

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 16th May 2018

	Item	Minutes	Actions
1	Attendance	Glyn Jones, Robin Padgett, Mike Kinna, Ken Swinton, Helen Parker, Kevin Fletcher, Bill Croxon, Stuart McMillan, Sally McMillan.	
2	Apologies	David Rogers, Michelle Jennings, Tina Kelly, Nigel Davies.	
3	Minutes of previous meeting and matters arising	<p>Matters arising from previous meeting.</p> <ol style="list-style-type: none"> 1. 2 - Take off list and done 2. 4 - Not known. 3. 7 - Take off list. 4. 9 - Done. 5. 10 - 17 books ordered. 6. 12 - Sponsorship of £500 will be given to the group by the Safer Roads Partnership (SRP) who will e-mail an order number. We will need to look at how we spend it as the leaflets are being paid for by the SRP separately. 	

		<p>Remainder of minutes</p> <ol style="list-style-type: none"> 7. Bill had e-mailed Amy on 12th April, and Bill had circulated the update. 8. No further communication has been received from other Chairs. 9. 2000 copies of the folder have been printed and 1500 of those are to be shared between ourselves and SAMM. These have been fully funded by the SRP. 10. Sally had put an entry in the newsletter and Tina sent the e-mail to members re GDRP. 11. Bill wanted his thanks recorded to Kevin for the superb advert in the Shropshire Star. This cost £100 which is being shared with SAMM. Bill requested Kevin to save the image for future adverts, but the SAMM logo needs to be updated. Posters made by Stuart were distributed to the Shrewsbury Honda Centre, David Jones Newtown, Montford Bridge picnic area, Dinky's, Raven Café, The Food Stop at Quatford and the Ponderosa. 12. The two Tutor ride days had been conducted with good attendance. 13. In house first aid training to be removed from agenda. Stuart to continue liaising with Nigel and Rob and update committee when there is something of note. 14. The SRP have arranged a number of Biker Down sessions. The Shropshire dates are: Sat 22nd September at Shrewsbury and Sunday 7th October at Telford. 15. Membership category of 'Holding' has been deleted as discussed. 16. As Ken has not had any offers of a ride leader for July Bill said he would fill the role. 17. Ken has paid for the software licence he needed and this can now be taken off the agenda. 18. Clothing to be discussed in main agenda. 	<p>Sally to put in newsletter</p>
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4	Chairman	<p>Regarding the constitution there have been no further comments from other groups.</p> <p>The Meet and Greet was very successful however Richard Howes did not attend as he had promised. Paul Cheshire (BikeSafe) attended stating for him it covers five Police areas and they would like to attend next year. Bill had sent an e-mail to Radio Shropshire but did not actually hear it on air. Blood Bikes were unable to attend this year. There were less people at the picnic area in general this year than last which may be due to the price increases at the café.</p> <p>David stated that no member who helped out should be out of pocket. Those who attended were fed and watered as required and those who used a vehicle could submit a mileage claim. We need to pick a date for next year's event earlier so that we can advertise it a little earlier in front. Easter next year is 21st April but as yet we do not have a date for Bike4Life which we normally follow three weeks after for the Meet and Greet.</p> <p>For next year we need a method of recording how people heard about the event. In that way we know which area of our marketing is reaching the target audience. An e-mail could be sent out to those who attended this year to ask how they heard about the event. It was discussed that we should had no assessed rides after 2pm, it was agreed that next year we would run the ride start times between 10am and 2pm.</p> <p>A number of those who signed up at Bike4Life did not attend for various reasons.</p>	<p>Tina to send e-mail.</p>

5	RoSPA accreditation scheme	<p>A discussion took place regarding the use of our name on our items, clothing, literature etc. Bill proposed that we keep our name and use that. This was voted on and accepted.</p> <p>If the group was to be dissolved any money remaining would be transferred to RoSPA. However before that stage it could be used for the training of remaining members etc.</p> <p>Bill read the e-mail response he had received from Amy regarding changes required to Paragraph 12.4 of the proposed constitution. It was discussed and those present were in agreement that Bill should send the amended constitution to Amy for her to agree or not as deemed appropriate. <i>Following the meeting we have received our accreditation from RoSPA.</i></p>	
6	Clothing	<p>Mike has been looking at the prices of clothing with David and there was little profit on the items. Mike read through the cost and sale price of each item as at present. Kevin said that as good business practice we should add 15 or 20 percent to the cost price of each item.</p> <p>It was stated that putting the new RoSPA logo on the clothing was expensive due to the number of colours used. A discussion took place and it was decided to use only our SaPAR logo on our clothing, possibly replacing the red RoSPA lettering with SaPAR. Thereby we are future proofing our clothing should we not be re-accredited at any point in the future.</p> <p>It was discussed that it may be an idea to purchase a RoSPA flag that we can use on the stand at shows etc. However to protect the group from unnecessary cost now and in the future the logos would be kept separate.</p> <p>Mike was asked to order something with the new logo on. Robin said he would have a cap so this is to be ordered. We need to look into the RoSPA pin badges. <i>On the RoSPA web site there is a lapel badge for £4.50 which the group could consider buying for committee members and Tutors.</i></p> <p>Hi Viz for Tutors. The current Hi Viz vests are getting untidy and will need to be changed due to the RoSPA branding changes. It was agreed that Mike, Robin and Stuart would look at alternatives of a good quality for the Tutors and they would only have our logo on them. Mike said there are two companies on the Stanmore Estate in Bridgnorth, Robin offered to go to Stitches in Low Town Bridgnorth who he has dealt with before and Stuart said he would also make enquiries. Bill said he felt the group should buy the vests and they could be issued to</p>	<p>To be discussed at next meeting.</p> <p>Tutor Hi Viz vests to be put on the next agenda.</p> <p>Mike, Robin and Stuart to research.</p>

		<p>Tutors in the same manner as the cameras, remaining the property of the group. This was agreed.</p> <p>Bill asked that any progress be shared with the committee, preferably prior to the next meeting.</p>	
7	Treasurer	<p>David was not at the meeting but had e-mailed his report which was looked at by Helen and Bill. David has made certain assumptions regarding income and expense for the coming year which were discussed. Some areas of potential expenditure include: promotional material, free standing stand, A1 size posters, leaflets, business cards, RoSPA flag, the red gazebo is getting 'tired'. These items could amount to in the region of £2000.00 to replace / obtain. In addition, Tutor Hi Viz vests (Stuart asked if the £500 from the SRP could be put towards these), the trailer needs two new tyres and Bill suggested we obtain a spare wheel as it does not have one, this was agreed.</p> <p>Kevin asked if as a group we needed to consider some fund raising. This was discussed and it was agreed that this was not necessary at this time.</p> <p>On the whole as a group we are okay for money at the moment.</p>	Stuart to sort trailer.
8	Secretary	Nothing to report.	
9	Data Protection	Discussed previously	
10	Publicity	Thanks to Ken and Kevin. We had four new members sign up at the Meet and Greet and there are four others to be chased up. Bill asked if we had any photos of the event that would be good enough to submit to the Shropshire Star as a follow up on the event with an article.	Kevin to action.
11	Training	<p>Figures;</p> <p>Associates training – 19</p>	

<p>Associate awaiting allocation – 3</p> <p>Holding list – 6</p> <p>Active Tutors - 12</p> <p>Glyn has returned to tutoring, Robin and John are progressing through the Tutor training package and Rob has been signed off.</p> <p>In order to future proof the group it has been decided by Bill, Howard and Stuart that they are going to qualify as IAMRoadsmart National Observers. To do this Howard and Bill will need to take the initial IAM test as they are not currently members of the IAM, Stuart is. During the recent RoSPA accreditation and issues that have come up for some groups, the three of them have decided that to be one step ahead they will obtain this qualification so that should there be any issue over re-accreditation in the future, the group will still have a way forward, as this qualification would enable them to train our Tutors as IAM Local Observers. Stuart has been in discussion with Steve Ellis who is the IAM Area Service Delivery Manager for our area and he is happy that they can obtain the qualification without the need to join a local group. There is already a route in IAM documentation to allow this and it would result in the individual becoming a National Observer with the IAM but rather than having an Associate allocated by a group, they could be allocated one from IAM Head Office if that individual did not wish to become a group member. Also should the above course of action become necessary there will be no requirement on us to merge with any existing IAM group, Steve is happy for there to be more than one IAM group in a geographical area. Steve has told Stuart that IAM were already aware of what is happening within RoSPA and have been approached by other RoSPA groups with similar enquiries.</p> <p>Bill, Howard and Stuart wished to make it very clear that they are not intending to jump ship, this is merely a contingency plan and they are not asking for the group to pay the initial IAM test fees. (£99.00 test only). All Stuart would ask is that if the need to make use of these qualification for the benefit of the group did come about then the group consider reimbursing the costs. This was generally accepted but Glyn then said that he did not feel it was right for Bill and Howard to pay for the test as it was intended for the benefit of the group. Mike proposed that the fees be paid</p>	<p>Stuart to e-mail Amy re Rob. (Done and reply received, Rob is now on the RoSPA Tutor register.</p> <p>Bill, Howard and Stuart to progress.</p>
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		<p>by the group and Helen seconded it. A vote was taken (Bill abstaining as he had a vested interest in the outcome) and it was unanimously approved. During discussions with Steve Ellis he has made it clear that the IAM would prefer us to remain as a group in our own right and he would look to provide the necessary training for the three to qualify as National Observers on a no fee basis.</p> <p>Kevin made the comment that he feels Associates who come to us have obtained an IAM pass do not appear to be at the level he would anticipate. A short discussion then followed during which Stuart expressed the opinion that a RoSPA Bronze would equate to an IAM pass, Silver to an IAM First and Gold to an IAM Masters. On the initial IAM test you cannot obtain a Masters pass as this is a completely separate test and process using Roadcraft and for the initial test they use their own publication, 'How to be a better rider'.</p>	
12	Membership	<p>Tina was not at the meeting but sent the following numbers.</p> <p>Members:</p> <p>Total – 96</p> <p>Full – 49</p> <p>Honorary – 5</p> <p>Associates – 28</p> <p>Pillion – 10</p> <p>Payments pending - 4</p>	
13	Social events	None being held at present.	
14	Monthly ride outs	The next ride out is June 3 rd and will be led by Phil Noble.	

		July ride will be led by Bill.	
15	Social media	<p>Ken said the Web is doing okay. David has been helping with the web site and the membership database as it is good to have someone else with a working knowledge.</p> <p>Bill stated that he still wished to have some training on the use of the database from Ken. Bill asked for thanks to be recorded to David for assisting.</p> <p>Facebook, Glyn stated there had been 640 looks at the meet and greet entry, so it had been worth putting it on.</p>	
16	AOB	Tina had sent an e-mail indicating that 59 members had replied yes and 37 have not yet replied to the GDPR email. Bill asked if it could be mentioned again in the newsletter.	

Meeting closed at 21.45hrs.

Next meeting **20th June 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date:

Bill Croxon, Chairman.