



Committee Meeting Minutes For 6th June 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 Formal Approval of Minutes from 21/02/2018
- 2 Outstanding Actions
- 3 Financial Report
- 4 Memb.Sec Report
- 5 Chief Tutor (Driving) Report
- 6 Chief Tutor (Riding) Report
- 7 Accreditation Application
- 8 AOB
- 9 Next Meeting

Meeting Details:

1. **Approval of Minutes**
 - The Minutes from the 21/02/18 meeting were read and agreed
 - Minutes of the above meeting to be published on the website **Action (EJ)**

2. **Outstanding Actions**

- None

3. **Financial Report**

Current Balance in the Account is: **£4,437.94**

Since last meeting, an expenditure of **£120.66** has been incurred:-

- Fasthost
 - Web Builder: Mar - May monthly payments
 - 2 yr Domain Renewal - rospa-hants.org.uk
 - Windows Std Annual Renewal

The above expenses were ratified by the Committee

The Treasurer informed the group an unauthorised DD of £125 had been debited from the group account. This was raised with Barclays and the DD was credited back to the account. The DD was for an AA Breakdown Membership who were also contacted and informed of the "incorrect" account details for their records

4 **Membership Secretary Report**

Waiting List:-

- Riders - 6 (includes one current Member awaiting reallocation to an alternative tutor)
- Drivers - 0
- See Addendum for Stats
- 4 renewals this year
- Updated documents on the website to replace the old logo

5 **Chief Tutor (Driving) Report**

- No waiting members for training
- 1 training as a tutor has passed
- 1 will be trained as a tutor but not ready yet

6 **Chief Tutor (Riding) Report**

- As usual there is a waiting list
- One tutor had not been contacting the associates and has now dropped out
- Picked up another tutor who has a RoSPA diploma
- Not enough tutors in Portsmouth region

7 **Accreditation application**

- DS thanked anyone who has been involved in the accreditation application
- In discussing the constitution changes, it was unanimously agreed that committee/tutors who resign from their role should get a free 6 months with the group so as not to cut them off straight away.
- EJ will update the document with some changes and a new issue date and will send around to the committee. **Action (EJ)**

9 **AOB**

- EJ raised GDPR – currently on the website we announce new starters and congratulations. In a vote, DS, EJ, BP and LH voted in favour of retaining this whereas TK voted against. Therefore the practise will be retained.

10 **Next Meeting**

- Provisional date of Wednesday 3/10/2018 agreed for next committee meeting via skype.
- Meeting closed 19:56.

ADDENDUM

Member/Associate Activity Analysis				New Associates: November 2017 to Date																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; padding: 5px;">Member Activity</th> </tr> <tr> <th style="width: 20%; padding: 5px;">VehicleTypeDesc</th> <th style="width: 30%; padding: 5px;">ActivityStatus</th> <th style="width: 50%; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="padding: 5px;"><input type="checkbox"/> Bike</td> <td style="padding: 5px;">Training</td> <td style="text-align: right; padding: 5px;">6</td> </tr> <tr> <td style="padding: 5px;">Training Actv.</td> <td style="text-align: right; padding: 5px;">18</td> </tr> <tr> <td style="padding: 5px;">Awaiting Test</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">New Tutor Reqd.</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Bike Total</td> <td style="text-align: right; padding: 5px;">27</td> </tr> <tr> <td rowspan="4" style="padding: 5px;"><input type="checkbox"/> Car</td> <td style="padding: 5px;">Grade Retry</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Training</td> <td style="text-align: right; padding: 5px;">16</td> </tr> <tr> <td style="padding: 5px;">Tutor Training</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Test Defer</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Car Total</td> <td style="text-align: right; padding: 5px;">19</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Grand Total</td> <td style="text-align: right; padding: 5px;">46</td> </tr> </tbody> </table>				Member Activity			VehicleTypeDesc	ActivityStatus	Total	<input type="checkbox"/> Bike	Training	6	Training Actv.	18	Awaiting Test	2	New Tutor Reqd.	1	Bike Total		27	<input type="checkbox"/> Car	Grade Retry	1	Training	16	Tutor Training	1	Test Defer	1	Car Total		19	Grand Total		46	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 5px;">Joined This Year</th> </tr> <tr> <th style="width: 20%; padding: 5px;">MemTypeDesc</th> <th style="width: 15%; padding: 5px;">Years</th> <th style="width: 25%; padding: 5px;">DateJoined</th> <th style="width: 40%; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> Bike</td> <td rowspan="2" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Jan</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td rowspan="4" style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Feb</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Mar</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">May</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Bike Total</td> <td style="text-align: right; padding: 5px;">11</td> </tr> <tr> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> Car</td> <td rowspan="2" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Dec</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td rowspan="4" style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Jan</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Feb</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Mar</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Car Total</td> <td style="text-align: right; padding: 5px;">9</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Grand Total</td> <td style="text-align: right; padding: 5px;">20</td> </tr> </tbody> </table>				Joined This Year				MemTypeDesc	Years	DateJoined	Total	<input type="checkbox"/> Bike	<input type="checkbox"/> 2017	Nov	2	Jan	2	<input type="checkbox"/> 2018	Feb	2	Mar	1	Apr	2	May	2	Bike Total			11	<input type="checkbox"/> Car	<input type="checkbox"/> 2017	Nov	1	Dec	1	<input type="checkbox"/> 2018	Jan	2	Feb	2	Mar	3	Car Total			9	Grand Total			20															
Member Activity																																																																																																							
VehicleTypeDesc	ActivityStatus	Total																																																																																																					
<input type="checkbox"/> Bike	Training	6																																																																																																					
	Training Actv.	18																																																																																																					
	Awaiting Test	2																																																																																																					
	New Tutor Reqd.	1																																																																																																					
Bike Total		27																																																																																																					
<input type="checkbox"/> Car	Grade Retry	1																																																																																																					
	Training	16																																																																																																					
	Tutor Training	1																																																																																																					
	Test Defer	1																																																																																																					
Car Total		19																																																																																																					
Grand Total		46																																																																																																					
Joined This Year																																																																																																							
MemTypeDesc	Years	DateJoined	Total																																																																																																				
<input type="checkbox"/> Bike	<input type="checkbox"/> 2017	Nov	2																																																																																																				
		Jan	2																																																																																																				
	<input type="checkbox"/> 2018	Feb	2																																																																																																				
		Mar	1																																																																																																				
		Apr	2																																																																																																				
		May	2																																																																																																				
Bike Total			11																																																																																																				
<input type="checkbox"/> Car	<input type="checkbox"/> 2017	Nov	1																																																																																																				
		Dec	1																																																																																																				
	<input type="checkbox"/> 2018	Jan	2																																																																																																				
		Feb	2																																																																																																				
		Mar	3																																																																																																				
		Car Total			9																																																																																																		
Grand Total			20																																																																																																				
Grade Analysis for Apr 2017 to Date																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td rowspan="10" style="width: 15%; padding: 5px;"><input type="checkbox"/> Bike</td> <td rowspan="2" style="width: 20%; padding: 5px;"><input type="checkbox"/> Diploma</td> <td rowspan="2" style="width: 10%; padding: 5px;"><input type="checkbox"/> 2017</td> <td style="width: 10%; padding: 5px;">Oct</td> <td style="width: 10%; text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Diploma Total</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td rowspan="5" style="padding: 5px;"><input type="checkbox"/> Gold</td> <td rowspan="5" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">May</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Sep</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Gold Total</td> <td style="text-align: right; padding: 5px;">5</td> </tr> <tr> <td rowspan="3" style="padding: 5px;"><input type="checkbox"/> Silver</td> <td rowspan="3" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">May</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Silver Total</td> <td style="text-align: right; padding: 5px;">3</td> </tr> </tbody> </table>				<input type="checkbox"/> Bike	<input type="checkbox"/> Diploma	<input type="checkbox"/> 2017	Oct	1	Nov	1	Diploma Total				2	<input type="checkbox"/> Gold	<input type="checkbox"/> 2017	Apr	1	May	1	Sep	1	Nov	1	<input type="checkbox"/> 2018	Apr	1	Gold Total				5	<input type="checkbox"/> Silver	<input type="checkbox"/> 2017	Apr	1	May	1	Nov	1	Silver Total				3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td rowspan="10" style="width: 15%; padding: 5px;"><input type="checkbox"/> Car</td> <td rowspan="2" style="width: 20%; padding: 5px;"><input type="checkbox"/> Bronze</td> <td rowspan="2" style="width: 10%; padding: 5px;"><input type="checkbox"/> 2017</td> <td style="width: 10%; padding: 5px;">Nov</td> <td style="width: 10%; text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Bronze Total</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> Gold</td> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Feb</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Mar</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">May</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Sep</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Gold Total</td> <td style="text-align: right; padding: 5px;">10</td> </tr> <tr> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> Silver</td> <td rowspan="6" style="padding: 5px;"><input type="checkbox"/> 2017</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Jun</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Sep</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Nov</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Dec</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 2018</td> <td style="padding: 5px;">Apr</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Silver Total</td> <td style="text-align: right; padding: 5px;">7</td> </tr> </tbody> </table>				<input type="checkbox"/> Car	<input type="checkbox"/> Bronze	<input type="checkbox"/> 2017	Nov	1	<input type="checkbox"/> 2018	Apr	1	Bronze Total				2	<input type="checkbox"/> Gold	<input type="checkbox"/> 2017	Feb	1	Mar	2	Apr	1	May	2	Sep	2	<input type="checkbox"/> 2018	Apr	1	Gold Total				10	<input type="checkbox"/> Silver	<input type="checkbox"/> 2017	Apr	2	Jun	1	Sep	1	Nov	1	Dec	1	<input type="checkbox"/> 2018	Apr	1	Silver Total				7
<input type="checkbox"/> Bike	<input type="checkbox"/> Diploma	<input type="checkbox"/> 2017	Oct				1																																																																																																
			Nov		1																																																																																																		
	Diploma Total				2																																																																																																		
	<input type="checkbox"/> Gold	<input type="checkbox"/> 2017	Apr		1																																																																																																		
			May		1																																																																																																		
			Sep		1																																																																																																		
			Nov		1																																																																																																		
			<input type="checkbox"/> 2018		Apr	1																																																																																																	
	Gold Total				5																																																																																																		
	<input type="checkbox"/> Silver	<input type="checkbox"/> 2017	Apr	1																																																																																																			
May			1																																																																																																				
Nov			1																																																																																																				
Silver Total				3																																																																																																			
<input type="checkbox"/> Car	<input type="checkbox"/> Bronze	<input type="checkbox"/> 2017	Nov	1																																																																																																			
			<input type="checkbox"/> 2018	Apr	1																																																																																																		
	Bronze Total				2																																																																																																		
	<input type="checkbox"/> Gold	<input type="checkbox"/> 2017	Feb	1																																																																																																			
			Mar	2																																																																																																			
			Apr	1																																																																																																			
			May	2																																																																																																			
			Sep	2																																																																																																			
			<input type="checkbox"/> 2018	Apr	1																																																																																																		
	Gold Total				10																																																																																																		
<input type="checkbox"/> Silver	<input type="checkbox"/> 2017	Apr	2																																																																																																				
		Jun	1																																																																																																				
		Sep	1																																																																																																				
		Nov	1																																																																																																				
		Dec	1																																																																																																				
		<input type="checkbox"/> 2018	Apr	1																																																																																																			
Silver Total				7																																																																																																			