



## Committee Meeting For 14<sup>th</sup> June 2021



### Venue:

Meeting run over Zoom

### Participants:

Thomas Kenvin (TK) - Chair  
Jon Crabtree (JC) - Secretary  
Eirwyn John (EJ) - Membership Sec./Treasurer  
Richard Taylor (RT) - Chief Tutor (Driving)  
Lou de Marco - Chief Tutor (Riding)  
Phil Dyer (IoW Representative)

### Apologies:

### Agenda:

Formal Approval of minutes for last Committee Meeting 24/02/21  
Welcome on board to new Chair and Chief Tutor (Driving)  
Financial Report  
Memb.Sec Report  
Chief Tutor Reports  
Isle of Wight  
Appreciation for years of services to the group provided by departing Chair and Chief Tutor (Driving)  
Amendment of constitution to remove restriction that Chief Tutor has to be an Advanced Tutor  
Rotation of roles within the group executive  
Review of current membership fee (other RoSPA groups/IAM comparison)  
Review of member contributions to motorcycle tutors with regard to wording in the published Associate charter  
AoB  
Next Meeting

### Meeting Details:

1. **Approval of Minutes**
  - The Minutes from 24/02/21 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

**Actioned (EJ)**

2. **New Chair and Chief Tutor (Driving)**  
  
Thomas and Richard welcomed on committee

3. **Financial Report**  
Current Balance: **£6,259.09**

Since last meeting, an expenditure of £205.18 has been incurred:-

- Fasthosts
  - Web Builder – Mar– Jun
  - Windows Standard annual renewal
- Roadcraft 2020 purchases for tutors (Max. Claim £18.99)

The above expenses were ratified by the Committee

Note: Since still in lockdown, latest yearend report has not been able to be printed and posted to Peter Wright for formal sign off.

Breakdown of Income and Expense for Current Financial Year

| Description    | CR      | DB      |
|----------------|---------|---------|
| Renewal        | £225.00 |         |
| New Member     | £450.00 |         |
| Web            |         | £154.22 |
| Tutor Review   |         | £30.00  |
| Tutor Training |         | £60.00  |
| Subsidy        |         | £157.80 |
|                |         |         |
| Totals         | £675.00 | £402.02 |

4 **Membership Secretary Report**

Waiting List:-

- Driving – 3 (One with sub o/s)
- Riding - 1

5 **Chief Tutor (Driving) Report**

Work under way to get more advanced tutors involved with the group, working with Colin McNeil who undertakes test for RoSPA. He would be happy to speak with the group.

6 **Chief Tutor (Riding) Report**

Ride out due this Saturday, there has been lots of tutoring going on of late. There is only one person left for allocation, so need to drum up some more interest in the riding side.

Need to look for additional members for training on the loW to occupy the two tutors we have there.

7 **Isle of Wight**

An advertising campaign is still on the cards in order to get more membership interest.

8 **Appreciation for years of services**

Thanks to both Daphne and Barbara for the many years of service. They are both lifetime members but, it is felt that given their service to the group this should be rewarded. Review best option for recognising service to the group.

ACTION – TK and RT to review and feedback



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- 9 **Amendment of constitution to remove restriction that Chief Tutor**  
Due to the group no longer having a Chief Tutor who fits the constitutional criteria, proposal to amend the constitution to ensure the group can go forwards. Agreed.  
ACTION – EJ to review and disseminate
- 10 **Rotation of roles within the group executive**  
Suggestion that the group roles are rotated on a yearly basis which should encourage more diversity in the group and give an expectation that all members can and should step forward to ensure the group is able to run.
- 11 **Review of current membership fee**  
Current membership fee has been £45 for some years now. Consideration for increasing the fee? At this time no agreement from the committee. Questions raised about what return on investment people receive from the membership fee. To be reviewed again at next meeting.
- 12 **Review of member contributions to wording in the published Associate charter**  
Changes to the charter proposed around removal of the voluntary part from the motorcycle section. Rejected – This part has been kept in the charter in order to be clear that RoSPA is not a commercial venture and removes additional insurance requirements.
- 13 **AOB**  
**Allowable Expenses**  
Agreed, expenses can continue as previously agreed for riding section.

**Group Role Handover**

This has taken place in the last month, no AGM at this time to formally amend roles.

ADDENDUM

Member/Associate Activity Analysis

| Member Activity |                |       |
|-----------------|----------------|-------|
| Vehicle         | ActivityStatus | Total |
| Bike            | Training       | 18    |
|                 | Awaiting Test  | 1     |
| Bike Total      |                | 19    |
| Car             | Training       | 10    |
|                 | Awaiting Test  | 2     |
| Car Total       |                | 12    |
| Grand Total     |                | 31    |

New Associates: November 2020to Date

| New Members |      |       |
|-------------|------|-------|
| DateJoinedF | Type | Total |
| 2020        | Bike | 19    |
|             | Car  | 10    |
| 2020 Total  |      | 29    |
| 2021        | Bike | 10    |
| 2021 Total  |      | 10    |
| Grand Total |      | 39    |

| Grade Analysis for Financial Year 2020  |         |               |              |       |    |
|---|---------|---------------|--------------|-------|----|
| Grade Analysis for Group Financial Year |         |               |              |       |    |
| Category                                | Fin Yr. | Grade         | TestTypeDesc | Total |    |
| Bike                                    | 2020    | Bronze        | Initial      | 1     |    |
|   |         | Bronze Total  |              |       | 1  |
|   |         | Diploma       | Retest       | 1     |    |
|   |         | Diploma Total |              |       | 1  |
|   |         | Gold          | Initial      | 3     |    |
|   |         |               | Retest       | 2     |    |
|   |         | Gold Total    |              |       | 5  |
|   |         | Silver        | Initial      | 6     |    |
|   |         |               | Silver Total |       |    |
|   |         | 2020 Total    |              |       | 13 |
| Bike Total                              |         |               |              | 13    |    |
| Car                                     | 2020    | Gold          | Initial      | 4     |    |
|   |         |               | Retest       | 4     |    |
|   |         | Gold Total    |              |       | 8  |
|   |         | Silver        | Initial      | 4     |    |
|   |         |               | Silver Total |       |    |
|   |         | 2020 Total    |              |       | 12 |
| Car Total                               |         |               |              | 12    |    |
| Grand Total                             |         |               |              | 25    |    |

  

| Grade Analysis for Current Financial Year |         |              |              |       |   |
|---|---------|--------------|--------------|-------|---|
| Grade Analysis for Group Financial Year   |         |              |              |       |   |
| Category                                  | Fin Yr. | Grade        | TestTypeDesc | Total |   |
| Bike                                      | 2021    | Bronze       | Initial      | 1     |   |
|   |         | Bronze Total |              |       | 1 |
|   |         | Silver       | Initial      | 1     |   |
|   |         | Silver Total |              |       | 1 |
|   |         | 2021 Total   |              |       | 2 |
| Bike Total                                |         |              |              | 2     |   |
| Car                                       | 2021    | Bronze       | Initial      | 1     |   |
|   |         |              | Bronze Total |       |   |
|   |         | Gold         | Initial      | 1     |   |
|   |         |              | Retest       | 2     |   |
|   |         | Gold Total   |              |       | 3 |
|   |         | Silver       | Initial      | 1     |   |
|   |         |              | Silver Total |       |   |
| 2021 Total                                |         |              | 5            |       |   |
| Car Total                                 |         |              |              | 5     |   |
| Grand Total                               |         |              |              | 7     |   |