



Committee Meeting Minutes 25th April 2022



Venue:

Meeting run over Zoom

Participants:

Thomas Kenvin (TK) – Chair
John Gravez (JG) - Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer
Richard Taylor (RT) - Chief Tutor (Driving)
Greg Evans - Chief Tutor (Riding)
Phil Dyer (PD) IoW Representative

Apologies:

None

Meeting Details:

Red text denotes action required

Start: 19:09

1. Approval of Minutes

The Minutes from 29/12/21 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

Actioned: (EJ)

2. Treasurer's Report

Current Balance: **£6,830.08**

Since last meeting, an expenditure of £577.35 has been incurred:-

- Purchase of 2 long service glass plaques for 2 Life Members
- Fasthosts: Web Builder and Annual and Bi-annual Domain charges – Nov to Apr
- Stationery and Postage Costs incurred in producing 2020 and 2021 Year end accounts
- Motorcycle New Tutor Training and Motorcycle Tutors Rides Out in December
- Advanced Tutor (Driving) - RoSPA Test fee
- Motorcycle Tutor Riding Gear : HI-vis and Logos

Breakdown of Income and Expense for Current Financial Year:-

Description	CR	DB	Change Since Last Meeting
New Member	£540.00		£0.00
Renewal	£90.00		£0.00
Web Related		£220.17	£0.00
Adv. Tutor Test		£50.00	£0.00
Tutor Training		£90.00	£0.00
Tutor Riding Gear		£44.98	£0.00
Tutor Group Ride		£10.60	£0.00
Plaques		£133.00	£0.00
Stationery		£28.40	£0.00
Totals	£630.00	£577.35	

The above expenses were ratified by the Committee

3. Membership Secretary Report

Waiting List:-

- Driving: 1
- Riding: 0

See Addendum for further details

4. Chief Tutor (Driving) Report

RT confirmed that training is now increasing at a steady rate, and all tutors participating, and test results are generally good.

Shaun Dymond has passed his advanced tutor test, and it was suggested that he is asked to give feedback on the process and experience - **RT to action**

RT confirmed his intention to step down from the role of Chief driving tutor, TK gave thanks for his contribution and work to date.

It was suggested the current pool of driving tutors could be contacted to see if anyone would be interested in the role – **RT to action**

PD raised the issue of there being no advanced driving tutors on the Isle of Wight, and is there a solution to this?

Various issues were identified, travel time, travel cost etc. PD raised the question of the ROSPA coaching certificate and whether this would count as an advanced tutor qualification?

The committee agreed this option needs exploring and if viable the Island could be treated as a special case and as such reasonable expenditure could be allocated to support the training. **PD to get more detail and report back**

5 **Chief Tutor (Riding) Report**

GE reported that he has had one to one meetings with all of the existing riding tutors since the last AGM meeting

Feedback from the tutors has been very constructive and helpful in planning the strategy for the next 12 months

Potentially, 3 of the existing 11 tutors will be resigning or stepping down soon, this could be an issue with regards to tutor capacities.

6 **Isle of Wight Report**

PD reported that The IOW Group of Advanced Motorists have approached the local radio station with regards to advertising on both the radio and local magazine The Beacon.

If this initiative goes ahead the local IOW group will fund it, but the increased visibility and marketing will prove beneficial to the Hampshire ROSPA group.

7 **Vision for the group (GE)**

The committee discussed the current vision of the group – The general consensus was that it was to maintain and improve as required, road safety by delivering good quality and consistent training.

In order to facilitate this, organic growth may be required in terms of both associates and tutors, the committee agreed that targeting young people was a priority, as was investigating the best communication channels and ways to share the message and vision.

TK suggested that a better understanding of our existing membership demographic is required and that this could then be used to agree KPI's and recruitment targets going forward - **EJ to action within the constraints of GDPR legislation**

8 **Marketing and Visibility (agenda items 8,9 and 10 naturally merged into one discussion)**

The committee discussed ways to raise the profile of the group suggestions included social media use, business cards for tutors, Hi Viz branded vests for tutors.

It was agreed that a £200 spend is approved for Hi Viz vests and business cards – **GE to action**

It was agreed the marketing and group visibility are key priorities for the group and as such will be added as agenda items in all of the next committee meetings – **JG to action**

11 **Purchase of Gazebo to use at key events (GE)**

GE discussed the possibility of purchasing branded Gazebo to use at local motoring events etc to raise the group profile, at a cost of circa £1500.

The committee accepted the principle, but as the capital cost is high and there may also be logistical issues regarding, storage, transport and manpower etc, a better understanding is required of the number and type of events at which the Gazebo could be deployed at, as well as a more detailed capital and operating cost – **GE to action**

12 **Investing in People (agenda items 12,13,14,15, and 16 naturally merged into one discussion)**

The committee discussed various items with regards to investing in people and the existing tutor pool, items included – part funded tutor rider/training weekends, slow riding courses, CPD allowances, social evenings etc.

The committee agreed in principle that this was the way forward, but a better understanding of the costs and the budget that could be allocated to the initiative was needed – **TK and EJ to action**

17 **Disposal of Group radio Equipment**

EJ presented detail with regards to the redundant radio equipment held by the group (see attached amendment)

The committee agreed the group had no current use for the radios and they could be disposed of and if possible, could be donated to a deserving and interested cause like the scouts for example. – **EJ and GE to arrange and finalise**



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18 **AOB**

PD – Raised the issue of the cash surplus within the group and how obtain best value from it

GE – Thanked the committee for working through his large list of agenda items

RT – Commented on the cash surplus and supported the initiative of using it to invest in people as well as the possibility of looking at local business sponsorship.

TK – Raised the issue of the long service plaques and presentation (EJ **to review options**) And confirmed he was fully supportive of the Investing in people initiative.

19 **Next Meeting**

The committee agreed that meetings should be more frequent but more concise to ensure ideas and initiatives are actioned and explored in a timely manner, it was accepted that meetings approx. 2months apart would be acceptable. – **JG to action**

Close: 21.15



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ADDENDUM

Member/Associate Activity Analysis

Vehicle	Activity Status	Total
Bike	Training	18
	Tutor Training	1
	Awaiting Test	1
Bike Total		20
Car	Retest	3
	Training	14
	Awaiting Test	1
Car Total		18
Grand Total		38

New Associates: November 2021 to Date

New Members		
	Type	Total
2022	Bike	8
	Car	4
Grand Total		12



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Grade Analysis for Current Financial Year					Grade Analysis for Financial Year 2021							
Category	Fin Yr.	Grade	TestTypeDesc	Total	Category	Fin Yr.	Grade	TestTypeDesc	Total			
Bike	2022	Gold	Initial	1	Bike	2021	Bronze	Initial	2			
		Gold Total		1			Bronze Total		2			
		Silver	Initial	1			Diploma	Retest	1			
		Silver Total		1			Diploma Total		1			
	2022 Total			2			Gold	Initial	2			
Bike Total				2			Retest	2	Gold Total		4	
Car	2022	Gold	Initial	2			Silver	Initial	3	Silver Total		4
		Retest	2	Retest			1	Adv. Tutor		1		
		Gold Total		4			Adv. Tutor Total		1	2021 Total		
	2022 Total			4			Bike Total				12	
Car Total				4			Car	2021	Bronze	Retest	1	
Grand Total				6			Bronze Total		1	Gold	Initial	3
				Gold Total		6	Retest		3	Silver Total		2
				Silver Total		2	Adv. Tutor		1			
				Adv. Tutor Total		1	2021 Total			10		
				Car Total					10			
				Grand Total					22			

Radio Equipment Stats

<u>Radio Equipment Type Purchases</u>			<u>Radio Equipment FY Purchases</u>		
Type	Location	Total	Type	Purchase FY	Total
Aux Radio Eqpt.	In Store	£41.91	Aux Radio Eqpt.	2015	£21.98
	Written Off	£61.88		2017	£61.82
Aux Radio Eqpt. Total		£103.79		2018	£19.99
Radio	In Store	£564.54	Aux Radio Eqpt. Total		£103.79
	With Tutor	£488.88	Radio	2015	£691.08
Total		£1,053.42		2016	£149.95
				2017	£140.00
				2018	£72.39
			Total		£1,053.42

Written Off Summary

Make	Model	Purchase Date	Disposal Date	Purchase Price
Sharman	MultiCOM Single Speaker Helmet Headphone 3.5mm Jack	12/09/2017	01/02/2020	£7.93
Coodio	CDO-K2-MOTO-FULL	12/09/2017	01/02/2020	£13.99
Sharman	Flat Speaker with 2.5mm Jack	02/12/2016	01/02/2020	£8.99
Sharman	Flat Speaker with 2.5mm Jack	02/12/2016	08/04/2019	£8.99
Kenwood	LV-M20-F583	10/10/2015	01/02/2020	£21.98
	Total			£61.88