



## Committee Meeting Minutes 5<sup>th</sup> December 2023



### Venue:

Meeting run over Zoom

### Participants:

Greg Evans – Chair/Chief Tutor (Riding)  
Eirwyn John (EJ) - Membership Sec./Treasurer  
Ash Jenvey (AJ) - Chief Tutor (Driving)  
Phil Dyer (PD) - IoW Representative  
Glynn Jones (GS) – Events & Associate Co-ordinator

### Apologies:

Tim Slade (TS) - Secretary

### Meeting Details:

**Red text denotes action required**

### Start: 7:15 PM

#### 1. Approval of Minutes

The Minutes from 29/08/23 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

**Actioned: (EJ)**

#### 2. Treasurer's Report

Current Balance: **£6,167.66**

Since last meeting, an expenditure of £640.36 has been incurred up to the end of FY 2023, which occurred on 31/10/23 and was formally ratified by the Chair and Hon. Sec. prior to report being produced

- Fasthosts: Web Builder (Sep – Oct)
- Purchase and Sales of Group Branded Polo Shirts
- 4 Advanced Tutor Tests (IoW)
- Purchase of annual Zoom licence

The end of FY balance was **£5,978.66**. The Financial Report for FY 2023 has been produced, reviewed and signed off by Peter Wright. Thanks to Peter for his continued service in validating the annual Financial Report. A summary report has been uploaded to the website and a fuller unredacted version can be requested from the Treasurer for any Committee Members to review.

For new FY 2024, expenditure of £36 has been incurred

- Fasthosts: Web Builder (Nov)
- Printing and Postage Costs associated with Year End reporting

Above expenditure of £36 has been ratified by Chair and Hon Sec

With regard to future expenditure

- It was agreed that group bank balance should aim to remain above £3,500 to maintain a working buffer
- With recognition of the buffer
  - the group should be prepared to continually invest in our Tutor Cadre, Driver and Rider
  - On an occasional basis, consider funding face to face strategic committee meetings

### 3. **Membership Secretary Report**

Waiting List:-

- Driving: 1 (weekend availability only)
- Riding : 0

See Addendum for further report details with regard to Training Status, New Associates and Grade Analysis

### 4 **Chief Tutor (Driving) Report**

Committee formally welcomed Ash Jenvey (AJ), who has taken over from Richard Taylor, into the role of Chief Tutor (Driving) and thanked Richard Taylor for his past services.

AJ wants to look at getting tutors together to determine possibility of advancing common practices and reporting

AJ currently has one Associate in training who has potential to progress into a future group tutor role

There was a discussion on whether the training should be given to members who would not, for various reasons, wish to take the test. The consensus was that the first stage of any training should lead to an improvement of standards and safety and if this encouraged the member to apply for the test then this was an added bonus. This was endorsed by GE for the Motorcycle section

It was noted that we should be aware of when to cease training runs with a member who did not wish to take a test or where the tutor felt that a test would be a step too far. Maximum number of runs before any decision was made seemed to be around 10 – 12 but ultimately this is up to the tutor. In these cases, it could be beneficial to hand over member to another tutor for an independent assessment.

### 5 **Chief Tutor (Riding) Report**

Preparations are going ahead for a tutor training weekend in April 2024 probably again in Tiverton. Same subsidy agreed to attendees as offered in 2023. The 2023 agreement was that the attendees received a sub of £120 which should cover approx. 50% of the attendees' costs.

GE explained that previous Diploma holders are being retested as Diploma holders but are no longer RoSPA sanctioned to charge for third party training

**6 Associate and event co-ordinator report**

GJ feels that the group is missing opportunities to promote the coaching and training facilities that the group can offer. As part of this, GJ planning to have meeting with management at local BMW motorcycle dealership to investigate the promotion of RoSPA training for new and returning bikers.

There was some concern raised at the idea of “training” non members as RoSPA insurance covers tutors and members. GE clarified that there was no “training” involved only observing individuals on a short ride and offering advice on how they could improve from a safety aspect and what a group member would learn in being prepared for a RoSPA Advanced test. This is a long standing practice provided by the IAM to encourage membership to that group so it was agreed that this caused no conflict with RoSPA

**7 Isle of Wight Report**

4 IoW based members have successfully completed their Advance Tutor test.

PD requested that Richard Taylor be thanked for the work he undertook in getting the process underway for both training and testing to be completed on the IoW.

PD is pursuing a couple of high profile IoW individuals as part of promoting advanced motoring on the IoW. With the newly qualified ATs, there is now the structure in place to be able to train and sign off new group tutors on the island

**8 AOB**

Polo shirts distribution has gone well. As small batches are quite expensive, future purchases should be planned on a cost effective quantity purchases

Arrange another tutor gathering sometime in March. Possible dates to be advertised in advance to get an idea of interest and best date.

Action: (GJ)

**Next Meeting**

January 11<sup>th</sup> 2024 @ 7.15 pm

**Close: 8.25 pm**



**Committee Meeting  
Minutes  
5<sup>th</sup> December 2023**



**ADDENDUM**



**Income & Expenditure Summary  
Financial Year 2023**



	Category	Debit	Credit
<b>Opening Balance</b>			£7,007.74
	New Member		£810.00
	Renewal		£405.00
	Clothing Sold		£120.00
	Postage		£3.00
	Repayment		£18.99
	Subsidy	£960.00	
	Adv. Tutor Test	£250.00	
	Tutor Training	£160.00	
	Tutor Riding Gear	£62.58	
	Clothing Purchased	£395.18	
	Marketing	£154.48	
	Web	£202.80	
	Zoom Licence	£143.88	
	Stationery	£50.57	
	Postage	£6.58	
<b>Closing Balance</b>			£5,978.66

**Expenditure Analysis 2020 – 2024**

Values	FY					Totals
	2020	2021	2022	2023	2024	
Adv. Tutor Test			£50.00	£250.00		£300.00
Hire	£100.00					£100.00
Refreshments	£24.70					£24.70
Subsidy		£157.80		£960.00		£1,117.80
Tutor Group Ride		£110.00	£10.60			£120.60
Tutor Review		£30.00				£30.00
Tutor Riding Gear			£200.30	£62.58		£262.88
Tutor Training	£285.00	£60.00	£110.00	£160.00		£615.00
Web	£241.11	£182.98	£263.31	£202.80	£9.00	£899.20
Zoom Licence		£107.90	£143.88	£143.88		£395.66
Marketing				£154.48		£154.48
Clothing Purchased				£395.18		£395.18
Clothing Sold				£120.00		£120.00
Repayment				£18.99		£18.99
<b>Grand Total</b>	<b>£650.81</b>	<b>£648.68</b>	<b>£778.09</b>	<b>£2,467.91</b>	<b>£9.00</b>	<b>£4,554.49</b>



**Committee Meeting  
Minutes  
5<sup>th</sup> December 2023**



**Member/Associate Activity Analysis**

Member Activity		
Vehicle	Activity Status	Total
Bike	Awaiting Test	1
	Retest	2
	Training	10
Bike Total		13
Car	Awaiting Test	1
	Retest	1
	Training	8
Car Total		10
Grand Total		23

**New Associates: FY 2023to Date**

Date Joined	Type	Total
2023	Bike	9
	Car	9
2023 Total		18
2024	Bike	2
2024 Total		2
Grand Total		20



**Committee Meeting  
Minutes  
5<sup>th</sup> December 2023**



Grade Analysis for Financial Year 2023/24									
Category	Fin Yr.	Grade	Test Type	Total	Category	Fin Yr.	Grade	TestTypeDesc	Total
Car	2023	Gold	Initial	2	Bike	2023	Diploma	Retest	1
		Gold Total		2			Diploma Total		1
		Silver	Initial	1			Gold	Initial	3
		Silver Total		1			Retest	1	
		Adv. Tutor	Retest	1			Gold Total		4
		Adv. Tutor Total		1			Silver	Initial	3
	2023 Total			4			Silver Total		3
	2024	Gold	Initial	1			Adv. Tutor	Initial	1
		Gold Total		1			Retest	2	
		Silver	Initial	1			Adv. Tutor Total		3
		Silver Total		1			2023 Total		
		Adv. Tutor	Retest	4		2024	L3 Adv. Coaching	Retest	1
		Adv. Tutor Total		4			L3 Adv. Coaching Total		1
	2024 Total			6		2024 Total			1
	Car Total					10	Bike Total		