

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 17th July 2019

	Item	Minutes	Actions
1	Attendance	Bill Croxon, Robin Padgett, Tina Kelly, Ken Swinton, Charles Bridgeman, Kevin Fletcher	
2	Apologies	Helen Parker, Stuart McMillan, Sally McMillan, Mike Kinna, Brian Murphy, David Rogers, Stuart Edwards	
3	Minutes of previous meeting and matters arising.	<p>Bill opened the meeting paying tribute to Glyn following the email sent to the membership on 14/07/2019. No further details or dates confirmed but Bill spoke with Glyn's wife yesterday 16/08/2019 when she confirmed a tribute would be welcome on our webpage & Facebook page, members could be given her address to send a card if they requested it. At the moment Flossie is unsure about a wreath as she will be requesting no flowers.</p> <p>The committee discussed initiating a 'Glyn Jones Trophy' with several options considered: most improved associate, tutor who had done most tutoring, tutor with most test passes etc. Bill said he would discuss this with Flossie before the committee make any decisions.</p> <p>Bill will keep the committee and membership up to date with developments and arrangements.</p> <p>Charles has provided prices for Hadnall and Bomer parish newsletters: Hadnall - (full pg £7, ½ pg £3.50, ¼ pg £1.75 per ad) Issued bi-monthly Bomer - Only ¼ page available at £28 PA – Issued monthly</p> <p>Other options were briefly discussed Kevin highlighted other options for advertising such as the Shropshire star</p> <p>Trail bike event at Leaton Woods – Charles reported that Martin has offered 1st and 2nd weekend in August. All agreed this is too short notice. Charles to approach Martin again for dates in Sept and Oct.</p>	<p>Bill to deal</p> <p>Charles to obtain more prices.</p> <p>Kevin to investigate S.Star options and All to look locally</p>

		<p>Bill clarified that the group disclaimer would be required in response to Charles' concerns. NB. Charles emailed Bill 22/7/19 suggesting that the trail event be postponed until next year</p> <p>Card payment machine – David to investigate options & costs.</p> <p>Talk at Bike4Life.</p> <p>Kevin to contact Paul Collyer for IAM payment as previously agreed for Montford Bridge event.</p> <p>Forden event – Kevin awaiting reply with the organisers of the Forden show re a spot on the tarmac.</p> <p>Helen to complete Forden risk assessment</p> <p>Stuart to add Dave Hunt's electronic version of the assessment report to Tutor Training agenda</p> <p>Stuart to add Robin's amended pre tutoring checklist to Tutor Training agenda</p>	<p>Charles to speak to Martin re further dates for 2020</p> <p>David to deal.</p> <p>Bill to speak with Paul Collyer</p> <p>Kevin to deal.</p> <p>Kevin to deal.</p> <p>Robin to liaise with Helen</p> <p>Stuart to deal (done)</p> <p>Stuart to deal (done)</p>
4	Chairman's Report	<p>Bill advised that he hadn't received any responses to his email regarding his resignation as Chairman. NB. Bill has received a response from tutor Rob Hall and subsequently met with Rob on 06/08/2019 to discuss the role. Rob will contact Sally to put himself forward.</p> <p>Sally has announced that she will be standing down from the post of Secretary at the 2019 AGM. Bill stated the group will need a Secretary in order to function.</p> <p>No ROSPA update.</p> <p>NB. Martin sent his monthly Regional Coordinator newsletter on 19/07/2019 which Bill forwarded to the membership email address on 25/07/2019.</p>	<p>Sally to add to newsletter</p>
5	Secretary	<p>Apologies received from Sally– no update.</p> <p>Covered by chairman. Tina stood in, in Sally's absence.</p>	

6	Clothing	<p>Robin stated he had a 'load of old stuff' which needs disposing of. He intends to take all the old stuff along with the 'sample' new clothing to the Tutor Training evening. If no one takes the old stuff Robin will dispose of it.</p> <p>Robin stated he will introduce himself to our supplier, Decostitch at his earliest opportunity.</p>	<p>Robin to deal</p> <p>Robin to deal</p>
7	Training Officer	<p>Apologies received from Stuart. Update received: Tutor evening arranged for 22nd July 2019</p> <p>Stuart has already announced that he will be standing down from the post of Training Officer at the 2019 AGM.</p> <p>Robin advised that he has taken on the training admin and the allocation of associates to tutors. After contacting current pending associates, he had managed to allocate a further 3.</p> <p>Robin updated on his proposals to collate tutor/associate availability at the earliest opportunity to improve the process. This will involve some changes to the database and Tina's welcome letter.</p> <p>Updated figures provided by Robin:</p> <p>Associates in training - 18</p> <p>Associates awaiting allocation - 2</p> <p>Holding list - 13</p> <p>Active Tutors - 11 (but two off with injuries)</p> <p>Bill confirmed that the post of Training Officer wasn't a requirement for a RoSPA group to function, only at least one Advanced Tutor. As we have 3 Diploma holders, the group can fulfil its obligations in respect of accreditation. Following the AGM, the group may wish to change the role to Training Coordinator.</p> <p>Bill stated that of the 3 original tutors who showed an interest in becoming Advanced tutors, only Kevin was able to do so. Bill stated he would work with Kevin to pursue this as Kevin's retest is now due and there seemed little benefit in Kevin doing a retest and then an Advanced Tutor Test. Bill confirmed the group would cover the cost of the Advanced Tutor test fee.</p>	<p>Sally to add to newsletter</p> <p>Robin and Stuart to discuss and liaise with Ken/Tina</p> <p>Bill to work with Kevin (done & pre-test obs session on 21/07/19)</p>
8	Publicity	<p>Further to the matters arising, it was asked whether we need to publicise the group as we have enough members. We have also lost 4 tutors permanently and 1 temporarily through injury so may struggle to meet demand. Agreed to look at publicity options but not to action any.</p>	

9	Treasurer	<p>Apologies received from David. – update: Financial figures were circulated prior to the meeting; no questions have been asked.</p> <p>No feedback to date from the account re: draft accounts.</p> <p>NB. Accounts returned: Bill met with David on 07/08/2019 to sign off the accounts subject to committee approval at the August committee meeting as David will not be able to attend.</p>	Annual Accounts to be added to August Agenda
10	Membership secretary	<p>Figures supplied:</p> <p>Full members – 53</p> <p>Associate members – 33</p> <p>Honorary – 6</p> <p>Pillion – 10</p> <p>Total – 102</p> <p>2 leavers and 8 seven joiners.</p> <p>No payments pending.</p>	
11	Monthly ride outs	<p>Ken reported all up to date with ride leaders, including one for next year. Ken will lead the rideout on 4th August which will arrive at Broseley after 11.30am. Bill initially offered to be tailend Charlie however, due to family commitments had to subsequently decline. Others offered to take on the role.</p>	Ken to deal (done)
12	Social media	<p>Website all OK after some issues during the week. Ken stated the host company had been brilliant and had provided excellent support.</p> <p>Facebook – Ken kindly offered to manage FB for the time being.</p> <p>Bill and Ken will liaise to agree a tribute to Glyn on front page of the website and on Facebook</p>	Bill /Ken to deal (done)
13	Social events	<p>Friday evening 'curry night' post September & Christmas party arrangements</p>	Charles and Shelly to liaise.

14	AOB	<p>Charles excitedly reported that his motorcycle is fixed so he can take it to the Forden Show.</p> <p>Ken advised that the Gazebo that he had offered to donate to the group was unfortunately damaged so is of no use after all.</p> <p>Robin reported that the small gazebo is still serviceable so will be used at the Broseley event.</p> <p>Robin also confirmed details for this event 4th August: 9.am set up, he has enough volunteers to assist and the SaPAR ride to arrive after 11.30am.</p>	
----	-----	--	--

Meeting closed at 21.25hrs.

Next meeting **21st August 2019, Riversway Conference Centre, Elim Church, Lancaster Road, Harlescott, Shrewsbury. SY1 3LE.**

Signed.....

Date:

Bill Croxon, Chairman.