

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 17th April 2018

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Stuart McMillan, Glyn Jones, Helen Parker, Kevin Fletcher, Ken Swinton, Robin Padgett.	
2	Apologies	Sally McMillan, David Rogers, Michelle Jennings, Tina Kelly, Nigel Davies, Mike Kinna.	
3	Minutes of previous meeting and matters arising	<ol style="list-style-type: none"> 1. Ambulance station, Nigel not at meeting to report. 2. RoSPA Facebook page, Bill asked who on the committee had looked at it. Tina and Ken had done so. Ken has put a link on our web page to the RoSPA Facebook page. 3. Bill has sent the e-mail to Llangollen bike show stating unable to attend due to being our rideout weekend but has had no reply. 4. There are two overdue renewals, Craig Radcliffe has now paid by cheque, Dave Hunt has paid but only £20. Tina chasing as not signed up to Go Cardless. 5. The March ride out was cancelled due to inclement weather. 6. Ken has dealt with the wording on the web site relating to membership fees. 7. Subtle reminder to committee members re sending a profile to Ken for inclusion in the Members area of the web site. 8. Application form has been amended on the website to reflect DPA changes due on 25th May 2018 by Tina and Ken. 9. David said he would look into card machine costs. 10. Roadcraft books – David can obtain them for £9.99 each if at least ten are purchased. On the RoSPA site they are £12.99 and £14.99 on the IAM site. Stuart asked David to confirm if they are the latest version. Around 15 will be required for Tutors. 11. Discount for a new member signing up at B4L wasn't discussed and therefore will not be offered. 12. David asked if the £500.00 sponsorship from Safer Roads Partnership was coming. It was mentioned that we believe the money is going to fund the joint leaflet with the IAM. Bill to confirm with Vicki. 	<p>(2) Rest of committee to look at this (outstanding)</p> <p>(2) Place comment re RoSPA Facebook page in newsletter.</p> <p>(4) Tina to contact Dave Hunt.</p> <p>(7) All to deal as appropriate. (outstanding)</p> <p>(9) David to update at next meeting (outstanding)</p> <p>(10) David to check version (outstanding)</p> <p>(12) Bill to confirm (done)</p>

		<p>13. Robin & Bill have been in communication links with Jo, B4L events coordinator.</p> <p>14. Bill spoke with Paul Collyer re B4L communications – same as us.</p>	<i>Vicki will pay £500 sponsorship from SRP)</i>
4	Chairman	<p>Constitution update.</p> <ol style="list-style-type: none"> 1. Bill stated he had forwarded all the email correspondences between the various group Chairs and RoSPA HQ's responses to the committee prior to the meeting for perusal. 2. At the time of the meeting Bill had not received a response to our group's application except Amy's request for a copy of our proposed constitution without the tracked changes. Bill forwarded a PDF version. 3. Joint Folder update: Final version approved excluded the RoSPA brand logo. Vicky (SRP) and Gary (IAM) were dealing with the printer's issues and it was hoped to have the folder available for the B4L event. <i>(Subsequently the folder wasn't printed in time for B4L event.)</i> 	<p>(1)Bill to keep committee up to date with any developments.</p> <p>(2)Bill to inform committee on any response from RoSPA HQ. <i>(response from Amy received 23/04/2018 and forwarded to committee)</i></p> <p>(3)Bill to update on any progress.</p>
5	Secretary	<ol style="list-style-type: none"> 1. Apologies sent and nothing submitted for meeting. 	
6	RoSPA accreditation scheme	<ol style="list-style-type: none"> 1. Covered in Chairman's Report – awaiting response from RoSPA HQ 	
7	Data Protection	<ol style="list-style-type: none"> 1. Data Protection changes were discussed again with no definitive conclusion. No guidance from RoSPA HQ to date. Members stated they had been receiving requests from third parties seeking a positive reply to confirm their approval to continue to receive communications from the third party. 2. Committee agreed that we would send an email to all members with an 'opt in' or 'opt out' option. 3. The committee believe the revised application form and privacy policy meet the requirements of the new Data Protection Regulations to come into force on 25/05/2018. 	(2)Item for newsletter (Sally).

8	Publicity	<ol style="list-style-type: none"> 1. Kevin said there had been no requirement for publicity to date and asked if we needed to promote the Meet & Greet event at Montford Bridge on 13th May 2018. 2. Bill asked Kevin to look at the cost and deadline dates for a small advert in the Shropshire Star. A decision will be taken after B4L as to whether we need to advertise depending on uptake at B4L. 3. Bill will produce a poster which he will email to committee members to print a copy. Committee members to identify where they will put posters. 	<p>(2)Kevin to cost advert and deadlines & email to committee.</p> <p>(3) Bill to produce & email</p>
9	Training	<ol style="list-style-type: none"> 1. Numbers: Associates in training-17 (15) Associate waiting – 4 (3) Holding list – 6 (7) Active Tutors – 12 (10) 2. Robin, Jon and Rob need to complete shadowing re potential tutor training. Robin is now with Bill as Ken's associate(s) are test ready, Jon with David Lawson and Rob with Stuart. 3. Tutor training days. First training day went well for existing and potential tutors to test their riding skills. Stuart stated he'd received positive feedback. Second day planned for 28th April and, if similar feedback is received Stuart will look at repeating this format each year and possibly in September too. 4. Stuart said both Rob and Nigel were prepared to deliver in-house first aid training. Committee agreed this would be for tutors initially but could then be offered to whole membership 	<p>(3)Stuart to feedback on second event.</p> <p>(4)Stuart to deal</p>
10	Treasurer	<p>Apologies received from David. (Accounts sent out prior to meeting).</p> <ol style="list-style-type: none"> 1. Group financial year end of April 	

11	Membership	<p>Apologies received from Tina. (Data emailed to committee prior to meeting)</p> <ol style="list-style-type: none"> 1. 92 members Full: 51 Associate: 26 Honorary: 5 Pillions: 9 On hold: 1 Leavers 2017 - 2018: 13 Joiners 2017 – 2018: 25 2. Bill raised the question on the 'On hold' category. As the individual concerned has been on hold for a number of years and the fact that the individual currently has had to surrender their licence due to health, it was agreed that the 'On hold' category should not exist. 	<p>(2) Tina to remove individual from the data.</p> <p>(2) Ken to remove 'on hold' category from database.</p>
12	Social events	<p>Apologies received from Michelle.</p> <ol style="list-style-type: none"> 1. Due to other activities (B4L, Meet & Greet etc.) no social events are planned. 	
13	Monthly ride outs	<ol style="list-style-type: none"> 1. The April ride out led by Ken was a success in terms of attendance and weather. Marking failed at one point which needs reiterating during the pre-ride briefing. 2. Paul Davies is ride leader for 6th May rideout. Although this is the Bank Holiday weekend, the committee agreed to keep with the first Sunday of the month to avoid confusion for non-members. 3. A ride leader is required for July, November and December. 	<p>(2) Sally to place in newsletter.</p> <p>(3) Sally to place in newsletter.</p>
14	Social media	<ol style="list-style-type: none"> 1. Ken reported that he had had problems with the software used being unlicensed. In agreement with Bill (Chair) and David (Treasurer) a new licenced copy was purchased at a discounted £199. 2. There will be an annual subscription fee of £250 per year. Ken will look into this and alternative options for future use. 3. Ken stated the slideshows did not currently work with the new software which he was looking into. All menus work. 4. Glyn said Facebook was very active following the fadeout video. 	<p>(2) Ken to investigate options.</p>

15	Clothing	<p>Apologies received from Mike</p> <ol style="list-style-type: none"> 1. It was agreed that committee members would think about clothing. To be discussed at May meeting. 2. Mike to bring current costings to the May meeting 	<p>(1)All to prepare for next meeting. (2)Mike to bring costs to May meeting. (1)Sally place on May agenda.</p>
16	AOB	<ol style="list-style-type: none"> 1. BMF. Stuart reported that he had received an email from Helen at The BMF asking for our subscription and completed application. Stuart contacted Helen to confirm our application and subscription was paid on 18th December 2017. 2. Stuart queried the BMF insurance cover for PL and PI insurance in respect of our tutors. 3. Stuart also queried if we were not a RoSPA group then what would The BMF accept as accreditation for our tutors. There seems to be a stalemate in respect of the tutors being 'paid' a voluntary contribution for their fuel costs. Stuart said he had offered to meet with The BMF and or insurers to discuss what and how the tutors operate. 4. BIKE4LIFE. The committee discussed the final preparations and details for our stand at RAF Cosford. Stuart confirmed names and numbers for the setting up on Saturday and the names and numbers for manning the stand on the Sunday. 5. Bill to contact Jo, Events Coordinator, to confirm registration numbers for vehicles on Sat & Sun, confirm access times and passes for both days. 6. Committee discussed the process for making bookings with Stuart and Ken developing a spreadsheet, 4G access to the internet would allow for new members to make payment electronically. 	<p>(2)(3) Stuart to update</p> <p>(5) Bill to email Jo (done)</p>

Meeting closed at 21.35hrs.

Next meeting **16th May 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date:

Bill Croxon, Chairman.