

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 19th September 2018

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Robin Padgett, David Rogers, Kevin Fletcher, Mike Kinna, Helen Parker, Ken Swinton	
2	Apologies	Stuart McMillan, Sally McMillan, Glyn Jones, Tina Kelly, Michelle Jennings, Nigel Davies	
3	Minutes of previous meeting and matters arising.	<ul style="list-style-type: none"> a) Kevin emailed his draft report for Care on The Road to The Committee. Agreed for Bill and Kevin to finalise. b) Letter head –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. c) Marketing materials – Bill had emailed to the committee the low res draft pull-up banner received from Amy. The Committee agreed to change the email contact to: info@saparweb.com d) Saparweb email addresses – Ken confirmed it was not possible at the moment to generate individual saparweb email addresses. e) Tutor diary – Ken had emailed to Stuart & Bill to confirm details were easily visible by holding cursor over the diary entry. He also emailed a guide for Stuart to email to tutors. f) SAMM Karting event – limited response from membership but The Committee would be able to form a team. Further details on date etc. needed. g) Clothing – photoshoot completed and Ken has put on website. h) Stock holding of current Hi Viz vests - outstanding. i) Tutor Evening – Stuart confirmed Monday 24th Sept 7pm Four Crosses j) Forden Show – Due to expected weather The Committee agreed to set up on Sunday morning. (SHOW CANCELLED on 21/09/2018 due to weather) k) BMF – Committee members have received duplicated back copies of BMF magazine. l) Stuart to speak to BMF re: jpg file of BMF logo - outstanding 	<p>Kevin/Bill to complete.</p> <p>Bill to send to RoSPA HQ for approval</p> <p>Bill to send amended details to RoSPA HQ</p> <p>Stuart to forward guide to tutors.</p> <p>Bill contact Paul Collyer</p> <p>Sally add in Newsletter Tina to confirm</p> <p>Kevin to arrange (Kevin notified all)</p> <p>Stuart to contact BMF</p>

4	Chairman	<p>Bill congratulated Mike Kinna on his recent retest achieving a Gold Grade.</p> <p>Bill confirmed everyone had received the email correspondence between himself and Nigel Davies whereby Nigel would be resigning from the committee due to other commitments. He confirmed he will continue to liaise with Stuart in planning and delivering first aid training sessions for SAPAR members.</p> <p>Confirmed the AGM would be on Sunday 7th October 4pm at The Four Crosses and that Sally had sent out the minutes of the 2017 AGM, Agenda and Financial Accounts for 2018. Sally has invited Richard Howes, RoSPA Regional Coordinator, to the AGM.</p> <p>Bill said he would be attending the SRP Bikerdown event at Shrewsbury Fire Station as previously shared with the membership by email. No other committee members had booked this event but Mike Kinna said he had been booked onto a future event.</p>	<p>Bill to feedback to committee.</p>
5	Secretary	<p>Apologies received. Nothing to report.</p>	
6	Clothing	<p>Mike confirmed 20 of the higher quality hi viz vests for tutors had been ordered and the group received a 5% discount on the purchase price.</p> <p>The Committee agreed to have TUTOR in red across the shoulders and 'Shropshire & Powys Advanced Riders' printed in the space below.</p> <p>Mike will now proceed and has already arranged for the SAPAR logo embroidered badge to be produced by Decostitch and his wife has kindly offered to stitch these on the front pocket of each Tutor Hi Viz. Bill thanked Mike for all the effort he's put in to getting to this stage and asked for the group's thanks be passed onto his wife too.</p>	<p>Mike to notify when Tutor Hi Viz would be ready</p>
7	Training Officer	<p>Apologies received. Training figures as circulated on the Agenda.</p> <p>Stuart has had a positive response from 12 tutors for the tutor evening on Monday 24th Sept.</p> <p>Bill discussed Dave Bogan who, having had an incident on test last year has just passed with IAMRoadsmart. While this in itself is not a problem, Bill was disappointed that Dave hadn't let him or Stuart know as they have both had a number of conversations with Dave on when he would be ready to restart his training.</p>	<p>Stuart to feedback post tutor evening event</p>

10	Treasurer	David submitted the monthly account sheet to The Committee prior to the meeting. No queries were raised and Helen stated it all made sense. David asked if, as in previous years, the graphs both he and Stuart produced were needed or necessary. Bill felt they were useful for committee members but not necessary for them to be printed for the AGM. A PowerPoint presentation may be more beneficial with a quick overview explained. No decision was made.	
11	Membership secretary	Apologies received. Figures had been provided by Tina. Based on the figures Tina submitted, we continue to recruit more members than we lose.	
12	Monthly ride outs	Marion is leading the shorter October ride prior to the AGM. Ken requires a ride leader for November. The Committee agreed to not have a rideout in December or January but the new committee may make a different decision.	Ken to put on Facebook/website request for ride leader (Done)
13	Social media	Ken is looking at using WordPress to run the web site as the current package costs £200.00 per annum (due June 2019). He's currently creating a new website and trying to eliminate pages nobody uses on the current website as shown on Google Analytics. Bill thanked Ken for his continued efforts. Apologies received from Glyn. Photos and videos were still requested as they get the most hits on Facebook.	Ken to email to committee members the link to the new website Sally to add to newsletter
14	AOB	None	

Meeting closed at 21.15hrs.

Next meeting **17th October 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date:

Bill Croxon, Chairman.