

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 17th January 2017

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Simon Laithwaite, Helen Parker, Kevin Fletcher, David Rogers, Mike Kinna, Bob Hayes, Ken Swinton, Glyn Jones, Michelle Jennings, Robin Padgett, Stuart McMillan, Tina Kelly	
2	Apologises	Sally McMillan	
3	Minutes of previous meeting / matters arising	<p>a) Bill has received a response from the Bike4Life committee and were was invited to attend their meeting on 05/01/2017. Due to work commitments Sally attended with a pre prepared list from Bill of concerns the group had before we commit to assisting in the parking at Meole Brace.</p> <p>b) Nigel Davies had provided the Safer Roads Partnership (Mick Stirland) with Kevin's contact details for SAPAR which were used on their promotion leaflet. Bill has not had any communication with the S.R.P. in response to his request to have a committee member attend their meetings.</p> <p>c) Bill has had a brief communication from Paul Collyer (SSBB / IAM Roadsmart) but is still waiting for a reply to advertising costs on the SSBB website.</p> <p>d) Montford Bridge Café has emailed confirmation (20/11/2016) that we are welcome to host our 'meet and greet' event at the picnic area on 21st May 2017.</p> <p>e) Bill confirmed that we communicate directly with Amy Brant at RoSPA HQ in the absence of an area GAP rep for our region.</p> <p>f) Kevin & Shelley produced the advert which ran in the Shropshire Star for 4 weeks prior to Christmas.</p> <p>g) Ken has made amendments to the website to include the offer of the gift voucher.</p> <p>h) Stuart confirmed the planned tutor theory test meeting for the 4 prospective tutors was cancelled as only 1 of the 4 were available. Stuart was liaising with Jon Hepburn to sit the test at his home address.</p>	<p>A further meeting is on Tue 14/02/2017 1pm – 3pm</p> <p>Bill to contact Paul Collyer</p>

		<p>i) Bill & Stuart have yet to feedback to Geoff Wilkes, Powys RideOn coordinator, on Simon's experience on the Powys BikeSafe day.</p> <p>j) Tina updated on progress with the membership spreadsheet and go cardless system proposal</p> <p>k) Stuart to liaise with Michael Downes, NWAD, in respect of RoSPA insurance issue for meet and greet/free observed rides to non-members</p> <p>l) Shelley confirmed 31 attended the Christmas Party and committee members agreed it was a successful evening. Shelley also stated as the party was more than 20 a free nights stay was provided which Shelley offered to the group as a prize/gift. Bill suggested as Shelley had done all the hard work in arranging the event she should take the free night which committee members agreed</p> <p>m) Marion's India talk for the January social had been requested to start at 7pm. Notice put in Newsletter, on website and on Facebook</p> <p>n) Ken has (we believe) resolved the email problems.</p> <p>o) Gloucester Group's slow riding events.</p>	<p>Bill/Stuart to deal</p> <p>Stuart to contact Michael Downes</p> <p>Stuart to speak to Gloucester group re insurance cover etc.</p>
4	Chairman	<p>Bill welcomed everyone to the meeting and thanked Shelley for arranging another successful Christmas Party.</p> <p>Bill read 3 correspondence emails from potential members. I has had a free assessed ride but not joined to date. I made enquiries for free training to become a Blood Bike rider which Bill replied with the 'real' cost of membership and training with an 'I'll be in touch' response and 1 who has an arranged assessment ride on 19/02/2017. Tina asked to be copied into correspondence so she would be aware if any apply for membership.</p> <p>Bill raised the RoSPA Group Marketing Leaflet and email from Amy Brant. The committee voted to accept the leaflet provided we re able to keep the group name as SAPAR, no contact number and generic email address. All agreed the leaflet was a good step forward for both RoSPA and the groups nationally. It was suggested we confirm what we can/cannot use the back of the leaflet for i.e. can we use our SAPAR logo, advertise our events etc.</p> <p>Bill confirmed everyone had received Simon's email in respect of his request to West Mercia Police for a presence at the May Meet & Greet event. Bill thanked Simon for his efforts on this.</p>	<p>Bill to copy Tina into email correspondences</p> <p>Bill to chase 2 enquiries.</p> <p>Bill to communicate with Amy Brant</p> <p>Bill to speak to Safer Roads Partnership</p>

5	Secretary	<p>Bill covered Sally's attendance at the recent Bike4Life committee meeting. No minutes were taken by anyone at the meeting so Sally compiled her own notes shared with Bill following the meeting.</p> <p>The initial invitation to attend the meeting included a request for SAPAR to assist in the parking at Cosford as well as Montford Bridge – Sally made it clear that we are a small group and would not have sufficient numbers to cover both AND man a stand at both venues.</p> <p>Sally's notes (emailed to committee members 14/01/2017) make it clear there are more questions than answers which as a group we need clarification on before we commit to this year's event. Bill had provided a list of 9 issues (emailed to committee members 14/01/2017) which Sally presented to Jo Bailey (Midlands Air Ambulance) at the end of the meeting so she had a hard copy of the issues which need addressing.</p> <p>One main point from Sally's notes is that the proposed road closure hadn't been confirmed as the event takes place on a Bank Holiday weekend. This was supposed to have been responded to within 36 hours but no communication to us to date.</p> <p>The Chair, Derek, was non-committal in respect of our group/members being covered by the organiser's insurance. This must be clarified in writing before we can commit to being involved. Chair of meeting Derek and Jo Bailey stated they would put a disclaimer on notices and tickets although a number of tickets had already been sold!</p> <p>It was confirmed that Angela Watkins (Business Manager Midlands Air Ambulance) completes the risk assessment for the event and would like the car park sectioned at both the filling and leaving stages. A copy of the risk assessment is needed for our group records.</p> <p>The Committee agreed we needed specific written confirmation of insurance, risk assessments, availability of cones & tape with access the night before to section the car park.</p> <p>Mike Kinna raised the issue of Fire Marshalls which should be included in any risk assessment.</p> <p>Bill thanked Sally for attending and everyone for their input/feedback.</p> <p>Meeting room Hire was discussed as the current room would be changing to a games room. Stuart confirmed we would be offered another room at the Four Crosses retaining the reduced rates we currently benefit from. A brief discussion was held and it was agreed for committee members to look at alternatives to consider at the next meeting. February meeting will be at The Four Crosses</p>	<p>Bill & Sally to liaise on this.</p> <p>Each committee member to consider alternative venues with costs.</p>
6	Publicity	<p>Kevin gave an overview of the 10th anniversary article which appeared in the Shropshire Star on 16/12/2016, sponsored by a number of companies, friends of SAPAR and local motorcycle</p>	

		<p>orientated companies. All felt the article was well written and promoted the group in an effective way and we have received 2 enquiries as a direct result so far. Kevin was thanked for his hard work in bringing this to print.</p> <p>Kevin has also had a number of correspondences with Helen Stevens (Midland Air Ambulance) and SAPAR will receive recognition in their next TakeOff edition in January. Again a lot of hard work on Kevin's part here for which he was thanked.</p> <p>A discussion took place on what and where we are going to promote the group this year. Winstanstown Show (Sunday 19th March) was agreed. Other suggestions were Stafford Bike Show which is out of area and there is also a Stafford group, Wem Classic Car and Bike Show, Bridgnorth Italia Auto Festival (1st Sunday in September), Forden Classic Bike Show (September). The committee decided we need to focus on events where potential members would be.</p> <p>At this point Simon discussed the reply he'd received from Shawbury Riders. They have 4 events which, based on last year, would not necessarily be worthwhile us attending. It was agreed that it would be mutually beneficial if we promoted each other on our respective websites/Facebook pages and Simon was asked to progress this. Simon was thanked for his work on this.</p> <p>Bill raised a point of promoting the group by holding a number of Saturday and or Sunday events where tutors and associates/members attend a central point (Shrewsbury Honda Centre, Meole Brace Retail Park, Demon Tweaks, Wrexham, bikewear suppliers etc) and run a day or half day of observed rides/tutored sessions in and around Shrewsbury town centre. This would minimise the hours/days tutors give to promoting the group if they were able to arrange specific sessions and give associates the opportunity to mix and match with alternative tutors. Having a number of Hi Viz riders riding around the town centre would put SAPR in the forefront of the public eye at no additional financial cost to the group. The committee agreed this was a viable suggestion and agreed in principle along with attending open day events at the likes of Shrewsbury Honda Centre. Bill also suggested David Jones's at Newtown to run a similar event. This would depend on the Powys RideOn days not running</p>	<p>Kevin to contact Winstanstown organisers</p> <p>Robin to provide details of Italia Auto Festival to Kevin</p> <p>Simon to speak with Shawbury Riders on mutual promotion</p> <p>Bill, Stuart, Howard to liaise on available dates.</p> <p>Stuart to speak with Shrewsbury Honda Centre</p>
7	Training Officer	<p>Stuart confirmed the figures he had circulated prior to the meeting:</p> <p>Tutors 13 in total with 11 available. Associates in tutoring – 3, waiting – 0, holding list – 4</p> <p>Stuart provided an update on current potential tutor status:</p>	

		<p>John Roe – awaiting allocation for shadowing</p> <p>John Hepburn – awaiting theory test</p> <p>Alan Fowles – withdrawn due to other commitments</p> <p>Jan James – withdrawn due to new employment commitments</p> <p>Robert Hall – awaiting theory test (currently on holiday)</p> <p>Stuart is liaising with Jon Hepburn to sit the theory test.</p>	
8	Treasurer	<p>Figures posted on the web site prior to the meeting. David confirmed we currently have £5531.00 in the bank.</p> <p>As per the Finance report, David stated we need to be aware that the group’s position is very different to last year as we approach the end of the financial year. Forecasted income is £1899 lower with a forecast expenditure of £507 more than the income. Therefore in two years the forecast bank balance will have reduced from £6443 to £5024. Consequently, the committee need to be aware that we need to monitor our expenditure closely especially if there is no Powys income going forward.</p> <p>David had also circulated an email detailing reasons and assumptions which were discussed alongside the proposed Direct Debit GoCardless payment system.</p> <p>Anticipated future costs were discussed with one being the rebranding of the group to incorporate the RoSPA branding. (see RoSPA leaflet agenda item). To date groups are waiting on RoSPA to update on their draft/proposed constitution.</p> <p>Bill proposed the xmas meal subsidy is limited to members only. This would mean only the member benefits and may encourage partners/ spouse etc to become members.</p> <p>The cost of social events was discussed with the committee agreeing that social events should not incur any cost to the group. Room hire costs etc could be recouped by either charging an admin fee or holding a raffle with items donated from members.</p> <p>The ‘acid test’ for any future activities should be ‘what’s in it for SAPAR’ to ensure our efforts are to benefit the group.</p> <p>It was agreed that the group’s focus needs to be on membership in</p> <ul style="list-style-type: none"> a) maintaining a healthy membership number b) maintain member/tutor interest 	<p>Committee to vote on this at next meeting</p>

		<p>c) provide advanced training to motorcyclists</p> <p>Raising the membership fee was discussed. Although the fee hasn't increased since the group was formed it was felt that we need to be able to see if the GoCardless system has any negative impact on membership numbers before considering any increase in membership fees.</p> <p>The committee unanimously voted to adopt and implement the GoCardless payment system after queries around the '3 working days' notice' were clarified, Membership Secretary to email members with details of the new system and an admin fee of £5 for any members using any alternative method of payment.</p> <p>Bill queried if the system would automatically generate a renewal reminder email to the member at their anniversary date as it should be logical for this and would reduce the time spent by Tina emailing reminders.</p>	<p>Tina/David to produce email to membership detailing the changes.</p> <p>David/Tina to investigate</p>
9	Membership	<p>Tina updated membership information:</p> <p>10 new members, 22 members left, 101 joined leaving a net total of 80 members which includes honorary and pillion members.</p> <p>Tina has got to grips with the Membership spreadsheet but felt a database would be more appropriate. Stuart runs a tutor spreadsheet parallel to Tina's and although there were some initial glitches both are working now.</p> <p>Ken said he had some knowledge of Databases and said he would have a look at this. The committee is aware of Ken's commitment to maintaining and updating the website and welcome his offer to look at the prospect of a database.</p> <p>As per above, Bill to copy Tina into any correspondence with potential members.</p> <p>The committee discussed and agreed to abolish the SAPAR membership card to reduce costs, postage and time as it provides no benefit.</p>	<p>Ken to see if he is able to produce a database to replace the spreadsheet</p> <p>Ken to check & remove any reference to membership card off website</p>
10	Montford meet and greet	<p>Bill to contact Paul Collyer (SSBB & IAM) and Safer Roads Partnership to confirm their attendance and any promotional activity. Also to confirm advertising cost for SAPAR to be on SSBB website.</p>	<p>Bill to deal with</p>
11	Social events	<p>January social on 25th is Marion's trip to India. The earlier start of 7pm has been posted on the website and Facebook. Projector will be needed which Stuart/Sally will arrange.</p>	

		<p>Future social events were discussed and Shelley is progressing with the afternoon 1940's themed tea dance at Harley Village Hall.</p> <p>February social was agreed to be an Italian Night to be held on FRIDAY 24th February. Shelley will confirm details</p>	Shelley to provide details
12	Monthly ride outs	Bob confirmed that he will be leading the March rideout which is on Sunday 5 th March. Ride leaders are in place for the next few months.	Ken/Glyn to update on website/Facebook
13	Social media	<p>Ken stated he thought he'd resolved the email issues. Bill asked if there was a way to put a subject header on the group email(s) as it is frustrating having to open emails to find out what they are about (more ref reading older emails).</p> <p>Ken confirmed he has updated and changed the website to reflect the online membership application and will complete the changes for GoCardless payment system now it has been approved by the committee.</p>	<p>Ken to investigate</p> <p>Ken to deal with</p>
14	Clothing	No change to previous month. Possible costs when group adopts the RoSPA branding. Awaiting RoSPA draft/proposed constitution	
15	AOB	None.	
16	Date of next meeting	TUESDAY 21st February 7.30pm at THE FOUR CROSSES BICTON	

The meeting concluded at 22.30 hrs.

Signed.....

Date:

Bill Croxon, Chairman.