



Committee Meeting For 18th October 2021



Venue:

Meeting run over Zoom

Participants:

Thomas Kenvin (TK) - Chair
Eirwyn John (EJ) - Membership Sec./Treasurer
Phil Dyer (PD) IoW Representative

Apologies:

Richard Taylor (RT) - Chief Tutor (Driving)
Lou de Marco (LdM) - Chief Tutor (Riding)
Jon Crabtree (JC) - Secretary

Agenda:

- 1 Formal Approval of minutes for last Committee Meeting 14/06/21
- 2
 1. Update on actions from previous meeting
 - a. Appreciation for years of services (Daphne & Barbara) - ACTION: TK and RT
 - b. 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 – ACTION: EJ
- 3 Financial Report
- 4 Memb.Sec Report
- 5 Chief Tutor (Driver) Reports
- 6 Chief Tutor (Rider) Reports
- 7 IoW Report
- 8 AoB
- 9 Next Meeting

Meeting Details:

1. Approval of Minutes

The Minutes from 14/06/21 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

Actioned (EJ)

2. Update on Actions from Previous Meeting

1. Appreciation for years of services [REDACTED]

Glass Trophy identified: <https://www.timpson.co.uk/engraved-products/trophies/premium-crystal-glass/jade-glass-awards/thick-jade-glass-award-hc036.html>

Alternative wording for engraving to be submitted

Action (EJ)

Flower bouquet: <https://www.flowercard.co.uk/true-grace>

Committee agreed that both trophy and flowers would be an appropriate gesture in thanking the ladies for their long time service to the group

2. Amendment of constitution to remove restriction of minimum Advanced qualification for Chief Tutor role

Committee agreed with the minor update to the constitution and published on the group web site

3. Financial Report

Current Balance: **£6,687.43**

Since last meeting, an expenditure of £246.66 has been incurred:-

- Fasthosts: Web Builder – Jul to Oct
- Motorcycle Tutors Rides Out - June and September
- Purchase of 1 year Zoom Licence (25% Discount over normal annual cost for 1 year

The above expenses were ratified by the Committee

Note: Last yearend report still not submitted for Peter Wright for formal sign off.

Breakdown of Income and Expense for Current Financial Year:-

Description	CR	DB	Change Since Last Meeting
New Member	£945.00		+ £500.00
Renewal	£405.00		+£180.00
Web		£290.88	+£136.66
Tutor Review		£30.00	None
Tutor Training		£60.00	None
Tutor Group Ride		£110.00	+ £110.00
Subsidy		£157.80	None
Totals	£1,350.00	£648.68	

4 **Membership Secretary Report**

Waiting List:-

- Driving – 1 (Tutor emailed for volunteer)
- Riding - 0

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. Meeting with Colin, RT and EJ scheduled for 02/11/21

6 **Chief Tutor (Riding) Report**

There are 9 active tutors (7 Mainland/2 IoW), plus Peter Tesar who remains available for some activities. Another tutor (Mark Lee) is being trained by Graham Knight.

Kevin Coleman has left us (and motorcycling).

There are no applicants waiting for allocation and our IOW tutors now have three associates between them. It is fortuitous that we have taken on Graham Knight, a Diploma holder from Wokingham and Gemma Allen, an Advanced tutor, who lives in Arlesford. Graham has accepted a new associate from Farnborough as well as training Mark Lee, and Gemma has taken on one of Peter T's associates.

A steady stream of associates are being tested and we could usefully take on additional beginners.

A Tutor meeting and ride-out on 25 September and hope to do it again before year's end.

It is my intention to stand down as Chief Tutor in January 2022. I'm hoping to spend more time abroad with my protégé, who is now a motorcycle GP rider (VisionTrack Honda), but hope to be able to continue with one or two associates. I am looking for a potential successor..

7 **Isle of Wight**

Little activity on the Driver side. 2 new Motorcycling Associates

8 **AoB**

Raised by LdM

In anticipation of me resigning as Chief Tutor in January 2022, may I ask the committee their feelings about whether they would be prepared to offer mileage payments to Diploma holder Graham Knight (who lives in Wokingham), for RoSPA Hants business conducted South of the latitude of Andover, should he volunteer to become the Chief Tutor. He is our only other active Diploma holder, and my own feeling is that it is useful, if possible, to utilise the Diploma qualification in the Chief Tutor role. Neither of our other Senior Tutors is likely to volunteer.

The committee has no problem of [redacted] taking on the role of Motorcycle Chief Tutor and authorises LdM to approach [redacted] with the offer.

We would ask that the initial approach to [redacted] is to take on the CT role and await his response and whether he brings up the issue of expenses incurred in performing the role from outside the "defined" group area.

The committee is concerned that offering payment for incurred expenses, even from outside the group area, could set a precedent and result in unforeseen repercussions. Therefore to ensure tight financial control, the committee would need review such requests on a one by one basis.

An alternative would be to offer part sponsorship of a RoSPA Level 3 Award course to an existing tutor, conditional on them volunteering to take on the Chief Tutor role for a specific period.

The committee feels that to offer sponsorship of a RoSPA Level 3 Award would be prohibitive considering the £1200 cost of the course. The offer to cover an Advanced tutor test, around £40, is more reasonable but would be regarded as being a derisory offer towards the cost of the Level 3 test and therefore, not worth offering.

AGM

Some discussions need to be undertaken with regard to organising an AGM whether it is at a venue or over Zoom. EJ informed committee that current year end will close on 31/10/21 and report will be available for review a few weeks later. Suggested date late November, early December.

Committee will be circulated for views

Action: (EJ)

9 **Next Meeting**

To be agreed at a later date



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ADDENDUM

<u>Member/Associate Activity Analysis</u>	<u>New Associates: November 2020 to Date</u>																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Member Activity</th> <th style="width: 60%;"></th> <th style="width: 20%;"></th> </tr> <tr> <th>Vehicle</th> <th>ActivityStatus</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Bike</td> <td>Retest</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Training</td> <td style="text-align: right;">17</td> </tr> <tr> <td colspan="2">Bike Total</td> <td style="text-align: right;">18</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;">14</td> </tr> <tr> <td colspan="2">Car Total</td> <td style="text-align: right;">15</td> </tr> <tr> <td colspan="2">Grand Total</td> <td style="text-align: right;">33</td> </tr> </tbody> </table>	Member Activity			Vehicle	ActivityStatus	Total	Bike	Retest	1	Training	17	Bike Total		18	Car	Retest	1	Training	14	Car Total		15	Grand Total		33	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">New Members</th> </tr> <tr> <th>DateJoinedF</th> <th>Type</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2">2021</td> <td>Bike</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Car</td> <td style="text-align: right;">4</td> </tr> <tr> <td colspan="2">2021 Total</td> <td style="text-align: right;">23</td> </tr> <tr> <td colspan="2">Grand Total</td> <td style="text-align: right;">23</td> </tr> </tbody> </table>	New Members			DateJoinedF	Type	Total	2021	Bike	19	Car	4	2021 Total		23	Grand Total		23
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Grade Analysis for Current Financial Year					Grade Analysis for Financial Year 2020								
Category	Fin Yr.	Grade	TestTypeDesc	Total	Category	Fin Yr.	Grade	TestTypeDesc	Total				
Bike	2021	Bronze	Initial	2	Bike	2020	Bronze	Initial	1				
		Bronze Total		2			Bronze Total		1				
		Diploma	Retest	1			Diploma	Retest	1				
		Diploma Total		1			Diploma Total		1				
		Gold	Initial	2			Gold	Initial	2				
			Retest	1				Retest	1				
		Gold Total		3			Gold Total		3				
		Silver	Initial	1			Silver	Initial	6				
		Silver Total		1			Silver Total		6				
		Adv. Tutor	Retest	1			Adv. Tutor	Retest	1				
		Adv. Tutor Total		1			Adv. Tutor Total		1				
		2021 Total					8	2020 Total				12	
		Bike Total					8	Bike Total				12	
Car	2021	Bronze	Initial	1	Car	2020	Gold	Initial	4				
		Bronze Total		1			Gold Total		8				
		Gold	Initial	2			Gold	Retest	4				
			Retest	4				Silver	Initial	4			
		Gold Total		6			Silver Total		4				
		Silver	Initial	1			Silver	Initial	4				
			Retest	1				Retest	1				
		Silver Total		2			Silver Total		4				
		Adv. Tutor	Retest	1			Adv. Tutor	Retest	1				
		Adv. Tutor Total		1			Adv. Tutor Total		1				
2021 Total				10	2020 Total				12				
Car Total				10	Car Total				12				
Grand Total				18	Grand Total				24				