

**Shropshire and Powys Advanced Riders**  
**Minutes of Committee meeting 15<sup>th</sup> August 2017**

	Item	Minutes	Actions
1	Attendance	Simon Laithwaite (Chair), Glyn Jones, Kevin Fletcher, Robin Padgett, Helen Parker, Mike Kinna, Sally McMillan, Stuart McMillan	
2	Apologises	Bill Croxon, David Rogers, Shelly Jennings, Tina Kelly, Ken Swinton, Bob Hayes	
3	Minutes of previous meeting / matters arising	<p>As Bill was unable to attend the meeting, he sent a few points to Simon (Dep, Chair). His main request was <b>if anyone on the committee has NOT sent their comments to him regarding the RoSPA constitution documents please do so ASAP as the meeting is on the 22<sup>nd</sup> August.</b></p> <p>No update from Bill regarding:</p> <p>The Air Ambulance and Bike4Life</p> <p>Meeting with other group representatives prior to the RoSPA meeting on 22<sup>nd</sup> August 2017.</p> <p>Kevin has contacted some of the people on the assessed rides list but needs to liaise with Tina as there is some confusion over who still needs to be contact as some he has spoken to have already been contacted.</p>	<p><b>All to deal ASAP (no excuses please)</b></p> <p><b>Tina and Kevin to deal.</b></p>

		<p>Powys Ride on Days. No names for the forthcoming dates, Geoff has agreed with Stuarts comments re having a list and contacting us when they have sufficient people to run a day.</p> <p>Stuart said he has contacted Bridgett and is waiting for confirmation of a suitable date to run a day from Newtown similar to the one we did at the Shrewsbury Honda Centre.</p> <p>Simon asked if the July newsletter had been sent out as he had not received a copy? Stuart said it had definitely been written and typed.</p> <p>Stuart had sent e-mail to non-committee members re submitting feedback on i2i weekend.</p> <p>Ken is dealing with removal of profiles of people who are no longer members of the group.</p> <p>The ride out disclaimer had been worked on by Stuart and Ken and was now being signed by all participants of the Sunday ride outs.</p> <p>Robin had checked his paperwork from the BME regarding the court case involving a ride leader being prosecuted in connection with the actions of another rider. Robin has no paperwork on this and Stuart has spoken to the new contact at the BMF who had sent some paperwork but it did not relate to this court case.</p>	<p><b>Stuart to deal.</b></p> <p><b>Stuart to check. Newsletter sent 15/08/17</b></p>
4	Chairman	<p>Simon reiterated that Bill really needed committee members comments on the RoSPA documents as soon as possible.</p> <p>A press release was passed around from RoSPA announcing the appointment of a new CEO, Errol Taylor.</p> <p>Simon read out some comments from Bill regarding the August Sunday ride out. It would appear that after the lunch stop at Llyn Brenig two members were inadvertently left behind. Bill felt this was unacceptable. Glyn in defence of the ride leader said that Ken had tried to round people up and that they were sat on the car park for ten or fifteen minutes discussing the route. Stuart said it is up to people to return to their bikes in time to leave at the appointed time and not up to the</p>	

		ride leader to round them up. This is normally an hour after Glyn (Tail End Charlie) has arrived. Perhaps this needs reiterating during the morning briefing. Robin said we are all adults and we could end up over engineering the ride outs.	
5	RoSPA constitution	Not discussed.	
6	Powys Ride on Days	In addition to the comments above it was agreed that it would be looked at using the intended Powys dates for sessions from the Honda Centre or David Jones.  This item will be removed from future agendas.	<b>Stuart to arrange.</b>
7	Secretary	Nothing to report.	
8.	Publicity	For den show. Kevin stated that he had had six or seven positive responses to his request for help and it had also been put in the newsletter. We will only require the small gazebo he feels and we will be taking names and addresses for an assessment day to be run from David Jones in Newtown (date to be fixed).  It was discussed that due to the recent influx of Associates we do not need to advertise for new members at the moment due to the Tutors all being committed.  Stuart has invited Geoff from Powys Council to join us on the stand to help promote road safety and the Ride on Days. A discussion followed regarding use of Facebook in connection with this event to promote the group and the event.  An e-mail to be sent out to the general membership advertising the event and asking for assistance on the Sunday. Also to be put in newsletter	<b>Stuart to sort date.</b>  <b>Kevin to e-mail, Sally for newsletter.</b>

9	Training	<p>Figures circulated prior to meeting (on agenda).</p> <p>Stuart stated that the Tutors are working hard with most having two Associates.</p> <p>Rob Hall has started his Tutor shadowing sessions but there has been no contact to date from Jon Hepburn. Robin stated he still wanted to train to be a Tutor and his commitment to the cycle racing would reduce from the beginning of September and he would prefer to do his shadowing during the week.</p> <p>Stuart said he hoped to get the Tutor numbers up to seventeen in the near future.</p> <p>Stuart said it is important that we manage the expectations of people joining so that they do not expect to be allocated a Tutor immediately.</p> <p>Simon then asked if we would be doing another Honda Centre day as we had only done one and Stuart replied that was his intention.</p> <p>Stuart said that he had prepared a document which was a list of bullet points in Roadcraft that Tutors and Associates could use to aid the theoretical side of the training. This had been sent to the senior tutors and Bill had added a few points he felt were also important. This document will be forwarded to the Tutors and also new Associates to give them some direction prior to commencing their training. Mike felt this would be very useful as he felt he would like some structure to the training. Stuart clarified that he did not feel we should go down the route of having planned lessons as each rider needed to be assessed and Tutored depending on their strengths and weaknesses. This was agreed by all.</p>	<p><b>Stuart to finalise and circulate.</b></p>
---	----------	--	---

		<p>Simon said that he was thinking of developing a core competency folder for Tutors to use and this was welcomed by Stuart.</p> <p>Helen stated that she felt Roadcraft was too big, too heavy and intimidating so she would find a list such as those mentioned above very useful.</p> <p>Mike then said that he had a different version of Roadcraft to his one Associate which had come to light when Mike told him to look at a diagram on a particular page. Unfortunately, the diagram does not appear to be in the later version!</p> <p>Stuart said that following a conversation with Bill he had started working on producing a Tutor / Advanced Tutor handbook for the group based on the two documents produced by RoSPA. This is a work in progress and Stuart said he could not see the point of two documents where the second repeats the majority of the first. This was agreed and it was felt that one document that suits our needs would be more appropriate.</p> <p>A discussion followed regarding differing methods employed by different examiners, theory questions, stopping to make notes etc. The general consensus was that it would be preferable if all examiners worked in the same way.</p>	<p><b>Simon to compose</b></p> <p><b>Stuart to check</b></p> <p><b>Stuart to continue.</b></p>
10	Treasurer	David was not present but had sent the accounts to the auditors and monthly report had been circulated.	
11	Membership	<p>Tina not present, membership figures provided by David as follows:</p> <p>Full members: 51</p>	

		<p>Associate members: 26</p> <p>Honorary members: 5</p> <p>Pillion members: 10</p> <p>On hold: 1</p> <p>Total: 93</p>	
12	Social events	<p>Kevin has spoken to HIWMBO (Her in doors who must be obeyed) and felt that the original date on 9<sup>th</sup> September could still be used for the BBQ. A discussion took place regarding bring and share meat, drinks etc. Kevin would need numbers in front and have to arrange parking at the village hall. Kevin to liaise with Shelly as the Social Secretary and an e-mail needs to go out to all members with the time, date and location as well as a newsletter item, Glyn and Ken to advertise it to the members via their respective mediums.</p> <p>Kevin asked if someone else could send out the e-mail as he felt awkward inviting people to his own event.</p> <p>Christmas do. Shelly had sent an e-mail following her research into the Corbett Arms at Uffington. This was discussed and it was felt that a quiet meal with subtle background music would be appropriate, with the private bar (cost £50.00). Dates were debated and it was agreed that Saturday 2<sup>nd</sup> December would be the preferred date.</p> <p>Sally proposed a curry night for the group in October at the Curry House, Mardol, Shrewsbury on Wednesday 25<sup>th</sup> October at 7.30pm. This was agreed.</p> <p>Stuart and Sally's Lake District weekend was mentioned and Stuart was asked how many are going. Stuart replied that he did not know! This is due to some people deciding that they wanted to book different accommodation and some people who had originally stated they were coming</p>	<p><b>Kevin and Shelly to liaise.</b></p> <p><b>Glyn, Ken and Sally to advertise.</b></p> <p><b>Shelly to send this out please having obtained details from Kevin.</b></p> <p><b>Sally to e-mail Shelly and place provisional date in newsletter.</b></p> <p><b>Sally to check with venue and newsletter item.</b></p>

		now dropping out. Stuart had sent out a general e-mail asking for those who are attending to let him know.	
13	Monthly ride outs	Kevin raised a concern re the manner of some peoples riding on the way home from the August Sunday ride out whilst wearing SaPAR hi viz vests. He stated that it was a good ride if rather wet after lunch and the decision was taken to call a holt at Bala (afternoon stop). Everybody was asked if they knew the way home and were they happy to make their own way home from there which everyone was. Simon stated that his Associate had commented on the manner of the homeward ride in a not very positive way, stating that people were 'going for it' and that 'training and rules seemed to have gone out of the window'. Agreed an entry would be put in the newsletter stating that members should consider the image projected to new Associates and members of the public when wearing group branded clothing.	<b>Sally to put in newsletter</b>
14	Social media	Ken was not present but had said that the web site was fine, nothing to report. Glyn said people are beginning to use Facebook a little bit, we have to be careful what we put up as it is a public site but he normally gets to see it first and can edit inappropriate material.	
15	Clothing	Our model was present, but not wearing the item!  Mike feels we cannot move forward with the clothing until we know what is happening with the branding, hopefully we will more of an idea following the meeting that Bill is attending. He will bring the item of clothing he has had made up to the next meeting.	
16	AOB	None.	

Meeting closed at 21.10hrs.

Signed.....

Bill Croxon, Chairman.

Date: .....