

**Shropshire and Powys Advanced Riders**  
**Minutes of Committee meeting 16<sup>th</sup> January 2019**

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Sally McMillan, Stuart McMillan, Ken Swinton, Kevin Fletcher, Robin Padgett, Charles Bridgeman, Helen Parker.	
2	Apologies	Tina Kelly, Bryan Murphy, David Rogers, Mike Kinna	
3	Minutes of previous meeting and matters arising.	<p>BMF renewal has been completed by Stuart.</p> <p>The alternative venue for the committee meeting had been arranged by Bill.</p> <p>Ken and Mike have dealt with the Tutor vest issues re addresses.</p> <p>Ken has placed the badge on the merchandise page of the web site.</p> <p>Ken had looked at the discrepancy with the Associate numbers between the Membership and Training figures. However there is now another discrepancy.</p> <p>A meeting has been held by Bill, Howard and Stuart regarding Tutor training. Meeting to be updated in Training Officers report.</p> <p>An advert for the Training Voucher had been run in the local press. A copy has been retained by the Secretary. Cost of the advert is yet to be confirmed by Kevin who will submit an invoice.</p> <p>Stuart had checked the group trailer for flyers and there are not very many. New material will be discussed later.</p> <p>No update from Mike regarding a new Tail End Charlie Hi Viz.</p>	

		Charles to update meeting re social events at the appropriate point in the meeting.	
4	Chairman	<p>Bill has sorted the joint promotional packs but has now run out of IAM leaflets. Paul Collier has ordered them from the IAM at no cost to their group and requested they be delivered direct to Bill. These leaflets will be produced and personalised for SAMM by the IAM.</p> <p>Jo from Midlands Air Ambulance had emailed Paul Collier asking if SAMM, SaPAR and Blood Bikes would be attending and would we be happy to do the same as last year. Paul forwarded this to Bill who has replied directly to Jo indicating that we will have a stand at Cosford again this year and we are happy to be alongside IAM and Blood Bikes. Bill has also indicated that he is happy to do a joint talk on with a representative of SAMM but not to do any riding displays etc in the arena. Bill will complete the relevant forms for Cosford.</p> <p>Bill said that he had received a hand-written Christmas card from Amy at RoSPA.</p> <p>Bill is attending the RoSPA road show in York on 26<sup>th</sup> January. He asked that any questions the committee wanted to ask be forwarded to him by the 24<sup>th</sup> January. There is a second road show at Silverstone on 23<sup>rd</sup> February and places are still available if anyone wishes to attend.</p> <p>On 3<sup>rd</sup> April at Reading there is an atomic weapons safety week and RoSPA have been asked if they would like a stand. This has been put out to the groups asking if anyone would like to attend. Agreed it is too far for us.</p> <p>Bill has received no communication from the region rep although groups were promised a monthly update and regular newsletter.</p> <p>Bill then said that the article prepared by himself and Kevin regarding our Meet and Greet had been submitted to Care on The Road along with seven photographs. This article clearly mentioned our partners, SAMM, Blood Bikes and Bike Safe along with the West Mercia Road Safety Partnership. The published article was heavily edited by RoSPA and all reference by name to our partners was removed and no photographs were used. Bill felt that the editing was biased and unfair and significantly changed the emphasis of the article. He felt that this was concerning to SaPAR as a whole and potentially damaging to our relationships with our road safety partners who we worked in conjunction with as it did not give fair credit to them. Consequently, Bill had placed the original article, in full, on the group Facebook page as he is aware a number of SAMM members regularly view this page. Stuart suggested that this year a joint article is produced by SaPAR and SAMM following our Meet and Greet, to include</p>	

		appropriate photographs, and this be submitted to BMF, IAM and RoSPA as well as other potentially interested local or national publications. Bill then agreed that he would amend the existing article and submit it to the BMF for 'Rider' magazine with the date of our Meet and Greet.	<b>Stuart to speak to BMF re the costing of a club advert.</b>
5	Secretary	Nothing to add to the above.	
6	New RoSPA branding	<p>Bill has not heard anything back from RoSPA regarding the flag. Bill will chase this up but wants to wait until after the meeting in York.</p> <p>A discussion took place regarding what promotional material we require and how we can amend what we currently have.</p> <p>It was agreed that we would purchase a flag type banner, we need A5 size flyer and A1 poster size versions (10 of). The original art work was produced by a group member Simon ?? and Bill does not think we ever had the original art work.</p> <p>Robin suggested that we should have a BMF poster with our name on as we are affiliated to them as well.</p> <p>Stuart has a copy of the BMF badge that he can forward to Bill.</p> <p>When Stuart speaks to Helen at the BMF he will also speak about posters</p> <p>These items are needed for Wistanstow show on the first Sunday of March.</p> <p><b><u>(Note on checking the SaPAR and Wistanstow Show web sites the show is on the 17<sup>th</sup> March 2019, not they first Sunday as mentioned at the meeting.)</u></b></p>	<p><b>Bill to deal.</b></p> <p><b>Stuart to deal</b></p>
7	Clothing	No update from Mike. Those present who had used the new tutor vests said they were good and did not flap.	
8	Training Officer	<p>Stuart said the training figures are as per the agenda. There is a discrepancy re the number of Associates which Ken said he would look at.</p> <p>Stuart then raised the issue of Tutor training and some amendments that he proposed to make. He then passed round a flow chart showing the intended process. This was discussed with Stuart explaining the reasons for the change which had come out of a meeting between Bill, Howard and himself. The main reason for the change is that the process as it stands is taking too long to complete. A vote was taken and it was agreed to implement the new process.</p> <p>Stuart then said that another issue which had come out of the meeting was an intention to add a calendar time limit to the length of an Associates tutoring as well as a session limit. At present the only limit is 10 sessions, Bill, Howard and Stuart had discussed adding a limit of four months to this to encourage Associates to actively engage with the process and aid throughput of</p>	

		Associates. A discussion and vote took place and a time limit was agreed on. It was also agreed that this period could be extended with the agreement of the Training Officer in extenuating circumstances taking into consideration Associates on the waiting list.	
9	Publicity	<p>Wistanstow show to be booked formally.</p> <p>We need to advertise our Meet and Greet earlier than last year so that people can put it in their diaries etc. We need to have flyers and posters made to take round suitable venues, perhaps a joint advert with SAMM, and then hit it hard at Bike4Life. Stuart said he felt numbers were down on the year before. Stuart will look and see if he has a copy of the material from last year.</p>	<p><b>Kevin to deal with promotion</b></p> <p><b>Stuart to look for poster / flyer</b></p>
10	Treasurer	Helen has submitted the paper work to the bank to change matters over to her but has not heard back from the bank yet. She has been unable to arrange a meeting with David but hopefully prior to the next meeting the bank issue will be sorted.	
11	Membership secretary	<p>Figures as per agenda.</p> <p>There appears to be a discrepancy in how the database is being used. Ken to speak to Tina and bring this back to the next meeting.</p> <p>Tina has an old-style Tutor vest and asked if this should be retained or destroyed. It was agreed that it should be retained as a spare.</p>	<b>Ken to speak to Tina.</b>
12	Monthly ride outs	<p>Ken stated that he has not had any volunteers for ride leaders as yet. Ken is down to lead the March ride (same Sunday as Wistanstow, does this need to be changed). Ken stated that he is not going to chase people and said that if there was no leader there would be no ride. All present agreed.</p> <p>Stuart said he would look at his commitments and let Ken know if he could lead a ride.</p>	<b>Sally to make point in Newsletter.</b>
13	Social media	Ken said that he had tidied up the web and added a scrolling banner with a link attached. Ken said he is always looking for new photos and interesting things to add. Sally thanked Ken for his efforts.	
14	Social events	Charles had asked about the BMF insurance cover, Stuart said that that the documents should be available around the end of January. Stuart said that he knew the insurance would not cover	

		<p>a vehicle which was moving under it's own power, this would have to be covered by the riders insurance.</p> <p>Charles's ideas include:</p> <p>A visit to Weston Park with a 'speed trial' on the driver. Possibly midweek day in May at a cost of approx. £20.00 per head.</p> <p>Off road bike day at Leaton Estates.</p> <p>A BBQ in the summer, possibly a joint event with the above.</p> <p>Trip to the Isle of Man</p> <p>Trip to Scotland.</p>	<p><b>Charles to look into the feasibility of these events.</b></p>
14	AOB	<p>Sally mentioned an i2i course another group she is in is proposing if any members wished to come along.</p> <p>Robin mentioned trail riding in Worcestershire on Royal Enfield Himalaya bikes.</p> <p>Bill said he would like Stuart to arrange a Tutor training on road day with a photo opportunity of the Tutors wearing the new Hi Viz vests. Bill to send his availability dates to Stuart.</p>	<p><b>Robin to research.</b></p> <p><b>Stuart to deal.</b></p>

Meeting closed at 21.15hrs.

Next meeting **20<sup>th</sup> February 2019, Riversway Conference Centre, Elim Church, Lancaster Road, Harlescott, Shrewsbury. SY1 3LE.**

Signed.....

Date: .....

Bill Croxon, Chairman.