

**Shropshire and Powys Advanced Riders**  
**Minutes of Committee meeting 18<sup>th</sup> July 2018**

	Item	Minutes	Actions
1	Attendance	Glyn Jones, Mike Kinna, Bill Croxon, Kevin Fletcher, Tina Kelly	
2	Apologies	David Rogers, Michelle Jennings, Helen Parker, Robin Padgett, Ken Swinton, Stuart McMillan, Sally McMillan. Absent: Nigel Davies	
3	Minutes of previous meeting and matters arising.	<p>7.1 Stuart had reported chasing Glyn's associate and reallocated due to work commitments. Glyn has been unable to make contact with new associate. Bill asked Glyn and Tina to confirm correct contact details for the new associate.</p> <p>8.1 Ken has added Microsoft Edge issue note on website, Sally added in June newsletter.</p> <p>9.1 Kevin to write up two separate pieces for Bike4Life and Montford Meet &amp; Greet for Care on the Road. Holiday commitment prevented this to date.</p> <p>10.1 Annual Accounts to be approved – Agenda item for July meeting.</p> <p>12.1 Sally included a request for social event organisers in June newsletter.</p> <p>14.1 Stuart reported that he &amp; Ken had checked their data was up to date in respect of overdue RoSPA test issues with members.</p> <p>14.2 Bill was tasked with checking the group constitution in respect of group members who are</p>	<b>3.1 Kevin to action</b>

not members of RoSPA. Following the meeting, the extract below is from our current constitution:

- 4.6 The Group may create additional Group membership categories, such as honorary or life membership, and prescribe their respective privileges, obligations and membership fees, as agreed by The Group's committee. **This membership category may include individuals who no longer wish to be retested or who have failed to take and pass their re-test as well as individuals who have never passed a RoSPA Advanced Motorcycle Test and who do not wish to do so.**

Members in this category who have previously passed a RoSPA Advanced Motorcycle Test may also remain a member of RoSPA Advanced Drivers and Riders provided that they continue to pay the appropriate annual membership subscription to RoSPA Advanced Drivers and Riders, **as well as their group membership. Individuals in this category are covered by Public Liability as stated in the insurance guide for RoSPA Advanced Drivers and Riders.**

**Members in this category, who wish to remain a member of the local group but not of RoSPA Advanced Drivers and Riders, may do so provided that they continue to pay the appropriate membership subscription to The Group.** They do not pay a membership subscription to RoSPA Advanced Drivers and Riders and are not a RoSPA Advanced Driver or Rider. Individuals in this category are covered by Public Liability as stated in the insurance guide for RoSPA Advanced Drivers and Riders.

**Members in this category, who have never taken a RoSPA Advanced Motorcycle Test and are not intending to do so, may remain a member of the local group provided that they continue to pay the appropriate membership subscription to The Group.** They do not pay a membership subscription to RoSPA Advanced Drivers and Riders and are not a RoSPA Advanced Driver or Rider. Individuals in this category are covered by Public Liability as stated in the insurance guide for RoSPA Advanced Drivers and Riders.

The constitution was written to enable the committee to make changes without having to rewrite

**Commented [DR1]:** If they object to our 'Pillion' membership would this cover our Pillions rather than having that category specified.

		<p>the document. The constitution refers to <b>'the appropriate membership subscription'</b>.</p> <p>Bill's interpretation is that, if a member does not hold a current and is not booked or preparing for the Advanced Test as confirmed by The Training Officer, then the appropriate membership subscription is the associate fee, currently £50.00.</p> <p>14.3 Database users are monitoring Dropbox update notifications.</p> <p>15.1 Amy Brant issued (16/07/2018) the RoSPA Advanced Drivers and Riders Branding Guidelines to Chairs and Secretaries. Bill forwarded to committee members and an agenda item for July meeting. Consequently Bill had not costed RoSPA Advanced Drivers and Riders branded items to date.</p> <p>15.2 Apologies received from committee members prior to meeting.</p>	<p><b>3.2 Committee to agree at August meeting</b></p>
4	Chairman	<p>4.1 Bill referred to the email forwarded to committee members today (18/07/2018) from Amy Brant in respect of the forthcoming RoADAR Benefit Platform. The email included the increase to RoSPA Advanced Drivers and Riders membership from September 2018 to £40.00. Committee agreed that the content/details be included in the July newsletter for group members who are non RoSPA Advanced Drivers and Riders members. It was noted that although part of the rebranding of RoSPA Advanced Drivers and Riders was to eliminate the RoADAR term, HQ continue to make reference to RoADAR.</p> <p>4.2 Bill confirmed that committee members had received the RoSPA Advanced Drivers and Riders Brand Guidelines although some had not read the document. It was noted that the document was more specific to a printing specification than a brand guide for groups. It was confirmed that we are able to use the SaPAR logo alongside provided we adhere to the criteria on positioning and size. Bill agreed to look at what sizing would be needed to equalise our circular logo with the RoSPA Advanced Drivers and Riders rectangular logo.</p> <p>4.3 It was noted that the guidelines stipulate that any materials produced by groups which include the RoSPA Advanced Drivers and Riders brand logo must be sent to RoSPA HQ for</p>	<p><b>4.1 Sally to include in July Newsletter as non RoSPA group members would not see the subsequent email sent by Amy to RoSPA members.</b></p> <p><b>4.2 Bill to produce template document for committee approval prior to sending to RoSPA HQ.</b></p> <p><b>4.3 Bill to liaise with Richard Howes (Regional Coordinator)</b></p>

		<p>approval. It was also suggested that if RoSPA HQ are specifying the format of a group's webpage then they should provide a website template as they have with the social media avatar.</p> <p>4.4 There was a discussion on the insistence of members to use the standard format of email signatures as all committee members use their personal email for group email correspondence. It was accepted that the group name would always be used and not abbreviated to RoSPA.</p>	<p><b>on design/cost of banner and enamel badges.</b></p> <p><b>4.4 All to follow</b></p>
5	Clothing	<p>5.1 Mike stated that Stuart, Bill and Mike had met with 3 variations of Hi Viz to replace the existing Tutor Hi Viz. Based on quality, price and value it was agreed to go for the mid-range version as used by the local Bloodbike group. Mike had costed these and negotiated a 5% reduction on the overall cost for 20 Hi Viz equating to £474.81. Mike explained the issues with printing (patch/embroidery) which he'd discussed with DecoStitch. This would also incur additional costs to the initial purchase price and Mike is waiting for quotes and options from DecoStitch. Until this is received Mike will not place any order with the supplier.</p> <p>5.2 Mike has placed an order with DecoStitch for 5 caps and 1 of each clothing item in the agreed navy blue colour with the amended SaPAR logo. David has been kept informed of costs.</p> <p>5.3 As we are not using the RoSPA Advanced Drivers and Riders brand logo, there is no conflict with the new brand guidelines.</p>	<p><b>5.1 Mike to communicate to committee as information is received from DecoStitch.</b></p> <p><b>5.2 Mike to bring to next meeting if arrived</b></p>
6	Treasurer	<p>6.1 Apologies received. David had reissued the draft accounts to committee members prior to the meeting and requested any queries be sent directly to him. Stuart had submitted a query on the title used for the Safer Roads Partnership sponsorship on page 1 and queried the yearly headings on page 2 which were confirmed as correct. Bill agreed to provide David with the correct title: <b>Safer Roads Partnership in Warwickshire and West Mercia</b>. No other issues or queries were raised and the committee members present approved the Accounts for the year ending 30 April 2018.</p>	<p><b>6.1 Bill to notify David of the amendment and sign amended document</b></p>
7	Secretary	<p>Apologies received. Nothing added for inclusion from Sally.</p>	

8	Publicity	<p>8.1 Kevin to do a write up on Bike4life and Meet and Greet for Care on The Road.</p> <p>8.2 Robin submitted prior to the meeting that in respect of Broseley Motorcycle Festival on 5<sup>th</sup> August that 7 committee members had replied as not available and 4 had not replied. The organisers still hadn't replied so he was not going ahead with attending the event.</p>	<b>8.1 Kevin to action.</b>
9	Training Officer	<p>Apologies received. Stuart submitted the following in the agenda:</p> <ul style="list-style-type: none"> <li>a. Associates in training – 21</li> <li>b. Associates awaiting allocation – 5</li> <li>c. Holding list – 7</li> <li>d. Active tutors – 13</li> </ul> <p>9.1 Tina stated she only had 30 Associates recorded but Stuart's figures total 33.</p> <p>9.2 Bill stated not all tutors were using the Tutor Diary on the website making it difficult to be able to plan observing available tutors.</p>	<p><b>9.1 Tina to clarify with Stuart discrepancy in total associates</b></p> <p><b>9.2 Stuart to email tutors another reminder.</b></p>
10	Membership secretary	<p>Tina provided the following figures:</p> <p>95 – Total</p> <p>49 – Full</p> <p>30 – Associate</p> <p>5 – Honorary</p> <p>11 – Pillion</p> <p>Tina also stated that @ 1<sup>st</sup> April the group had 11 New members and 8 Leavers.</p>	
11	Social events	<p>Apologies received. Nothing added for inclusion from Michelle.</p> <p>Committee discussed social events but, as no members had responded to the request in the June newsletter, no social events were planned/proposed for July or August.</p>	<b>12.1 Sally to update in the July newsletter.</b>

12	Monthly ride outs	Apologies received. Nothing added for inclusion from Ken. August – Kevin September – Bob October – Martin (short ride due to AGM) November / December – no leaders at present, weather dependent.	
13	Social media	a. Website – nothing added for inclusion from Ken. b. Facebook – Glyn stated videos remained popular.	
14		Blank item on the Agenda	
15	AOB	Bill noted that the agenda stated the next committee meeting is scheduled for 22 <sup>nd</sup> August which is the 4 <sup>th</sup> Wednesday. All in attendance were happy to keep this date and Bill is unavailable for the 15 <sup>th</sup> due to work commitments. Room booked with venue.	

Meeting closed at 20.45hrs.

Next meeting **22<sup>nd</sup> August 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date: .....

Bill Croxon, Chairman.