



Committee Meeting Minutes 11th July 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:

Received from Richard Taylor & Phil Dyer

Meeting Details:

Red text denotes action required

Start: 19:05

1. Approval of Minutes

The Minutes from 25/04/22 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

2. Previous Minutes action feedback (referenced from previous minutes layout)

Item 4 Paragraph 2 - Feedback given to RT, RT to follow up and manage
Item 4 Paragraph 3 - RT to continue until replacement found, ES to offer Admin help
Item 4 Paragraph 5 – No Update
Item 7 Paragraph 3 – agreed an ongoing 2% growth target
Item 8 Paragraph 1 – Completed
Item 8 Paragraph 2 – Completed
Item 11 Paragraph 2 – Gazebo on hold, looking into alternate marketing aids, roll banners etc
Item 12 Paragraph 1 – Completed and agreed headline budget figures of £1500 each for CPD and Marketing
Item 17 Paragraph 2 – Ongoing
Item 18 Paragraph 4 – Completed

4. **Treasurer's Report**

Current Balance: **£6,768.19**

Since last meeting, an expenditure of £196.89 has been incurred:-

- New Approved Motorcycle Tutor – Sign off run with Advanced Tutor
- Fasthosts: Web Builder (May – July)
- Motorcycle Riding Gear : HI-vis vests for current tutors

Breakdown of Income and Expense for Current Financial Year:-

Description	CR	DB
New Member	£675.00	£0.00
Renewal	£90.00	£0.00
Adv. Tutor Test	£0.00	£50.00
Misc.	£0.00	£133.00
Postage	£0.00	£6.40
Stationery	£0.00	£22.20
Tutor Group Ride	£0.00	£10.60
Tutor Riding Gear	£0.00	£200.30
Tutor Training	£0.00	£110.00
Web	£0.00	£241.74
Totals	£765.00	£774.24

The above expenses were ratified by the Committee

4. **Membership Secretary Report**

Waiting List:-

- Driving: 1
- Riding: 0

See Addendum for further details

5 **Chief Tutor (Driving) Report**

Nothing submitted

6 **Chief Tutor (Riding) Report**

GE reported that training was going well with generally good results.

Concerns were raised re the reducing numbers of riding tutors.

The recent slow riding event in collaboration with the Thames Valley group was a good success with 6 attendees from the Hampshire group.

GE is looking at further collaborative training opportunities as they offer good value

7 **Isle of Wight Report**

Nothing submitted

8 **Marketing/Visibility**

POP up banners were discussed as a way to improve the groups visibility at events as they are very visible but also portable by bike or car

9 **AOB**

TK – No issues

JG- Raised the issue of the group Facebook page and offered to look into updating it for the future.

EJ – Raised the issue of expenses paid to tutors carrying out advanced tutor training on bikes and cars. TK agreed that the expensed would be equal at £15 for both bikes and cars.

GE – No Issues



Committee Meeting
Minutes
11th July 2022



ADDENDUM

<u>Member/Associate Activity Analysis</u>			<u>New Associates: November 2021 to Date</u>		
Vehicle	Activity Status	Total	New Members		
Bike	Training	17			
Bike Total		17		Type	Total
Car	Retest	3	2022	Bike	10
	Training	11		Car	5
Car Total		14	Grand Total		
Grand Total		31			15

Grade Analysis for Current Financial Year					Grade Analysis for Financial Year 2021						
Category	Fin Yr.	Grade	Test Type	Total	<input type="checkbox"/> Category	<input type="checkbox"/> Fin Yr.	<input type="checkbox"/> Grade	<input type="checkbox"/> TestTypeDesc	Total		
Bike	2022	Gold	Initial	4	<input type="checkbox"/> Bike	2021	Bronze	Initial	2		
		Gold Total		4			Bronze Total	2			
		Silver	Initial	2			<input type="checkbox"/> Diploma	Retest	1		
		Silver Total		2			Diploma Total		1		
2022 Total				6	<input type="checkbox"/> Gold	Initial	2	<input type="checkbox"/> Gold	Retest	2	
Bike Total				6	Gold Total		4	<input type="checkbox"/> Silver	Initial	3	
Car	2022	Gold	Initial	3	Silver Total		4	<input type="checkbox"/> Silver	Retest	1	
			Retest	3	Adv. Tutor Total		1	Adv. Tutor Total		1	
		Gold Total		6	2021 Total		12	Bike Total		12	
2022 Total				6	<input type="checkbox"/> Car	2021	Bronze	Retest	1		
Car Total				6	Bronze Total		1	<input type="checkbox"/> Gold	Initial	3	
Grand Total				12	Gold Total		6	<input type="checkbox"/> Gold	Retest	3	
					Silver Total		2	<input type="checkbox"/> Silver	Initial	1	
					Adv. Tutor Total		1	<input type="checkbox"/> Silver	Retest	1	
					2021 Total		10	Car Total		10	
					Grand Total		22	Grand Total		22	