

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 18th September 2019

	Item	Minutes	Actions
1	Attendance	Stuart McMillan, Sally McMillan, Ken Swinton, Helen Parker, David Rogers, Robin Padgett, Kevin Fletcher, Bill Croxon, Charles Bridgeman, Rob Hall (guest).	
2	Apologies	Tina Kelly, Bryan Murphy.	
3	Minutes of previous meeting and matters arising.	<p>Kevin has sent a reminder to the IAM group for payment regarding advertisement for the Meet and Greet event and this is still outstanding.</p> <p>Arrangements for Forden show are in hand and previous matters dealt with.</p> <p>Glyn's bike has been sold to someone outside of the group.</p> <p>Ken is dealing with the Glyn Jones award. It was discussed that the RoSPA logo should come off, this was voted on and all were in favour. The award will have the year of award engraved and will be retained by the recipient. If they wish to have their name added to it that is a matter for themselves.</p> <p>Only one nomination for the award has been received to date, so it was decided that it would not be awarded this year, rather it will be launched at the AGM for awarding at the 2020 AGM.</p> <p>Kevin has been refunded the cost of his Advanced Tutor test.</p> <p>Theory test for prospective Tutors, Stuart has sent an email and is awaiting replies. Phil Noble will complete his in November due to work commitments.</p> <p>Ken handed to Robin two Tutor Hi Viz vests from Marion (one old and new style) and also Glyn's Tutor vest. Still to be collected are Simon Laithwaite's and Martin Powell's. Martin has not yet re-taken his Advanced test and so therefore is unable to act as a Tutor. Robin to contact Simon for return of his Tutor vest and camera unless Simon states he intends to resume Tutoring. Mike Kinna has moved away from the area so also needs contacting re his Tutor Hi Viz.</p>	<p>Kevin to continue</p> <p>Ken to obtain proof and progress if he is happy with it. Five to be purchased due to cost.</p> <p>Stuart to deal.</p> <p>Robin to deal</p>

		<p>A meeting was held between the Senior Tutors and local examiners. Update in Training Officers report.</p> <p>Sally said that a joint newsletter had been sent out covering the months of July and August, for those that read it!</p> <p>Kevin has not yet obtained details for an alternative gazebo.</p> <p>Ken has obtained the sizing for a Tail End Charlie Hi Viz for Tim, which will be the same style as the Tutor vests but removing the word 'Tutor' and moving the SaPAR writing and logo up.</p> <p>Ken has visited Flossie, and hand over is continuing.</p> <p>Charles to look at Lea Cross Tandoori for a social. Date to be confirmed by Charles and sent to Ken for circulating within the group.</p>	<p>Kevin to continue.</p> <p>Ken to continue.</p> <p>Charles to deal.</p>
4	Chairman's Report	<p>Bill gave thanks to the committee for all the support and work whilst he has been Chair and he felt now was the right time for a new Chair with fresh ideas to take SaPAR forward.</p> <p>Thanks were given to Bill for all his sterling work.</p>	
5	Secretary	<p>Snailbeach Village Hall have been paid thirty pounds (£30.00) for the hire of the hall for the AGM. Sally will obtain the refreshments and be at the hall for 2.30pm to set the room up for a 3pm meeting. Apologies given by David Rogers, Shelly Jennings and Robin Padgett as they are all away on the date of the AGM.</p> <p>Sally stated that helpers will be needed at the AGM if there is to be tea and coffee for those attending as Sally will be taking the minutes and Sarah is not home that weekend.</p> <p><i>Note: Rob Hall has since said Hillary will be able to assist. Please not more help will be required.</i></p>	
6	Clothing	<p>Some members who had passed their advanced test had not been sent their Hi Viz vest. This has now been dealt with but it is impossible to send these out if we are not aware that the member has passed their test. Tutors need to stress to Associates that they need to be informed of the test date and result so the group records can be kept up to date and the vests issued as appropriate. When a Tutor is notified by an Associate of their test date, it is to be entered onto the Tutor calendar.</p> <p>Robin also stated that he is not very impressed with Deco Stitch, out of four orders placed, one went missing. He will persevere with them for the time being but will investigate alternative suppliers.</p>	<p>Item for next Tutor meeting.</p>

7	Training Officer	<p>Robin provided figures as follows:</p> <p>Total number of Tutors – 12</p> <p>Tutors currently active – 10</p> <p>Associates in training – 14</p> <p>Associates not training – 10</p> <p>Associates on holding list - 15</p> <p>Associates on waiting list – 3</p> <p>Test passed this financial year – 19.</p> <p>Stuart said that he considered Simon and Martin should be taken off the Tutor list as they are non-active which would give a true representation of ten Tutors. The total number has reduced due to Glyn’s death, Mike moving away from the area and Marion deciding she no longer wishes to tutor. Marion’s departure means we no longer have a female tutor.</p> <p>Stuart also said that he noted the discrepancy in the Associate not training figures, Stuart felt this was a clerical issue and could be addressed simply.</p> <p>Robin said that he has contacted those on the holding list as appropriate but had not received replies for all of them. He felt that we need to be stricter with Associates who have not availed themselves of training or who have withdrawn from training and they should pay higher rate for renewal. The only exception to this would be if there were extenuating circumstances and then by agreement of both the Training Co-Ordinator and Training Officer. If for any reason they have not been offered training within the 12 months then that is a SaPAR matter and the renewal should remain at the normal rate.</p> <p>Stuart added that it should be remembered that without the Training Officers agreement Associates are limited to ten training sessions, even if they decide to take a break part way through their training.</p> <p>Stuart then updated regarding the meeting on Monday 16th September attended by RoSPA Examiners Martin Powell and Tony Richardson and from SaPAR, Bill, Howard, Kevin and Stuart. Discussions included how directions are given, requirement for Hi Viz to be worn (no), cannot use Sat Nav (no consensus), use of radios (optional), no on bike camera (no issue so long as not identifying the examiner on social media). A full briefing will be prepared for Tutors in due course.</p>	<p>Stuart to look at and advise Robin.</p> <p>Stuart to deal.</p>
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8	Publicity	<p>Kevin stated there is not much happening with advertising until after Christmas. The last outing is Forden show and the gazebo is being set up at 2pm on Saturday. Those staffing the stand to be there for 9.30am on the Sunday.</p> <p>At this point it was discussed that the SaPAR trailer needs to be retained by a committee member so that it is easily available when required. Charles stated that he would look into if he had somewhere he could store it.</p>	Charles to update committee
9	Treasurer	<p>David had circulated figures before the meeting. Rob asked how this was done and David stated that he send a report to the Chair, Secretary and Ken who places a copy on the Committee area of the web site.</p> <p>David said that the cost of the book and flowers for Glyn was £125.00.</p> <p>There is approximately £6000.00 in the bank.</p> <p>The accounts have gone off for signing but have not yet been returned. David will chase them up.</p>	David to deal.
10	Membership secretary	<p>Figures provided by Tina:</p> <p>Full – 54</p> <p>Associate – 32</p> <p>Honorary - 5</p> <p>Pillion – 10</p> <p>Payments pending – 1</p>	

		<p>Total – 102</p> <p>Leavers this financial year – 3</p> <p>Joiners this financial year - 10</p>	
11	Monthly ride outs	<p>October – Alex Hutchinson-Collier</p> <p>November – Phil Noble</p> <p>December – Rob Hall</p> <p>Bryan Murphy has said he will lead a ride next year.</p> <p>Ken is actively recruiting for next years ride leaders.</p> <p>Ken said he had been asked by Tim Moore if SaPAR would consider joining up with other bike groups for our monthly ride outs. This was discussed and it was decided this was not a good idea for the following reasons:</p> <ol style="list-style-type: none"> 1. It would make the ride out group too large 2. There may be a significant difference in the actual or expected standard of riding depending on the other group 3. It is one of our main recruitment methods, as a type of try before you buy. <p>We could consider arranging a social event with another group if this was desired.</p> <p>Ken then stated that he keeps a spreadsheet of non SaPAR members who attend the monthly ride outs and has also kept since 2017 the guess the mileage forms and disclaimers. From his research we have 68 different riders who have attended, 53 were members, 6 previous members and 9 non-members.</p>	Sally to put in newsletter
12	Social media	<p>Ken said that the web site is okay now although it has had a few problems. The server people are very good if he has to ring them with a problem.</p> <p>Ken has tidied up the on-line application form, there are now 8 small forms which looks better on the web site.</p> <p>A discussion then followed about a committee members personal e-mail address being visible on any replies they send to enquires. Could the system be amended so that for instance the secretary could send an e-mail from secretary@saparweb.com rather than her personal e-mail. Ken said that he had been looking at this and it appears it is possible and any member who wishes to have this facility to speak to him.</p>	

		<p>One of the issues this would address is that when a member moves on there is no means of accessing e-mails in their personal account. E-mails with a @saparweb.com address would be stored on the server.</p> <p>Facebook, Ken said that he is still battling on but it is not his forte. He has managed to change some bits but needs to understand how he can gain full admin privileges. Ken was asked what is the difference between an editor and admin, he said he did not know and that Facebook is still a work in progress.</p>	
13	Social events	<p>Charles is dealing with the curry night, details to follow.</p> <p>Christmas meal is to be held at The Queens, Horton, Telford on 6th December 2019 at a cost of £26.75 per head. People will need to book and pay in front, Ken to put the menu etc on the web site.</p> <p><i>Note: Following the meeting Shelly sent out an e-mail saying that the date had been changed to the 13th December.</i></p>	<p>Charles to update.</p> <p>Ken to put on web site, Sally to include in newsletter.</p>
14	AOB	<p>Rob asked how many people were on the committee and he was told the maximum is 14 and what the roles are. Rob said he felt the number could be reduced and roles doubled up. Any member of SaPAR can attend a committee meeting and he felt the meetings should be promoted to general members so they are aware they can attend without having to be a member of the committee.</p> <p>Rob then asked Helen if she would stand as secretary, just to take the minutes at meetings and Rob would help with the newsletter. Helen agreed to this.</p> <p><i>Note: Checking the constitution is states that the Chair and Secretary must be full members of RoSPA.</i></p> <p>Stuart said that he and Bill had been contacted by Gareth Evans who is the new Road Safety Officer for Powys having taken over from Geoff Wilks, Gareth is also a member of SaPAR. Gareth wishes to re-instate the Ride on Days (explanation to Rob that this is similar in idea to a BikeSafe) but initially he is interested in setting up some days for a new Blood Bike group. During the initial conversation with Gareth Stuart had said that in principle the group could arrange some one day Ride On sessions at the same rate as previously which is £100 for the day plus £100 per Tutor who attended. Stuart also said that previously lunch had been provided and Gareth said he felt that was appropriate. However Stuart emphasised that he could not give a number of people who could be accommodated on any session until the dates were known and the number of Tutors available confirmed.</p>	

	<p>Following a conversation with Bill, Howard and Kevin, Stuart had left a voice message for Gareth confirming the previous conversation but adding that if the Blood Bikers wanted to take the training any further they would be welcome to join SaPAR but would not be rushed up the waiting list, they would be allocated in chronological order like any other member. Stuart has not received a response and will contact Gareth to progress.</p>	<p>Stuart to contact Gareth Evans.</p>
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Meeting closed at 21.25hrs.

Next meeting **16th October 2019, Riversway Conference Centre, Elim Church, Lancaster Road, Harlescott, Shrewsbury. SY1 3LE.**

Signed.....

Date:

Chairman.