



Committee Meeting Minutes 21st November 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 (GE) - Chief Tutor (Riding)
Phil Dyer (PD) IoW Representative

Apologies:

None

Meeting Details:

Red text denotes action required

Start:

1. Approval of Minutes

The Minutes from 11/07/22 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

Actioned: (EJ)

2. Treasurer's Report

Details as to end of FY 2022 (31/10/22)

FY 2022 End Balance: **£7,007.74**

Since last meeting, an expenditure of £165.45 has been incurred:-

- Fasthosts: Web Builder (Aug – Oct)
- Renewal of annual group Zoom Licence

Above expenditure has already been ratified by Chair and Hon Sec. allowing finalisation and closure of FY 2022 accounts to go ahead. Year end accounts printed, reviewed and signed off by Peter Wright and uploaded to group website.

Expenditure already incurred in FY 2023 will be reported at next committee meeting. To date, this amounts to £23.49

Breakdown of Income and Expense for Financial Year 2022:-

	Category	Debit	Credit
Opening Balance			£6,777.43
	New Member		£1,035.00
	Renewal		£135.00
	Adv. Tutor Test	£50.00	
	Tutor Training	£110.00	
	Tutor Riding Gear	£200.30	
	Tutor Group Ride	£10.60	
	Web	£263.31	
	Zoom Licence	£143.88	
	Stationery	£22.20	
	Postage	£6.40	
	Misc.	£133.00	
Closing Balance			£7,007.74

3. Membership Secretary Report

Waiting List:-

- Driving: 1
- Riding: 1

See Addendum for further details

4. Chief Tutor (Driving) Report

The ambition to have more advanced driver tutors within the group is still on going with various options being explored, including –

The existing advanced tutor training a small group.

The existing advanced tutor training on a one-to-one basis.

The possibility of existing other tutors retraining to advanced standard.

The possibility of IAM qualified tutors converting their qualification to a ROSPA recognised qualification.

TK to contact the existing advanced tutor to discuss future plans

PD raised the question of advanced trainers on the IOW as 2 members are interested - **RT and PD to review options**

5 **Chief Tutor (Riding) Report**

Training is going well

10 tutors are available. With 9 being fully active, 3 are advanced trainers and 2 are diploma holders.

The IOW has lost one tutor, leaving one on the island.

The decision to rotate the chief rider tutor on a yearly basis has been reviewed and GE is to remain in post to drive the initiatives that he has put in place.

The rider tutor development weekend is organised for 21-23 April 2023 in Tiverton, the expectation is 6-8 attendees, on completion of the training the attendees will receive a sub of £120 which should cover approx. 50% of the attendees' costs.

Meetings are being arranged with the Chairman of the Thames Valley branch to explore any joint training and social activities.

6 **Isle of Wight Report**

One rider and one driver are test ready

Further to a recent local ad campaign funded by the IOW Advanced Driver Group, 4 new people have expressed interest in joining the ROSPA group

7 **Marketing/ Visibility**

Various ideas were shared and discussed including –

Updating and activating a group Facebook page

Pop up banners to take to events

Local papers and news outlets

Business cards to promote the group - **GE & RT to design a joint driver and rider business card**



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8 AGM Planning

It was agreed to hold the AGM in Feb 2023

9 AOB

EJ Asked if the meeting dates could be formalised into an 8 week rotation, further to discussion the possibility of a Quarterly meeting plus further subject specific meetings was discussed – **TK to review the value of the options**
EJ & JG to look at a slimmed down agenda option

GE suggested that the committee form a WhatsApp group to aid communication, the majority of the group could not see added value in this option and so at this time the idea is on hold.

GE raised the importance of the Facebook page and who would admin it and keep it up to date. – **EJ to canvas existing tutors to gauge any interest with the option to extend the offer to group members**

Next Meeting

Week commencing 16 Jan 2023 (+/- 1 week depending on member availability)



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ADDENDUM

Member/Associate Activity Analysis

Vehicle	Activity Status	Total
Bike	Training	14
	Awaiting Test	1
Bike Total		15
Car	Grade Retry	1
	Retest	1
	Training	11
	Adv. Tutor Prep	1
Car Total		14
Grand Total		29

New Associates: November 2021 to Date

Date Joined FY	Type	Total
2022	Bike	10
	Car	5
2022 Total		15
Grand Total		15

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