

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 21st August 2019

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Ken Swinton, Kevin Fletcher, Helen Parker, Stuart McMillan, Sally McMillan.	
2	Apologies	<p>Stuart Edwards, Charles Bridgeman, Mike Kinna, David Rogers.</p> <p>Absent, Tina Kelly, Bryan Murphy.</p>	
3	Minutes of previous meeting and matters arising.	<p>Charles had obtained prices for advertising which he sent via e-mail to Ken. Charles has spoken to Steve France of SJF Printing and was quoted for the Shrewsbury Magazine monthly quarter page £350.00. Approximate circulation 12 000 centred on Shrewsbury. It has a long shelf life ending up in doctors surgeries etc. Parish magazines vary in cost, most are £75.00 per annum with circulations of: Bomere 850, Baschurch 1000 (bi-monthly), Clive / Grinshill 400.</p> <p>No update from Charles re date for a trail event in 2020.</p> <p>David is still looking into a card payment machine for use at events.</p> <p>Bill said that he felt the Bike4Life talk in partnership with Paul Collyer (IAM) should be handed over to the incoming Chair. This can be taken off the agenda for the time being.</p> <p>No payment has yet been received from the IAM regarding the joint advert for the Meet and Greet event.</p> <p>Kevin said that if we wish to have a position on the tarmac at Forden we will need to set up on the Saturday. It was agreed we would meet at 2pm to set up. Helen to liaise with Robin re completion of the risk assessment.</p> <p>Sally said that no newsletter had been written following the last meeting due to the late circulation of the minutes. She would compose a newsletter combining elements from both meetings.</p>	<p>Kevin to chase up.</p> <p>Helen to deal with risk assessment. Kevin to e-mail members re event and Sally to put in newsletter.</p>

		<p>Robin has dealt with the old clothing that was not required and has placed an order with Decostitch for Hi Viz vests.</p> <p>Robin and Stuart to liaise and discuss the new Training Co-ordinators role. Stuart stated that he had been unaware of any decisions made at the previous committee meeting until they were mentioned at the Tutor meeting, only that Robin would be contacting the Associates on the waiting list. However, it appears that procedures have been put in place by Robin, Tina and Ken.</p> <p>Kevin passed his Advanced Tutor test and will now be included in the Senior Tutor Team.</p>	
4	Chairman's Report	<p>Bill thanked everyone who helped and attended Glyn's funeral. He also thanked Kevin for getting the article in the Shropshire Star and sent thanks, by e-mail, on behalf of SaPAR to J R Williams for the funeral and flower arrangement. Flossie was very pleased with the way everything went.</p> <p>Flossie has a couple of questions that she would like addressing:</p> <ol style="list-style-type: none"> 1. What should she do with Glyn's old SaPAR clothing 2. She needs to obtain a value for Glyn's BMW R1200RT <p>She intends to keep the old Tail End Charlie vest but any other items she does not wish to keep Bill will collect this to include SaPAR camera equipment.</p> <p>Ken believes he knows someone who would like to purchase the bike. Tim Moore would still like to purchase the lower seat from the BMW that he was already in talks with Glyn to buy. It was suggested that Internet sites or the Honda Centre may be able to provide a value.</p> <p>A discussion at the last meeting was to set up a memorial award in the name of Glyn Jones to go the SaPAR member who has made the most contribution to SaPAR in the previous year. It was agreed that it would be a shield not a cup and not called a memorial but an award. The wording agreed was 'For outstanding contribution to SaPAR'. Nominations from the membership will be required with the award to be presented at the AGM. A paper certificate for the recipient to keep will need to be made up. Prices and sizes to be e-mailed to committee members when Ken and Sally have details.</p> <p>Congratulations to Kevin on his Advanced Tutor test with Tony Richardson. There was no instructional element with Kevin following Tony, the session consisted of a riding assessment, theory questions and questions regarding tutoring. Although Kevin's three yearly re-test was due, and he has maintained his membership of RoSPA, he had to pay £65.00 to take the Advanced Tutor test. Bill stated that SaPAR will re-fund him the fee.</p>	<p>Bill and Ken to deal.</p> <p>Ken and Sally to make enquiries re prices.</p> <p>Kevin to liaise with David.</p>

		<p>Bill said that we have some potential Tutors, Alex Hutchinson-Collier (Gold), Alex has a teaching background; Phil Noble (Silver), Phil has had an assessment ride with Stuart and now needs to sit the theory paper; John Hepburn (Gold on re-test with Martin), John Tatton and Simon Plevin.</p> <p>Robin had liaised with Bill and said that the new Tutor vests should be collected in from those who are no longer tutoring so they can be re-issued to new Tutors. These include: Simon Laithwaite, Martin Powell, Mike Kinna, Glyn Jones, Marion Verslujs (Marion's has already been collected by Ken). A polite e-mail needs to be sent to these members, obviously not Glyn asking for them to be returned.</p> <p>Bill said he had received an enquiry from a person who was asking if he could have some tutoring when he was in our area on holiday. As he is not a member of SaPAR Bill had sent the enquiry to RoSPA Head Office for guidance. The response was that he would have to be a member of SaPAR to tutored by us. Ken had subsequently send him details of some possible alternatives.</p> <p>Martin Powell had sent his newsletter out a copy of which was available if anyone had not seen it.</p> <p>Martin had asked that Stuart contact himself and Tony Richardson re the meeting discussed at the Tutor meeting. Stuart said he felt it would be appropriate to include Bill, Howard and Kevin as well.</p> <p>Stuart Edwards had sent a letter of resignation from the committee as he had had to sell his bike and had other significant commitments at this time.</p>	<p>Stuart to deal with theory tests.</p> <p>Robin to deal.</p> <p>Stuart to deal.</p>
5	Secretary	<p>There will be a joint newsletter to cover matters from this meeting and last months.</p> <p>AGM paperwork needs to be sent out shortly. Sally asked if Facebook was to be kept separate or if it was going to be merged with the web site, for management purposes. Ken said he would prefer it to be managed separately.</p> <p>Training Officers role title will need to change to Training Co-ordinator which will be an administrative role issuing Associates to Tutors etc.</p> <p>There are now four Senior Tutors, Bill, Howard Kevin and Stuart.</p> <p>Sally suggested that we need people on the committee who are able to attend committee meetings and a take up an active role. Attendance at meetings was discussed and it was agreed</p>	<p>Sally to deal.</p>

		<p>that people would need to be able to commit to attending 8 out of the 11 annual meetings (not including absence due to illness etc).</p> <p>There needs to be a time frame for completion of actions in the minutes so that they are not being forever carried forward. If a committee member cannot attend a meeting but there is an action against their name, they need to update the Chair or Secretary prior to the meeting.</p>	
6	Clothing	<p>Bill read from Robin's e-mail which Robin had sent to committee members prior to the meeting.</p> <p>There are four Hi Viz on order</p> <p>Outdated stock has been disposed of</p> <p>2 members who had passed their advanced test had not received a Hi Viz, this is being dealt with.</p> <p>Robin gave his apologies for the AGM as he is committed elsewhere.</p>	
7	Training Officer	<p>Figures as per Robin's e-mail:</p> <p>Training – 14</p> <p>Not training – 17 (Holding list – 14, Waiting allocation – 3)</p> <p>Active Tutors – 10</p> <p>Recent test passes, 2 Silvers and 1 Advanced Tutor.</p>	
8	Publicity	<p>A good newspaper article regarding Glyn's funeral, thanks to Kevin.</p> <p>Forden show, Kevin will send an e-mail out to members and it was agreed to set up at 2pm on Saturday 21st September. Volunteers to assist with this were, Kevin, Helen, Sally and Stuart.</p> <p>Kevin said that he had been in contact with the Shropshire Star regarding placing an advert in the paper. The prices varied depending on the size of the advert but worked cheaper if you took a minimum of 13 weeks. A 2 x 1 advert was £28.00 + VAT per week. That would give you 3 nights a week and also go on the Shropshire Star web site. This to be looked at after Christmas as this is not a good time to be looking for new members.</p> <p>Kevin suggested that we have donation box on our stand at events similar to Blood Bikes. Kevin said that he had seen the Blood Bikes gazebo and he had obtained details of the supplier.</p> <p>Kevin is working on the article for Care on The Road but the article is not yet complete. Bill pointed out to Kevin that any article for Care on The Road would have to use the official RoSPA title for the group rather than SaPAR to have any chance of being published.</p>	<p>Kevin, Helen, Sally and Stuart to deal.</p> <p>Kevin to enquire re prices etc.</p>

9	Treasurer	Accounts sent out prior to meeting. Annual accounts approved by the committee and signed by Bill in the meeting.	
10	Membership secretary	Full members – 54 Associate members – 31 Honorary - 6 (including Glyn) Pillion – 10 Payments pending – nil Total members – 101 Leavers this financial year – 3 Joiners this financial year – 8 Ken stated that Glyn has been removed from all the mailing lists.	
11	Monthly ride outs	September – Charles Bridgeman October – Alex Hutchinson-Collier, replacing Alan Fowles who had withdrawn. Tim Moore has offered to take on the role of Tail End Charlie and has purposed a temporary orange Hi Viz vest. It was agreed by the committee that we would get him a better quality Hi Viz. Ken to speak to Tim regarding size.	Ken to speak to Tim re Hi Viz
12	Social media	Web site. A discussion took place regarding the tribute posts to Glyn. It was agreed to that Ken would remove the open one but leave the one in the Members area. Facebook. Shelly and Ken are editors, but Gyn was the only administrator and had set up the SaPAR Facebook page. Ken who has taken on stand in Facebook admin is unable to add new members as it is password protected. Ken to speak to Flossie to see if she can assist. Facebook have been no help as all they will do is 'memorialise' the page.	Ken to speak to Flossie
13	Social events	Charles has asked for suitable dates and venues for a curry night in October.	All to consider and contact Charles.

14	AOB	<p>Kevin, said he believed that Rob Hall had put himself forward as a candidate for the new Chairman. Kevin said he having passed his Advanced Tutor test he would like to concentrate on that.</p> <p>Bill stated that he had met with Rob and discussed the role. Sally to invite Rob to the next meeting.</p> <p>Ken had Glyn's memorial book at the meeting. All present agreed it looked professional and Ken to deliver it to Flossie as Shelly who worked on the book with Ken is on holiday.</p> <p>Bill, said that he had seen a comment on the RoSPA Facebook page regarding Tutor insurance. Stuart to send e-mail to all Tutors reminding them that they need their own 3rd party Road Traffic Act insurance to cover them for tutoring activities. Stuart stated he had business use on his policy to cover him for this, at additional cost.</p>	<p>Done, 23/08/19</p> <p>Done, 28/08/19</p>

Meeting closed at 21.25hrs.

Next meeting **18th September 2019, Riversway Conference Centre, Elim Church, Lancaster Road, Harlescott, Shrewsbury. SY1 3LE.**

Signed.....

Date:

Bill Croxon, Chairman.