



Committee Meeting Minutes For 21st February 2018



Venue:

Various - Meeting run over Skype

Participants:

Daphne Slawson (DS) - Chair
Tom Kenvin (TK) - 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 AGM minutes
- 2 Outstanding Actions
- 3 Financial Report
- 4 Membership Secretary Report
- 5 Chief Tutor (Driving) Report
- 6 Chief Tutor (Riding) Report
- 7 Accreditation Document
- 8 Review Constitution Amendment
- 9 AOB
- 10 Next Meeting

Meeting Details:

1. **Approval of Minutes**
 - The AGM Minutes were read and agreed by all committee members
 - Minutes of the above already published on web site
2. **Outstanding Actions**
 - None
3. **Financial Report**

Current Balance in the Account is: **£4138.60**
Since last meeting, an expenditure of **£212.10** has been incurred:-

 - Fasthost Web Builder (Nov – Feb monthly payments) + Domain Renewals
 - AGM Venue Hire
 - Printing/Posting Year End Accounts
 - AGM Presentation - Thank you gift for Guest Speaker
 - Tutor Conference Travel Subsidy
 - Stand & Additional Cables for Group Projector
 - Webcam for Secretary

The above expenses were ratified by the Committee

Thank you to Peter Wright for reviewing and signing off group account for FY 2017
EJ asked DS and TK to reply to EJ as specified by email. Committee discussed the mileage rate paid. Committee agreed to ask the person travelling how much it is likely to cost prior to travel and approve reasonable costs. Policy will be reviewed if expenses become unreasonable.

4 **Membership Secretary Report**

Waiting List:-

- Riders – 4
- Drivers – 1
- See Addendum for Stats
- 22 under training on bike (23 after the report compiled)
- 17 under training in car
- 5 rider passes and 5 driver passes since Nov 2017

5 **Chief Tutor (Driving) Report**

- Report submitted in advance adapted below without identifying details
- To date there are 17 Associates allocated a Tutor, all undertaking training bar 1 who joined in September and has yet to take up drives.
- No Associates waiting for a Tutor.
- EJ has joined the training team, bringing the total to 6.
- Two members are interested in becoming a Tutor. BP hopes to get one up and training soon, the second has to gain a RoSPA grade before training can start. **Action BP**

6 **Chief Tutor (Riding) Report**

- Ticking along
- Still has a waiting list
- Trying to encourage new tutors
- Back on the bike in April

7 **Accreditation Document**

- Sent for preliminary review on 15/2/2018 and prompt reply received.
- Despite indications that review would be complete early this week, review has not been received but TK will not chase this for another week. TK believes it is not reasonable to expect the turn around speed indicated. **Action TK**

8 **Review Constitution Amendment**

Proposed change to paragraph 6.6

Current: The Treasurer shall present at each meeting of the Committee a report showing the financial state of the Group.

Proposed: The Treasurer shall present at each meeting of the Committee a report showing the financial state of the Group, together with a report of all expenditure since the last committee meeting. This latter report must be "signed off" by 2 Committee Members, other than the Treasurer, and the action recorded in the minutes. The "sign off" can take the form of signatures or email confirmation which will be filed with the original documents.

Committee unanimous in rejecting proposed change to paragraph 6.6, leaving treasurer flexibility.



**Committee Meeting
Minutes
For
21st February 2018**



9 **AOB**

- Nobody had AOB

10 **Next Meeting**

- Provisional date of Wednesday 30/5/2018 agreed for next committee meeting via skype.
- Meeting closed 19:58.



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ADDENDUM

<u>Member/Associate Activity Analysis</u>	<u>New Associates: November 2017 to Date</u>																																																														
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Grade Analysis for 2017 to Date

Vehicle Category	Grade	Year	Mth	Total	
Bike	Diploma	2017	Oct	1	
			Nov	1	
	Diploma Total				2
	Gold	2017	Apr	1	
			May	1	
			Sep	1	
			Nov	1	
	Gold Total				4
	Silver	2017	Apr	1	
			May	1	
			Nov	1	
	Silver Total				3
	Car	Bronze	2017	Nov	1
		Bronze Total			
Gold		2017	Feb	1	
			Mar	2	
			Apr	1	
			May	2	
			Sep	2	
Gold Total				8	
Silver		2017	Apr	2	
			Jun	1	
			Sep	1	
	Nov		1		
Silver Total				6	
Grand Total				24	