



Committee Meeting Minutes 11th November 2025



Meeting run over Zoom

Participants:

Greg Evans (GE) – Chair/ Chief Tutor (Riding)
David Horvath(DH) - Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer
Ash Jenvey (AJ) - Chief Tutor (Driving)
Glynn Jones (GJ) – Events & Associate Co-ordinator
Tom Reader (TR) – Members Representative

Apologies:

Phil Dyer (PD) - IoW Representative

The meeting opened at 1930 and closed at 2045

Approval of Minutes (previously circulated)
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The minutes the Committee meeting of August 12 were formally agreed

Synopsis

- The Minutes from 12/08/25 meeting formally approved. Email agreement previously agreed to publish Minutes to website
- (GE) is stepping down as Chairman and Chief Tutor for riders, with (DH) taking over as Chairman and (TR) as Secretary effective immediately
- The committee agreed to subsidise the new edition Roadcraft books for active tutors
- The group faces challenges with tutor apathy and membership growth
- (DH) offered to lead a strategic planning initiative to revitalise the group
- The next committee meeting is scheduled for February 10th, 2025

Items Discussed:

Minutes approval and action items from previous meeting

The committee reviewed minutes from the August 12, 2025 meeting and discussed /resolved outstanding action items.

Detail

- (EJ): Noted that Phil Dyer has been researching gazebos and found reasonable ones cost around £1500
- (GE): Clarified that any gazebo purchased should be available for both mainland and Isle of Wight use, not exclusively for Isle of Wight
- (DH): Suggested formalizing the minutes approval process at meetings
- (EJ): Mentioned that minutes are typically circulated for 7-10 days after meetings and posted to the website if no objections are received

Conclusion

- The minutes from the August 12th meeting were approved
- The committee agreed to continue reviewing action items at the start of each meeting

Reports:

Treasurer's report

(EJ) presented the financial report for the group.

Details

- Reported £534 in expenses since the last meeting (See addendum for details)
- Presented the financial year summary (See addendum for details)
- Noted that 11 motorcyclists and 22 car members joined during the year, with 9 total renewals
- Mentioned that Peter Wright has agreed to review and sign off on the financial documents

Conclusion

- The financial report was accepted
- The group is in a healthy financial position

New Roadcraft edition

(AJ) led a discussion about the new edition of Roadcraft and options for providing it to tutors.

Details

- (AJ): Investigated online versions of Roadcraft and potential licensing options
- (GE): Explained that the online version has been available for 8-9 years with quizzes at the end of each chapter
- (GJ): Mentioned he had purchased both motorcycle and driving versions of Roadcraft
- (EJ): Suggested subsidizing Roadcraft purchases for active tutors
- (AJ): Agreed that subsidizing would be a good way to give back to tutors for their time

Conclusion

- The committee agreed to reimburse one copy of Roadcraft (either car or motorcycle version) for tutors who have trained a member within the 12 months
- Tutors will purchase their own copies and submit expense claims with proof of purchase
- (EJ) will compile a list of active tutors eligible for the subsidy

Rider tutor update

(GE) provided an update on the rider tutor activities.

Details

- Reported continued good pass grades
- Mentioned one tutor under development (Matt Avison) who should be signed off early next year
- Described participation in several Bike Safe courses with Hampshire and Isle of Wight Police
- Reported on a successful slow riding course at Greenham Kawasaki, jointly held with Thames Valley
- Announced he is stepping down at the end of the year, and will consult with members to determine the optimum temporary provision
- (GJ): Offered to provide support in the role but is not ready to take it on full-time

Conclusion

- (GE) will consult with members to discuss options to fill the Chief Rider Tutor role
- The committee agreed on the importance of having a dedicated Chief Rider Tutor

Member Mojo system update

(GJ) provided an update on the Member Mojo system being used for group communications.

Details

- Reported the system is primarily being used as an email application
- Noted there are 148 members in the group (79 drivers and 73 riders, with some doing both)
- Created different groups for subject matter interests, rider tutors, driver tutors, and committee members
- Mentioned that all committee members are administrators on the system
- Expressed concern that the system is underutilised and has much more functionality
- (TR): Expressed interest in learning more about the system's capabilities

Conclusion

- (GJ) will provide instructions on how to access the admin features
- (GJ) offered one-on-one support for anyone interested in learning more about the system
- Mojo and spread sheets both have their advantages and can co-exist utilizing the best of each.

Group strategy and membership growth

The committee had an extensive discussion about the future of the group and strategies to address membership and tutor apathy.

Details

- (GE): Raised concerns about the group's future and suggested either a membership drive or merging with another group
- (TR): Questioned whether there are enough tutors to handle a potential influx of new members
- (DH): Suggested developing a clear strategy with defined objectives rather than just focusing on numerical growth
- (GJ): Expressed frustration about the lack of engagement from rider tutors and the difficulty in getting tutors to take on new associates
- (AJ): Suggested focusing on reinvigorating the tutor community before trying to grow membership
- (DH): Offered to take on the development of a group strategy as a project
- (GE): Suggested holding face-to-face meetings at least once a year for more meaningful dialogue
- (GJ): Emphasised the need to understand what motivates tutors and what they get out of volunteering

Conclusion

- (DH) will lead the development of a strategic plan for the group
- The committee agreed on the need to address tutor apathy before focusing on membership growth
- The committee will consider holding an extraordinary face-to-face meeting to develop the strategy

Leadership transition

The committee discussed the handover of leadership roles.

Details

- (GE): Announced he is stepping down as Chairman and as Chief Tutor for riders
- (DH): Agreed to take over as Chairman immediately rather than waiting until the new year
- (TR): Confirmed his willingness to take on the Secretary role
- (EJ): Suggested both (DH) and (TR) take over their roles immediately so he can notify RoSPA of the changes at once
- (GE): Thanked everyone for their support during his tenure

Conclusion

- (DH) will take over as Chairman effective immediately
- (TR) will take over as Secretary effective immediately
- (GE) will remain as Chief Rider Tutor until the end of the year
- (EJ) will notify RoSPA of the leadership changes once notified by (DH)

Next meeting date

The committee discussed the date for the next meeting.

Details

- (DH): Noted the next meeting was previously agreed to be the second week of the quarter
- (AJ): Mentioned he would be unavailable on February 10th due to birthday celebrations
- (TR): Stated he would be unavailable the following week (February 17th)

Conclusion

- The next meeting will be held on February 10th, 2026
- (AJ) will miss the next meeting but will attend subsequent ones

Action items

(EJ)

- Compile a list of active tutors eligible for Roadcraft subsidy
- Process reimbursements for tutors who purchase Roadcraft (upon receipt of proof of purchase)
- On confirmation of handover by new Chair, notify RoSPA of the leadership changes ((DH) as Chairman, (TR) as Secretary)
- Send out AI meeting summary to committee members for review

(DH)

- Take over Chairman responsibilities immediately
- Meet with (GE) to discuss handover details
- Lead the development of a strategic plan for the group

(TR)

- Take over Secretary responsibilities immediately

(GE)

- Meet with to discuss the Chief Rider Tutor role
- Discuss Chief Rider Tutor succession planning with (GJ)

(GJ)

- Provide Member Mojo admin access instructions to committee members
- Continue supporting associate allocation for riders
- Work with (GE) on Chief Rider Tutor succession planning

All Committee Members

- Review AI meeting summary and mark any sections that should be removed
- Send feedback on meeting summary to (DH)

ADDENDUM

Treasurer's Report

Since last meeting, an expenditure of **£534.08** has been incurred:-

- Carfest Participation: £250.00
- Fasthosts (Sep – Oct 25) : £18.00
- High Vis riding Tutor Vests: £110.20
- Annual Zoom Licence: £155.88

As the group financial year end finishes on 31/10/25, the following provides an Income and Expense summary for the 2025 FY :-

Balances

Opening (01/11/24)	£6,844.64
Closing (31/10/25)	£7,565.49

Expenses Summary

Category	Spend	Comments
Adv. Tutor Test	£115.00	(GJ) Jones (Riding), (AJ) Jenvey (Driving)
Clothing Purchased	£110.20	3 Hi-vis jackets for Riding Tutors
Marketing	£250.00	Carfest participating contribution with Thames Valley and Wiltshire Groups
MemberMojo Licence	£95.00	Alternative to database for group communications
Over Payment	£45.00	Double membership payment received
Postage	£5.00	For sending out FY report for review and sign off
Refreshments	£24.05	New tutor (Roger Willat) meeting to discuss run feedback
Membership Refund	£90.00	Meeting with Alan Sartain re. Care on the Road article
Stationery	£14.00	Requested refunds of membership payment (1 Rider, 1 Driver)
Tutor Training	£20.00	Printing of FY report
Web	£250.02	Riding Tutors
Zoom Licence	£155.88	Fasthosts – Payments for group website
Total	£1,174.15	

Income Summary

Category	Spend	Comments
New Members	£1,485.00	M/C (11), Cars (22)
Renewals	£410.00	9
Total	£1,895.00	



**Committee Meeting
Minutes
11th November 2025**



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

Type	Total
Bike	59
Car	65
Car/Bike	9
Grand Total	133

Note:

There is a discrepancy between Member Mojo and the group database with regard to overall membership breakdown and total. The database maintains an accurate position on membership expiry and automatically classifies members as expired when their expiry date moves into the past. The breakdown above only take into account members classified as "current"; this may not be the case within Membermojo. This need to be further investigated by **EJ** and **GJ**

Grade Analysis for Financial Year 2024/25									
Category	Fin. Yr	Grade	Test Type	Total	Category	Fin. Yr	Grade	Test Type	Total
Car	2024	Adv. Tutor	Initial	4	Bike	2024	Adv. Tutor	Initial	1
		Adv. Tutor Total		4			Adv. Tutor Total		1
		Gold	Initial	7			Gold	Initial	3
			Retest	4				Retest	2
		Gold Total		11			Gold Total		5
		Silver	Initial	3			Silver	Initial	1
		Silver Total		3			Silver Total		1
		Lvl 3 Coach	Retest	1			Lvl 3 Coach	Retest	1
	Lvl 3 Coach Total		1	Lvl 3 Coach Total		1			
	2024 Total			19	2024 Total			8	
	2025	Adv. Tutor	Initial	1	2025	Bronze	Initial	1	
			Retest	1			Bronze Total		1
		Adv. Tutor Total		2		Gold	Initial	2	
		Bronze	Initial	1			Retest	5	
		Bronze Total		1		Gold Total		7	
		Gold	Initial	7		Silver	Initial	3	
		Gold Total		7			Retest	1	
	Silver	Initial	3	Silver Total		4			
	Silver Total		3	2025 Total			12		
	2025 Total			13	Bike Total			20	
Car Total				32					