



RoADAR Hants Group

Meeting Minutes

For
Wednesday 16th September 2015



Venue:

Mendez Marine

Agenda:

1. Tutor Review
2. Previous Meeting Minutes
3. Financial Update
4. Membership Secretary Reports
5. Chief Tutor Reports
6. AGM/Mind Driving Workshop
7. AoB
8. Date of Next Meeting

Attendees:

Daphne Slawson (DS) - Chair
Alan Davis (AD) - Secretary
Eirwyn John (EJ) - (Membership Sec. & Treasurer)
Lilian Hobbs (LH) - Chief Tutor - Motorcycles
Barbara Parker (BP) - Chief Tutor - Cars
Andy Anderson (Senior Tutor - Motorcycles)
Bill Warburton (BW) - Member Rep

Apologies for absence

Terry Newman (TN) - Member Rep
Ian Piper (Member Rep)

Agenda Details:

1. Tutor Review

Chief Tutors: Barbara Parker (Driving) Lilian Hobbs (Motorcycle)

Both Chief tutors expressed the view that they are quite settled and content in their individual voluntary roles. Barbara felt that there are pressures at times, but she is able to work better under pressure. Both incumbents feel well supported by committee and members, in that they have all the necessary facilities to operate successfully. They both congratulated and thanked Eirwyn John, membership Secretary, for all the administrative support he provides. Lilian's only big issue relates to trying to keep up with new member and re-test demand, as all her tutors are currently full up, and a waiting list is likely to occur in the near future. Regular 'Rider' newsletters are appreciated, and one response indicated a 'family feel' in belonging to the sector.

Tutor up-date:

There are two associates awaiting bike tutors, and one person for the car section (the latter relates to an associates delay, not tutor availability). There were no issues raised in respect of tutors abilities, availability or indeed their application to the task. Lilian commented that a degree of 'tutor hogging' does occur, when some members experience difficulty in appropriately finishing their involvement, and need to make progress to test and finish. Barbara noted that a tutor had to postpone involvement for



RoADAR Hants Group

Meeting Minutes

For

Wednesday 16th September 2015



a while, due to a 'rear end' shunt, and there are other occasions when availability is limited by sickness or other commitments, but overall, there are very few problems. She felt that there are more requests for bikes than for cars, making for a steadier flow that is manageable within the car tutor group. With regard to the future, Lilian felt that the Group is a victim of its own success, in that there has been a steady 'demand' increase over the past year, and there will be a need for more tutors if the trend continues. The dual membership of RoADAR and IAM does help with bike tutors, but Lilian would like to recruit more tutors, in particular to cover the Portsmouth area.

There might be a need to have a fast track qualifying course, as a means of increasing tutor numbers in the motorcycle section - Lilian will consider and report back.

With regard to tutor training/refresher needs, both Chief tutors felt that most of the volunteer staff are up to date with practice procedures, so extra in-put at this time is not necessary. The recent special presentation evenings have been helpful, and attendance encouragement applies to both sections. It was noted that the day workshop with Stephen Haley in November will include training aspects applicable to all tutors, hence expectation that a full tutor attendance would be helpful on a learning basis, as well as to the overall group and members present.

Excluding the Chief Tutors, current list is as follows:

Motorcycles: Andy Anderson, Carl Calvert, Kevin Coleman, Stuart Dorey, Bill Gibbs, Vincent Hall, Keiron Parsons (mainly utilised for pre test assessments), Martin Thomas.

Cars: Shaun Dymond, Nigel Hocking, Paul Moignard, Daphne Slawson, Richard Taylor, Peter Wright.

There are 4 members stating and interest in becoming bike tutors and 1 in cars. Of thses, only 1 is in actual training.

Finally, a future review date was proposed for March 2016, when the level of response to the current pilot advertising/recruitment campaign, covering the Southampton area, will be known.

2. Previous Minutes:

The previous Minutes of 7th May 2015 were unanimously approved after the alteration in section 2) point 1(b) from "*Motorcycle & Car Tyre Companies to be approached*" to "*Motorcycle & Car Retailers + Tyre Companies to be approached*". Matters arising:-

2. (1b) Display Material

Further distribution agreed

2. Programme Strategy:

No October "event"

Agreement made to review 'meet & greet' plus labels for future events

AOB 2. No further action to be taken regarding EM Services:



RoADAR Hants Group

Meeting Minutes

For
Wednesday 16th September 2015



3. Financial Update

Current Balance in the Account is: **£2927.53**

The expenditure of **£196.22** has been made for:-

Sarisbury Green Room Hire

- 02/06/15 (Roadcraft Session)
- 02/09/15 (Meet the Examiner) – Advance Booking
- 15/11/14 (Mind Driving)) – Advance Booking

Lunch meeting: – Alan Davies (Sec) & Eirwyn John (Mem. Sec.)

Meeting Sundries + Gifts for Meet the Examiner Presenter

The meeting ratified this expenditure.

Agreed that Chief Tutor (Bikes) could submit petrol expense claims for "cross checking" exercises with existing Bike tutors

4. Membership Secretary Reports

Associate Charter amended with following updates:-

Potential Membership (New Section)

- No subscription required until tutor available
- Once tutor allocated, 14day window for receipt of sub before tutor released for any other waiting members

The Process with regard to Drivers and Riders (Updated Section)

- On receipt of sub, membership card emailed and details emailed to tutor
- Tutor contact Associate within 7 days of receipt of contact details

Membership Refund Rules (New Section)

- Outline rules and timescales for sub refund

New version of Associate Charter agreed for implementation. New version will be submitted for update of our web site

Action: EJ / LH

RoADAR Hants Group

Meeting Minutes

For Wednesday 16th September 2015

Associate Analysis

Curr Grade	(All)	▼	
GroupStatus	C	▼	
MembStatus	(All)	▼	
Associate Analysis			
MembType	▼	ActivityStatus	▼ Total
☐ Bike		Retest	2
		Training	19
Bike Total			21
☐ Car		Retest	3
		Training	11
		Awaiting Test	3
Car Total			17
Grand Total			38

New Associates: Jan 2015 to Date

GroupStatus	C	▼	
MembStatus	Assoc.	▼	
Member Numbers			
MembType	▼	Month Joined	▼ Total
☐ Bike		Jan	1
		Mar	1
		May	4
		Jun	1
		Aug	3
Bike Total			10
☐ Car		Jan	2
		Feb	2
		Mar	2
		Apr	1
		May	1
		Jun	3
		Aug	1
		Sep	1
Car Total			13
Grand Total			23



RoADAR Hants Group

Meeting Minutes

For
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Test Results Since Last Meeting

Motorcycles: Gold (1); Silver (1)
Cars: Gold (3); Silver (1)

Waiting List

07/09/15: Martin Fleming (B) – Fareham
06/07/15: Tony Harper (B) – Gosport/Hedge End

01/08/2015: Chris Taylor (C) – Locks Heath

5. Chief Tutors Reports:

Replaced by Tutor Review §1

6. AGM/Mind Driving Workshop

Planning and arrangements:-

- Proposal previously circulated with Agenda, copies attached.
- Remarks/Comments:
 - (1) Delete return of blank forms
 - (2) Invite needs to be more 'punchy'
 - (3) Arrangements for non internet members
 - (4) Consideration of disagreement/complaints?
 - (5) Proposed timescales need modification
 - (6) Lunch arrangements accepted.
 - (7) No raffle - request for donations on the day
 - (8) Agreed £50 donation to Driveskills Project
 - (9) Programme for the 'event' day agreed.

Further Action: AD / EJ

7. AoB

Bill reported that the Uni's meeting room cost quote was far too high.

Chair & Car Chief Tutor to attend Thames Valley training day on September 19th

Some members confused about RoADAR/RoSPA and the different roles/fees etc., which Lilian will resolve by adapting/altering website detail. EJ to provide relevant paragraph for standard template letter sent out when information requested

Action: EJ / LH

8. Date of Next Meeting

It was decided that there is requirement for another committee meetings before the AGM and the 'new' committee will arrange future appointments.