invitees pre meeting for review.
 - Floor opened for any queries on the report
 - Chief Tutor (Driving)
 - Chief Tutor (Motorcycle) - to be rolled into Chair presentation

5. Chair
 - Where we are
 - Path ahead
6. Floor open for questions

Meeting Details:

1. **Thanks to attendees**
 - Meeting opened at 19:40
 - Chaired by EJ
 - welcomed members to the meeting and thanked them for attending
 - Agreed that Attendance Register would be confirmed by “signed off” email from the Secretary
2. **Attendees Review**
 - Attendees: - 4 Committee Members, 6 non committee members
 - List of Attendees screen grabbed from Zoom list and will be incorporated with the attendance register
3. **Election/Confirmation of New Committee**
 - All the current Committee are prepared to stay in place.
 - AGM voted: All in favour
 - The floor was canvassed to determine if any attendee wished to join the Committee in an initial, non-specified role – there was one post-meeting volunteer
4. **Treasurer’s report**
 - EJ outlined a summary, details provided in the Appendix
 - Yearend balance: £7,007.44
 - The FY 2022 accounts have been signed off - Thanks to Peter Wright for reviewing and signing off the accounts
 - Latest FY (2022) available for view on Group Website
 - Copies of previous FYs can be requested directly from Treasurer

Membership secretary’s report

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

Chief Tutor (Driving) report

- RT reported he had been in post for 18 months – his role to recruit and coordinate tutors. Thanked EJ for his support
- RT explained the need for advanced tutors and confirmed that two members had completed this training
- On the Isle of Wight plans for training a further two advanced tutors is underway; the existing RoSPA car examiner to act as trainer with an assessor approved by RoSPA national office coming across from the mainland
- Very grateful to all the tutors for their ongoing support to the group

Chief Tutor (Riding)/Group Chairman combined report)

- GE thanked EJ and committee for support.
- Succession planning is essential; members are encouraged to contact GE if interested in a role within the group
- Strategic objectives set at last AGM being implemented including performance indicator of 2% growth. Currently 5 advanced tutors and 10 tutors
- Strategic partnership has been formed with Thames Valley
- Slow riding course (new initiative) is set for 10 June (subject to funding approval from the committee)
- Attendance planned at next Sunday's event at Sammy Miller Motorcycle Museum
- Initiatives previously agreed to raise profile of the group – business cards, branded high viz vests, pop-up banners – now implemented
- Facebook page updated - need a volunteer to manage this
- Investing in people (IIP) - £1,500 has been set aside for tutor development
- As part of IIP, the tutor group recently completed a 3 day Tutor Development weekend in Tiverton and surrounding areas with a focus on personal riding skill development and discussing group procedures
- Guest speakers needed especially for winter meetings for which help is sought from membership
- Aiming for at least one in-person social evening for combined cars and bikes groups

5 Floor open questions

None

The AGM closed at 20:05

APPENDIX

Summary for Financial Year (01/11/21- 31/10/22)

Opening Balance

1st November 2021 **£6,777.43**

Receipts and Payments

Receipts (Subscriptions)

New Members	£1,035.00
Renewals	£135.00

Payments Expenses	£939.69
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Note: All the above expenses were ratified by the committee during the year.

Closing Balance

31st October 2022 **£7,007.74**

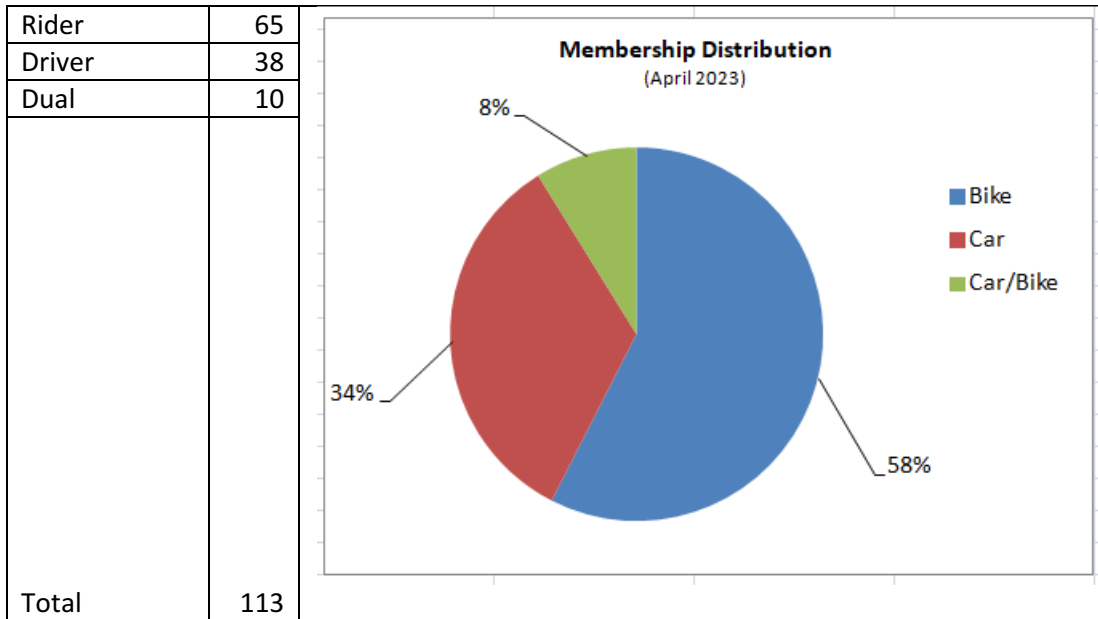
Expenses Details

	Value
Adv. Tutor Test	£50.00
Long Service Award Plaque (2 Members)	£133.00
Postage	£6.40
Stationery	£22.20
Tutor Group Ride	£10.60
Tutor Riding Gear	£200.30
Tutor Training	£110.00
Web Hosting Services	£263.31
Zoom Licence	£143.88

The full FY 2022 accounts were reviewed and signed off by group member, Peter Wright, on 15/11/2022. A full copy of the report can be viewed via a link on the Contact Us page of our group website.

Financial Year End (2022) Membership Report

Membership:



Tutors:

Level	Rider	Driver
Diploma	2	0
Advanced	3	1
Approved	5	10
Total	10	11

New Tutors:

Level	Rider	Driver
Advanced	0	0
Approved	0	0

Retiring/Resigning Tutors:

Level	Rider	Comments
Diploma	1	Resigned
Approved	1	Emigrated

New Members since previous AGM

	FY 2022
Rider	14
Driver	9
Total	23

Renewals since previous AGM

	FY 2022
Renewed	3
Declined	1

FY 2022 - Test Results

Grade (Type)	Rider	Driver
Adv. Tutor (Retest)	1	1
Gold (Initial)	6	6
Gold (Retest)		1
Silver (Initial)	3	1
Silver (Retest)		1
Total	10	10

FY 2022 - Tutored Runs

Member Type	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Driver	5	2	8	11	11	12	10	5	5	5	5	6	59
Rider	11	11	9	2	11	9	9	3	6	7	5	10	106
Total	16	13	17	13	22	21	19	8	11	12	10	16	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.

Current Financial Year (To Date)

New Members

Rider	6
Driver	2
Total	8

Under Training

	Activity Status	Total
Rider	Grade Retry	1
	Retest	1
	Training	15
	Tutor Training	2
Bike Total		19
Driver	Retest	2
	Training	6
	Tutor Training	2
	New Tutor Req'd.	2
Car Total		12
Grand Total		31

Waiting List:

Driver	1
Dual	1
Total	2

New Tutors:

Level	Rider	Driver	Comments
Advanced	0	2	Upgrades from Approved to Advanced
Approved	0	1	

Tutored Runs to Date

Member Type	Nov	Dec	Jan	Feb	Mar	Apr	Total
Driver	7	2	2	4	9	4	27
Rider	4	2	9	8	9	4	36
Total	11	4	11	12	18	8	63



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Attendance Register

Name	Signature
Greg Evans	Attendee
Eirwyn John	Attendee
Glynn Jones	Attendee
Matthew Jones	Attendee
Jeffrey Lough	Attendee
Adrian May	Attendee
Steve Nicholson	Attendee
Andrew Peplow	Attendee
Tim Slade	Attendee
Richard Taylor	Attendee

The above is a true record of members attending the AGM on date below

Name (Printed): Tim Slade
Group Position: Secretary
Signature Confirmed via Email
Date 24th April 2023