

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 22nd August 2018

	Item	Minutes	Actions
1	Attendance	Glyn Jones, Stuart McMillan, Sally McMillan, Bill Croxon, Robin Padgett, David Rogers, Kevin Fletcher, Mike Kinna	
2	Apologies	Helen Parker, Tina Kelly, Ken Swinton, Michelle Jennings, Nigel Davies	
3	Minutes of previous meeting and matters arising.	<ul style="list-style-type: none"> a) Kevin has started the reports for the paper but has not finished them. He is going to email Andy Coleman (Care on the Road) to see what he would like to publish. b) Renewal fee to be covered later. c) There had not been a July newsletter so matters to be included in the August edition. d) Letter head – Bill stated he had found it hard to do due to the prescribed font, style and colours. Bill had circulated a version with addresses etc at the bottom of the page and Mike had suggested an alternative with them between the logos at the top of the page. The set guidelines from Head Office as to the size of the RoSPA logo had dictated the size of the logos. It was agreed by all present to go with the version Bill had circulated with the addition of a line across the page under the logos and contact details. e) Marketing materials – Bill has sent an e-mail to Richard Howes and a reply is awaited. Bill has asked for the price of two pull up banners, bike only. Bill had looked up the price of the lapel badge (£4.50), however Merseyside appear to have produced their own. Mike showed a badge for the PEMC, we may look at one similar to that for SaPAR, the RoSPA badge is smaller. f) Standardisation of emails. It was agreed that on all emails the group name would be stated in full and not abbreviated. Stuart asked if we could have group email that we 	<p>Kevin to complete.</p> <p>Bill to update when details received.</p>

		<p>could use rather than committee members using their personal accounts. At present e-mails can be received via a group address but responses go from the personal accounts.</p> <p>g) The discussed amendment had been made to the group accounts.</p> <p>h) The discrepancy in the Associate figure provided by Stuart and Tina appear to have arisen due to an issue in the database which Ken has now addressed.</p> <p>i) Tutor diary – Stuart said he had spoken to some Tutors and will email them all again. Mike said he had experienced problems using the diary which appear to have been down to the web browser he was using. Bill asked if the important information, time, date, location and session number could be made more prominent rather than having to open each entry.</p>	<p>Ken to be asked if this is possible.</p> <p>Ken to see if this can be achieved.</p>
4	Chairman	<p>Renewal fee for members who are not current RoSPA Advanced Certificate holders.</p> <p>A discussion took place and the following was agreed:</p> <p>If an Associate is receiving training at the time of their renewal this will be at the rate of £20.00, if this does not apply the renewal fee will be £50.00. Exception to this will be at the discretion of the Training Officer where Tutoring has not been offered or there is other extenuating circumstance.</p> <p>Where a previous member has allowed their membership to lapse and has applied to re-join; if they still hold a valid RoSPA Advanced Motorcycle qualification the joining fee will be £20.00 in any other circumstance it will be £50.00. To qualify for the £20.00 rate the person would be required to produce their valid RoSPA certificate.</p> <p>Tina and Stuart will need to liaise over any queries.</p> <p>Bill then said that Paul Collier (SAMM) is looking to put karting event on and we have been invited to submit a team. No date or price is as yet known however the location is expected to be Rednal. The committee agreed we should look to enter and Bill is to contact Paul Collier.</p>	<p>Sally to put entry in newsletter. Bill to contact Paul Collier</p>

5	Secretary	Nothing to report	
6	Clothing	<p>Mike produced samples of the clothing items with the new logo which it was agreed looked very good. Photographs will be required for the web site, Ken, Mike, David and Robin to action.</p> <p>Mike will bring the samples to the AGM for members to view.</p> <p>Glyn had identified another possible Hi Viz vest, to replace the existing Tutor items, which comes in various sizes. It was agreed to stay with the one Mike had sourced. Mike has had a cloth badge made up which could be attached to the breast pocket at a cost of £12.00, printing of the words on the rear of the vest has been costed at £6.50 making a total cost of £42.25. It was agreed to purchase 20 vests. Mike will need sizes required so Stuart is to e-mail Tutors.</p> <p>Thanks to Mike for his efforts.</p> <p>Regarding members HI Viz vests, it was agreed to keep the same style but remove the RoSPA badging. We are not aware of the number of vests held by Tina at this time.</p>	<p>Ken, Mike, David, Robin get posing.</p> <p>Stuart to deal.</p> <p>Tina to confirm what stock she holds.</p>
7	Training Officer	<p>Training figures as circulated with the correction of one less Associate in training due to the previously mentioned database issue (now sorted).</p> <p>Rob Hall appears to be having problems getting his Associate out and Stuart has been having problems contacting Dave Hunt.</p> <p>Member Andrew Harrison has contacted Stuart on a number of occasions asking when he is going to be allocated a Tutor and indicating that due to his previous IAM experience it will not take him long to get through and why does he have to wait for others who appear to be taking a long time. Bill had explained to Andrew when he took him for an assessment prior to him joining how we work and that there would be a wait due to the number of new members who had joined</p>	

		<p>at Bike4Life and the Meet and Greet. Stuart has re-iterated this message on each occasion and assured Andrew that he has not been forgotten</p> <p>Robin asked where on the list Chris Barnard was as he has been out riding with him and Chris had asked. Stuart looked at the database and said Chris was fourth on his list.</p> <p>It was agreed that Tutors should contact Stuart if their Associates were letting them down when rides had been arranged, or were proving difficult to motivate, as Stuart has a waiting list and could allocate another Associate.</p> <p>A discussion took place over whether to call a Tutor evening to distribute the Roadcraft books and size Hi Viz vests. It was agreed this would be arranged and other matters can be discussed.</p>	<p>Stuart to contact Bill and Howard for availability.</p>
8	2018 AGM	<p>Members need to be advised of the date of the AGM, which as normal is the first Sunday of October (7th), this to be done via the newsletter and web site.</p> <p>Appropriate documents need to be sent out, all positions are open for members to be nominated for. Small room to be booked for 4pm 7th October with tea and coffee.</p> <p>Bill asked the committee members present if they would be willing to stand again, the responses were as follows:</p> <p>Mike – wished to stand down from clothing but remain on the committee</p> <p>Glyn - yes</p> <p>Stuart – yes</p> <p>Robin – would consider taking on clothing but would notify nearer the time</p> <p>Kevin – yes</p>	

		<p>David – standing down as Treasurer but remain on committee and assist Ken with the web site and databse</p> <p>Sally – yes</p> <p>Bill – yes</p> <p>Helen – staying on committee and taking on Treasurer role.</p> <p>Shelly – standing down from committee but will still arrange the Christmas event.</p> <p>Unknowns – Tina, Nigel and Ken.</p>	
9	Publicity	<p>Forden is the next event on 23rd September 2018. Kevin has booked us a space for a stand but this may be on the field rather than the car park. Set up will be required on the Saturday afternoon, 2pm, with the red gazebo. The show opens at 10am on the Sunday and we would need to be in by 9.30am. The following said they could be available to set up on the Saturday; Kevin, Glyn, Stuart, Sally and possibly Ken.</p> <p>On the Sunday the following have said they will attend; Bill, Helen, Kevin, Stuart, Sally, Glyn, Ken and David.</p> <p>Stuart said he did not wish to hold an assessment day like we had last year as it had proved to be a waste of time as people who had booked sessions did not attend. It was agreed that we would take details of anyone who wanted an assessment ride and they could be dished out to Tutors to conduct when mutually convenient.</p> <p>It was agreed that if we can get a 4G mobile signal we could make use of that to enable people to join on the day if they wished by use of laptops and the web site.</p>	<p>Kevin to e-mail members for help and Sally to place in newsletter.</p>
10	Treasurer	<p>The year end accounts are with the accountant, Bill and David to sign when they are returned. David said that the end of month figures are on the web site. It was again stated that 20 hi viz vests would be purchased by the group for he Tutors. These vests will remain the property of SaPAR.</p>	

11	Membership secretary	Figures had been provided by Tina.	
12	Social events	No members have come forward to arrange any socials so none have been held.	
13	Monthly ride outs	Bob Hayes is leading the September ride out and Marion is leading the shorter October ride prior to the AGM.	
14	Social media	Ken is looking at an alternative software package to run the web site as the current package costs £200.00 per annum. Glyn said he had been security checked by Facebook for the first time ever and he finds that photos and videos attract the most visits so he would like more.	Sally to put in newsletter
15	AOB	Bill said that we have paid another year to the BMF but we have not received any magazines, why not? David said that we are still awaiting the invoice and the accountants had asked for it.	Stuart to speak to BMF and also ask if we have been sent a jpg version of the BMF logo.

Meeting closed at 21.25hrs.

Next meeting **19th September 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date:

Bill Croxon, Chairman.