

Venue:

Various - Meeting run over Skype

Participants:

Daphne Slawson (DS) - Chair
Bill Warburton (BW) - Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer
Barbara Parker (BP) - Chief Tutor (Driving)
Lilian Hobbs (LH) - Chief Tutor (Riding)

Apologies:

None

Agenda:

- 1 Approval of Minutes of Last Meeting
- 2 Review Outstanding Actions from Last Meeting
- 3 Financial Report
- 4 Membership Secretary Report
- 5 Chief Tutor (Driving) Report
- 6 Chief Tutor (Riding) Report
- 7 AGM Planning
- 8 Review of Skype for future meetings
- 9 AOB
- 10 Next Meeting

Meeting Details:

1. **Approval of Minutes**
 - The Minutes from the 26/06/17 meeting were read and agreed
 - Minutes of the above meeting to be published on the website **Action (EJ)**
2. **Outstanding Actions**
 - PDF Version of Minutes for meeting of 29/03/17 uploaded to website - Actioned (EJ)
3. **Financial Report**

Current Balance in the Account is: **£3,930.70**
Since last meeting, an expenditure of **£1,152.78** has been incurred:-

 - Fasthost Web Builder - Jul/Oct monthly payments
 - Membership Refund - Nina Bosley-Gray
 - Radio and Associated Equipment for Motorcycle Tutors/Tutees
 - Subsidy distribution to 15 Members

The above expenses were ratified by the Committee
The Treasurer informed the group that FY 2017 closed on 03/11/17. Peter Wright has again agreed to review the final accounts for FY 2017

4 **Membership Secretary Report**

Waiting List:-

- Riders - 5
- Drivers - 1
- See Addendum for Stats

5 **Chief Tutor (Driving) Report**

- The car section is running smoothly with only one associate waiting for a tutor.
- Unfortunately we have recently lost two long standing tutors, Daphne Slawson and Nigel Hocking. Thank you to Daphne and Nigel for their time and dedication in training associates to obtain their RoSPA grade.
- Eirwyn John has been trained and HQ contacted to issue an Approved Tutor Certificate
- There is still a shortage of examiners in our area. Recently; an associate has been invited to take the RoSPA test meeting the examiner in Wimborne Dorset.
- Thank you to all our dedicated tutors for the work they do

6 **Chief Tutor (Riding) Report**

- Lillian has renewed her Diploma
- Andy Anderson has renewed his Diploma
- Steve Waters is local m/cycle examiner
- Two associates have dropped out
- Lillian has fast-tracked Jonathan Hurst as a m/cycle tutor

7 **AGM Planning**

- Earliest is last week of November, latest would be first week of December
- Venue –29/11 or 6/12 to follow up Ottebourne Village Hall **Action (EJ)**
- Determine if we can get Wendy Peters to present ‘First on Scene’ **Action (LH)**

8 **Skype Review**

- It was agreed that Skype has worked well
- Using Skype has potential to bring benefits for committee members by removing the requirement to travel to meet up at an agreed location

9 **AOB**

- Andy Anderson’s m/cycle posters
- Agreed subject to minor change regarding contribution for tutor’s expenses
- Lillian to format email for Eirwyn to email out to all Motorcycle Members to determine whether those currently under training are happy to continue over winter months or became inactive until the Spring and any interest in training as Tutors. The latter is to try ad free Tutors to address current Waiting List- **Action (LH/EJ)**

10 **Next Meeting**

- January/February 2018, to be decided after AGM

ADDENDUM

Member/Associate Activity Analysis

Member Activity		
VehicleTypeDesc	ActivityStatus	Total
Bike	Retest	1
	Training	6
	Training Actv.	12
	Tutor Training	2
Bike Total		21
Car	Retest	2
	Training	9
	Awaiting Test	1
	Wait Recont.	1
	Test Defer	1
Car Total		14
Grand Total		35

New Associates: November 2016 to Date

New Members			
Member Type	Join Year	Month	Total
Bike	2016	Nov	1
		2016 Total	
	2017	Jan	1
		Mar	2
		Apr	6
		May	1
		Jun	1
		Aug	3
		Sep	4
	2017 Total		
Bike Total			19
Car	2016	Nov	1
		Dec	4
	2016 Total		5
	2017	Jan	4
		Feb	1
		Mar	2
		Jun	3
		Aug	1
		Sep	4
		Nov	1
2017 Total			16
Car Total			21
Grand Total			40

Grade Analysis for Nov 2016 to Date

B'down					
Vehicle Category	Grade	Year	Mth	Total	
Bike	Diploma	2017	Oct	1	
			Nov	1	
	Diploma Total				2
	Gold	2016	Dec	1	
			2017	Apr	1
				May	1
				Sep	1
	Gold Total				4
	Silver	2017	Apr	1	
			May	1	
			Nov	1	
	Silver Total				3
	Car	Gold	2016	Dec	1
2017				Feb	1
			Mar	2	
			Apr	1	
			May	2	
			Sep	2	
Gold Total				9	
Silver		2016	Nov	1	
			Dec	1	
		2017	Apr	2	
			Jun	1	
			Sep	1	
Silver Total				6	
Grand Total				24	