



**Committee Meeting
Preliminary Minutes
For
11th February 2020**



Venue:

Various - Meeting run over Skype

Participants:

Daphne Slawson (DS) - Chair
Jon Crabtree (JC) - Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer
Barbara Parker (BP) - Chief Tutor (Driving)
Peter Tesar - Chief Tutor (Riding)
Phil Dyer (IoW Representative)

Apologies:

None

Agenda:

Formal Approval of AGM minutes
Outstanding Actions
Financial Report
Memb.Sec Report
Chief Tutors Summary
AoB
Next Meeting

Meeting Details:

1. **Approval of Minutes**
 - The AGM Minutes from 19/11/19 meeting formally agreed
Publish on website
2. **Outstanding Actions**
 - None
3. **Financial Report**

Current Balance in the Account is: **£5,474.01**
Since last meeting, an expenditure of **£181.93** has been incurred:-

 - AGM Costs - Room hire & £25 voucher for guest speaker
 - Printing Year End Accounts and postal charges to send out for audit
 - Fasthost - Web Builder: Nov - Feb monthly payments + domain renewals

The above expenses were ratified by the Committee

Actioned (EJ)

4 **Membership Secretary Report**

Waiting List:-

- Riders - 5
 - Includes one Member who did car test Apr-19
- Drivers - 1
 - Bank details emailed - awaiting membership payment (Tutor :BP)
 - 2 members who were going to contact tutors when ready have been set to inactive and status left group as no contact to date
 - 1 to contact EJ Jan-19
 - 1 to contact BP Sep-18
- See Addendum for Stats

5 **Chief Tutor (Driving) Report**

- All members have been placed with appropriate drivers tutors.

6 **Chief Tutor (Riding) Report**

- Welcome to Peter. All rider diploma holders got together late last year to formulate a plan and utilise the existing database to reach out to associates that has passed with Silver and above. Trainee tutor program is to be initiated in April 2020. A training manual with associated documents to be prepared and logged. There are currently 6 key riding tutors, 5 on the mainland, 1 on the IoW.

7 **Isle of Wight Report**

- Phil Dyer joined for the island. There is a lack of associates at present and the IoW team are looking to put out some advertising campaign but, due to a lack of affiliation there has been a decline in new members. The Lord Lieutenant is going to be the new present and will be undertaking advanced driving lessons. The IoW still have both IAM and RoSPA membership but, the RoSPA group now states Hampshire and IoW.

8 **AOB**

1. The Committee accepts the resignation of Dr Lilian Hobbs, from the group, and thanks her for all the effort and time she has contributed as a Committee Member, Tutor and Chief Tutor over more than 5 years of involvement with the group
2. It was agreed that the new process designed around encouraging existing Motorcycle members, with current Silver or Gold passes, to consider tutoring for the group and providing a more rigorous training regime is to be rolled out.

9 **Next Meeting**

Next meeting to take place later in the year.



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ADDENDUM

<u>Member/Associate Activity Analysis</u>	<u>New Associates: November 2019 to Date</u>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Category</th> <th style="width: 30%;">Training Type</th> <th style="width: 40%;">Total</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Bike</td> <td>Grade Retry</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Training</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Training Actv.</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Tutor Training</td> <td style="text-align: right;">1</td> </tr> <tr> <td colspan="2">Bike Total</td> <td style="text-align: right;">14</td> </tr> <tr> <td rowspan="2">Car</td> <td>Retest</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Training</td> <td style="text-align: right;">11</td> </tr> <tr> <td colspan="2">Car Total</td> <td style="text-align: right;">12</td> </tr> <tr> <td colspan="2">Grand Total</td> <td style="text-align: right;">26</td> </tr> </tbody> </table>	Category	Training Type	Total	Bike	Grade Retry	1	Training	10	Training Actv.	2	Tutor Training	1	Bike Total		14	Car	Retest	1	Training	11	Car Total		12	Grand Total		26	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">MembTypeDesc</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Bike</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Car</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Grand Total</td> <td style="text-align: right;">7</td> </tr> </tbody> </table>	MembTypeDesc	Total	Bike	3	Car	4	Grand Total	7
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Grade Analysis for Current Financial Year			
VehicleTypeDes	CurrGrade	TestType	Total
Bike	Silver	Initial	2
	Silver Total		2
Bike Total			2
Car	Gold	Initial	3
		Retest	3
	Gold Total		6
	Silver	Initial	3
Silver Total		3	
Car Total			9
Grand Total			11