



Committee Meeting Minutes 12th August 2025



Meeting run over Zoom

Participants:

Greg Evans (GE)	Chair/ Chief Tutor (Riding)
David Horvath(DT)	Secretary
Eirwyn John (EJ)	Membership Sec./Treasurer
Phil Dyer (PD)	IoW Representative
Glynn Jones (GJ)	Events & Associate Co-ordinator
Tom Reader TR)	Members Representative

Apologies:

None

Meeting Details:

Approval of Minutes

The Minutes from 29/07/24 meeting formally agreed. Email agreement previously agreed to publish Minutes to website

Actioned: EJ

Synopsis

- Current balance stands at £7,509.57
- No riders on the waiting list; 2 drivers waiting (one in Beaulieu, one in Guildford)
- Two new driving tutors have been brought on board
- Committee agreed in principle to purchase a branded gazebo for promotional activities, particularly for the Isle of Wight
- Next committee meeting scheduled for the second Tuesday per quarter; next meeting 11/11/25

Discussed topics

Treasurer's Report

- **EJ:** Current balance stands at £7,509.57
- **EJ:** Spent £72 since last meeting, mainly on Fast Hosts (3 months) and return of membership (£45)
- **GE:** Has an expense claim to submit for 3 high-vis branded vests (approximately £100)
- **Conclusion**
 - Finances are stable with healthy balance

Membership Secretary Report

- **EJ:** No riders on waiting list; 2 drivers waiting (one in Beaulieu and one in Guildford)
- **EJ:** Two new driving tutors brought on board - one south of Salisbury (good for New Forest area) and Lillian Hobbs in Chandlers Ford
- **EJ:** DH has replaced Tim in the handbook as Secretary
- **Conclusion**
 - Membership administration is up to date

Member Mojo System

Update on implementation and usage of the Member Mojo system

- **GJ:** Working with EJ to use Member Mojo as an email tool initially
- **GJ:** Long-term plan to use it for membership management and payments
- **GJ:** Successfully used for Car Fest communications with good response rate (20+ replies from 140 members)
- **GJ:** Created various email groups (committee, Isle of Wight, riders, drivers, tutors)
- **Conclusion**
 - Member Mojo is proving valuable as a communication tool
 - Will continue developing its use for membership management

Isle of Wight Group Update

Discussion about membership and promotional activities on the Isle of Wight

- **PD:** Currently 5 advanced tutors on the island with little to do due to low membership
- **PD:** Need for better visibility at car shows and gatherings
- **GJ:** Confirmed there are 3 rider members on the Isle of Wight
- **PD:** Standard of driving/riding on the island needs improvement
- **Conclusion**
 - Need to invest in promotional activities to increase membership

Promotional Gazebo

Extensive discussion about purchasing a branded gazebo for promotional events

- **PD:** Proposed purchasing a branded gazebo to increase visibility at events
- **TR:** Preliminary enquiries suggest about £500 - £1000 for a decent gazebo with branding
- **GE:** Emphasized need for quality that can withstand weather conditions
- **PD:** Gazebo would help attract potential members, particularly on the Isle of Wight
- **Conclusion**
 - Committee agreed in principle to purchase a gazebo once actual costs and item confirmed.
 - PD will research options, costs, and branding possibilities
 - Decision will be made via email or quick Zoom meeting before November

Tutor Development

Discussion about training and development opportunities

- **GE:** Reminded committee of £1,500 budget for business development and £1,500 for tutor development
- **GE:** Proposed bringing in a guest speaker for riders (estimated cost £500)
- **PD:** Raised question about covering travel costs for Isle of Wight members
- **Conclusion**
 - GE will arrange for a guest speaker for riders in November
 - Committee will consider equal funding for car driver development

Meeting Minutes Format

Discussion about how to format and distribute meeting minutes

- **PD:** Concerned about AI producing verbatim minutes rather than concise summaries
- **DH:** Clarified part of his role is to consolidate and pare down the AI output
- **EJ:** AI minutes will be sent to committee members for review before publishing
- **Conclusion**
 - Minutes should be concise summaries rather than verbatim transcripts
 - Committee members will have 7 days to review and provide feedback
 - Sensitive discussions will not be included in published minutes

Challenges

- Low membership numbers, particularly on the Isle of Wight
- Difficulty in attracting new members without proper promotional materials
- Logistical challenges for Isle of Wight members attending mainland events

Action items

- **PD**
 - Research gazebo options, costs, and branding possibilities
 - Report findings to committee via email
- **EJ**
 - Contact Ash regarding his intentions for the Chief Tutor role
 - Look into AI summary options for meeting minutes
 - Send out draft minutes to committee members
- **GE**
 - Submit expense claim for high-vis vests
 - Arrange for guest speaker for riders (November)
- **GJ**
 - Send list of Member Mojo email groups to committee members
 - Continue developing Member Mojo capabilities
- **DH**
 - Work with EJ on meeting minutes format
 - Consolidate AI output into concise minutes



**Committee Meeting
Minutes
12th August 2025**



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- **All Committee Members**
 - Review minutes within 7 days of receiving draft and communicate any required changes to **DH**, via email, clearly identifying the required changes – done



**Committee Meeting
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ADDENDUM

<u>Member/Associate Activity Analysis</u>			<u>New Associates: FY 2024 to Date</u>																																																			
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Membership Breakdown

Type	Total
Bike	58
Car	63
Car/Bike	7
Total	128



**Committee Meeting
Summary
12th August 2025**



Grade Analysis for Financial Year 2024/25				
Category	Fin. Yr	Grade	Test Type	Total
Car	2024	Adv. Tutor	Initial	4
		Adv. Tutor Total		4
		Gold	Initial	7
			Retest	4
		Gold Total		11
		Silver	Initial	3
		Silver Total		3
		Lvl 3 Coach	Retest	1
		Lvl 3 Coach Total		1
	2024 Total			19
	2025	Adv. Tutor	Initial	1
			Retest	1
		Adv. Tutor Total		2
		Bronze	Initial	1
		Bronze Total		1
		Gold	Initial	6
		Gold Total		6
		Silver	Initial	2
	Silver Total		2	
	2025 Total			11
Car Total				30
Bike	2024	Adv. Tutor	Initial	1
		Adv. Tutor Total		1
		Gold	Initial	3
			Retest	2
		Gold Total		5
		Silver	Initial	1
		Silver Total		1
		Lvl 3 Coach	Retest	1
		Lvl 3 Coach Total		1
	2024 Total			8
	2025	Adv. Tutor	Initial	1
			Adv. Tutor Total	
		Bronze	Initial	1
		Bronze Total		1
		Gold	Initial	2
			Retest	3
		Gold Total		5
		Silver	Initial	2
	Silver Total		1	
	Silver Total		3	
2025 Total			10	
Bike Total				18