



Committee Meeting Minutes 11th February 2026



Venue:

Meeting run over Zoom

Participants

David Horvath (DH) – Chair
Tom Reader (TR) - Secretary
Eirwyn John (EJ) - Membership Sec./Treasurer
Ash Jenvey (AJ) - Chief Tutor (Driving)
Glynn Jones (GS) – Events & Associate Co-ordinator
Phil Dyer (PD) - IoW Representative

Apologies

No apologies, all members were present

Meeting details



Committee Meeting Minutes 11th February 2026



Synopsis

- The committee approved Glynn to handle administrative functions for rider tutors in the absence of a Chief Rider Tutor.
- Membership Mojo renewal was approved for another year.
- The committee discussed purchasing a gazebo for promotional events, with Phil to investigate options.
- David will develop firmer proposals based on the discussion about group development and marketing.
- The next committee meeting is scheduled for May 12th, 2026.

Items Discussed

Committee attendance and minutes approval

Brief discussion confirming attendance and approving previous minutes.

- **Details**
 - **David:** Confirmed no apologies for absence and asked for approval of previous minutes.
 - **Ash:** Confirmed he was happy with the minutes.
 - **Eirwyn:** Seconded that the minutes were a true copy.
- **Conclusion**
 - Previous minutes were approved.

Treasurer's report

Eirwyn presented the current financial position and expenditures.

- **Details**
 - **Eirwyn:** Reported current balance of £7,463.71 with expenditure of £506.78 since the last meeting, including web hosting costs, tutor training, financial year-end expenses, roadcraft payments to tutors, and a survival skills presentation.
 - **Eirwyn:** Confirmed financial year-end reports were reviewed and signed off by Peter Wright.
- **Conclusion**
 - Tom will include a copy of the financial report with the meeting minutes, Appendix A.

Membership status

Eirwyn provided an update on current membership numbers and new applications.

- **Details**
 - **Eirwyn:** Reported 13 motorcyclists and 18 car drivers currently in training, with 2 new motorcyclists and 4 new drivers since the start of the financial year.
 - **Eirwyn:** Confirmed RoSPA has updated the group brochure to reflect the new chair and secretary.
- **Conclusion**
 - Membership numbers are stable with steady new applications.

Online application system development

Eirwyn discussed improvements to the membership application process.

- **Details**
 - **Eirwyn:** Explained current issues with the Word document application form, including compatibility problems with different platforms.
 - **Eirwyn:** Described development of a new Google Forms-based application system that would streamline the process and eliminate manual data entry.
 - **Tom:** Offered to help with testing the new system.
- **Conclusion**
 - Eirwyn will complete testing of the new system and share it with committee members for feedback.

Chief Tutor Driving report

Ash provided an update on driving tutor activities and associate progress.

- **Details**
 - **Ash:** Reported John renewed his advanced tutor qualification and will check if he can take on waiting associates.
 - **Ash:** Discussed Barbara's test results and potential for retesting.
 - **Eirwyn:** Confirmed only one person on the car waiting list.
- **Conclusion**
 - Overall positive progress with associates being tested and tutors available to meet demand.

Rider tutor coordination

Discussion about the vacant Chief Rider Tutor position and interim arrangements.

- **Details**

- **Glynn:** Explained he has been coordinating rider tutors following Lou's resignation but cannot take on the full Chief Rider Tutor role due to medical issues.
- **Glynn:** Reported 11 rider tutors, 11 riders in training, and 76 rider members in the group.
- **Phil:** Suggested the committee formally endorse Glynn's current position.
- **Eirwyn:** Agreed that Glynn is already effectively performing the coordination role.
- **Conclusion**
 - The committee formally approved Glynn to handle administrative functions for rider tutors and act as their representative on the committee.
 - Greg (former chairman) will provide training support but without formal committee involvement.

Isle of Wight membership report

Phil provided an update on Isle of Wight membership and tutor availability.

- **Details**
 - **Phil:** Reported 3 current car associates on the Isle of Wight, with 5 car tutors available.
 - **Phil:** Noted a need for more new associates, particularly for motorcycles.
 - **Glynn:** Confirmed there is one motorcycle associate on the Isle of Wight with Peter Baggett as tutor.
- **Conclusion**
 - The Isle of Wight branch needs more associates to keep tutors engaged.

MemberMojo renewal

Discussion about renewing the MemberMojo subscription.

- **Details**
 - **Eirwyn:** Recommended renewing MemberMojo for another year and offered to handle the payment directly.
 - **Ash:** Supported the renewal.
- **Conclusion**
 - The committee approved the renewal of MemberMojo.

Group development discussion

David led a discussion about the future direction of the group based on his discussion paper.

- **Details**

- **David:** Presented a discussion paper highlighting issues and potential areas for development.
- **Ash:** Suggested automating quality assurance processes through MemberMojo.
- **Phil:** Questioned what the group offers to members and how to attract new members.
- **Ash:** Proposed surveying existing members to understand what they value about the group.
- **Glynn:** Cautioned that many existing members joined years ago, suggesting a focus on more recent joiners.
- **Conclusion**
 - David will develop firmer proposals based on the discussion.
 - The group will consider surveying members to understand what they value about membership.

Gazebo purchase for promotional events

Extensive discussion about purchasing a gazebo for promotional events.

- **Details**
 - **Phil:** Presented the case for purchasing a gazebo to promote the group at events.
 - **Ash:** Supported purchasing a gazebo to increase visibility and attract new members.
 - **Eirwyn:** Expressed concerns about storage and transport logistics.
 - **David:** Questioned the effectiveness of gazebos for recruitment based on previous experiences.
 - **Phil:** Emphasized the importance of brand visibility and meeting the group's objective of encouraging interest in road safety.
- **Conclusion**
 - Phil will investigate gazebo options and costs, with a budget of approximately £1,500 for a gazebo and promotional materials.
 - The committee will make a final decision once specific proposals are presented.

GDPR compliance with MemberMojo

Discussion about data protection concerns raised by Lou de Marco.

- **Details**
 - **Ash:** Addressed concerns about GDPR compliance with MemberMojo.

- **Glynn:** Confirmed MemberMojo is GDPR compliant and more secure than using personal email systems.
- **Phil:** Noted the importance of deleting member data when membership ceases.
- **Ash:** Offered to review the group's privacy notice and consent processes.
- **Conclusion**
 - Ash will review the current privacy notice and application form to ensure GDPR compliance.
 - Eirwyn will send Ash a copy of the application form for review.

Challenges

- Finding a permanent Chief Rider Tutor remains an ongoing challenge.
- The Isle of Wight branch needs more associates to keep tutors engaged.
- Logistics of storing and transporting a gazebo, particularly between the mainland and Isle of Wight.
- Ensuring GDPR compliance while maintaining efficient membership management systems.
- Balancing the need for automation with Eirwyn's established database system.

Action items

- **Glynn**
 - Continue administrative coordination of rider tutors
 - Arrange a MemberMojo training session for Tom and Ash
- **Eirwyn**
 - Renew MemberMojo subscription
 - Complete testing of the Google Forms application system
 - Send Ash a copy of the membership application form for GDPR review
- **David**
 - Develop firmer proposals based on the group development discussion
 - Meet with Ash (March 10th) and Phil (February 25th) individually
- **Tom**
 - Include financial report with meeting minutes
 - Participate in MemberMojo training session
- **Phil**
 - Investigate gazebo options and costs
 - Prepare a proposal for gazebo purchase and use
- **Ash**



Committee Meeting Minutes 11th February 2026



- Review the membership application form and privacy notice for GDPR compliance
- Participate in MemberMojo training session



**Committee Meeting
Minutes
11th February 2026**



Appendix A

Financial Report – Treasurer’s Report

Current Balance: **£7463.71**

Since last meeting, an expenditure of **£506.78** has been incurred:-

- Fasthosts (Nov 25 - Feb 26) : £112.98
- Tutor Training: £60
- Payments to Tutors for Roadcraft 2025 (5 @ £20.59): £102.95
- FY End Printing & Postage for Review: £18.35
- Survival Skills Presentation : £212.50

The above has been ratified by Chair and Hon Sec.



**Committee Meeting
Minutes
11th February 2026**



ADDENDUM

<u>Member/Associate Activity Analysis</u>			<u>New Associates: FY 2024 to Date</u>																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Member Activity</th> <th style="width: 10%;"></th> </tr> <tr> <th style="width: 20%; padding: 5px;">Vehicle</th> <th style="width: 60%; padding: 5px;">Activity Status</th> <th style="width: 20%; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="padding: 5px;">Bike</td> <td style="padding: 5px;">Training</td> <td style="text-align: right; padding: 5px;">11</td> </tr> <tr> <td style="padding: 5px;">Tutor Training</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Bike Total</td> <td style="text-align: right; padding: 5px;">13</td> </tr> <tr> <td rowspan="3" style="padding: 5px;">Car</td> <td style="padding: 5px;">Grade Retry</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Retest</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Training</td> <td style="text-align: right; padding: 5px;">16</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Car Total</td> <td style="text-align: right; padding: 5px;">18</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Grand Total</td> <td style="text-align: right; padding: 5px;">31</td> </tr> </tbody> </table>			Member Activity			Vehicle	Activity Status	Total	Bike	Training	11	Tutor Training	2	Bike Total		13	Car	Grade Retry	1	Retest	1	Training	16	Car Total		18	Grand Total		31	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; padding: 5px;">New Members</th> </tr> <tr> <th style="width: 20%; padding: 5px;">Joined FY</th> <th style="width: 40%; padding: 5px;">Type</th> <th style="width: 40%; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="padding: 5px;">2024</td> <td style="padding: 5px;">Bike</td> <td style="text-align: right; padding: 5px;">18</td> </tr> <tr> <td style="padding: 5px;">Car</td> <td style="text-align: right; padding: 5px;">14</td> </tr> <tr> <td rowspan="2" style="padding: 5px;">2025</td> <td style="padding: 5px;">Bike</td> <td style="text-align: right; padding: 5px;">11</td> </tr> <tr> <td style="padding: 5px;">Car</td> <td style="text-align: right; padding: 5px;">22</td> </tr> <tr> <td rowspan="2" style="padding: 5px;">2026</td> <td style="padding: 5px;">Bike</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Car</td> <td style="text-align: right; padding: 5px;">3</td> </tr> </tbody> </table>			New Members			Joined FY	Type	Total	2024	Bike	18	Car	14	2025	Bike	11	Car	22	2026	Bike	2	Car	3
Member Activity																																																					
Vehicle	Activity Status	Total																																																			
Bike	Training	11																																																			
	Tutor Training	2																																																			
Bike Total		13																																																			
Car	Grade Retry	1																																																			
	Retest	1																																																			
	Training	16																																																			
Car Total		18																																																			
Grand Total		31																																																			
New Members																																																					
Joined FY	Type	Total																																																			
2024	Bike	18																																																			
	Car	14																																																			
2025	Bike	11																																																			
	Car	22																																																			
2026	Bike	2																																																			
	Car	3																																																			

Membership Breakdown

Type	Total
Bike	59
Car	67
Car/Bike	10
Grand Total	136



**Committee Meeting
Minutes
11th February 2026**



Grade Analysis for Financial Year 2025/26

Driver Results			
Fin. Yr	Grade	Test Type	Total
2025	Adv. Tutor	Initial	2
		Retest	1
	Adv. Tutor Total		3
	Bronze	Initial	2
	Bronze Total		2
	Gold	Initial	7
	Gold Total		7
	Silver	Initial	3
	Silver Total		3
2025 Total			15
2026	Adv. Tutor	Retest	1
	Adv. Tutor Total		1
	Bronze	Initial	1
	Bronze Total		1
	Gold	Retest	1
Gold Total		1	
2026 Total			3
Grand Total			18

Motorcycle Results			
Fin. Yr	Grade	Test Type	Total
2025	Adv. Tutor	Initial	1
		Retest	1
	Adv. Tutor Total		2
	Bronze	Initial	1
	Bronze Total		1
	Gold	Initial	2
		Retest	5
	Gold Total		7
	Silver	Initial	3
	Retest	1	
Silver Total		4	
2025 Total			14
2026	Gold	Initial	1
	Gold Total		1
	Silver	Initial	1
	Silver Total		1
2026 Total			2
Grand Total			16



**Committee Meeting
Minutes
11th February 2026**

