RoADAR East Yorkshire (E-YARD)

Committee Meeting Wednesday 18 January 2023

1920hrs to 2123hrs

Apologies: None

Members present:

PU, JC, DC, CC, JT, DP, RM, MK, CH, DR

Previous Minutes agreed from 5th October by MK, DC

1. **Accounts**

Current Account currently stands at £1171.41, and PayPal, £317.00.

* 1. *Treasurers Role definition*

CH, clarified that the Treasurers role within the committee consisted of:

* Producing club finances
* Responsible for adequate accounts
* Prepare year end accounts for signoff from external auditor.
	1. *Treasurer update on any matters*

RM stated that a budget should be set for the 2023/2024 financial year, stating all incoming and outgoings for the club, a forecast on expenditure including advertising, room hire and clothing apparel.

It was agreed that a budget of £600 for room hire for the year to be added to the budget, other items to be agreed on. Income for the club will consist of 74 members paying £25.00 on renewal basis, and approx. 20 new members paying £35.00 throughout the year will give the club approx. £2500.00 income.

RM, also stated that the PayPal account currently charges us per transaction and other options are being investigated to reduce this cost. This is for incoming and outgoing transactions, MK instructed RM to “crack” on looking for alternatives, DC seconded this proposal.

RM, we seem to be paying individuals rather than the companies, is this the correct procedure? This is appropriate where necessary.

RM, when ordering new items should we get 2 quotes for comparison, yes this was unanimously agreed with the committee, apart from exisiting suppliers for Roadcraft books, leaflets etc. An existing supplier list to be created.

\*\*CH TO CHANGE WIX BILL TO COME OUT OF THE EYARD BANK ACCOUNT RATHER THAN HIS OWN\*\*

1. **Current/Prospective membership**

Current members stand at 74 including tutors.

Agreed that the membership fee was to be kept at £25.00 for renewal and £35.00 for new members.

All next of kin details were updated last year, no need to do again this year.

* 1. *Membership Secretary role*
* Maintaining records for all members
* Sending out of renewal notices to members
* Liaising with the Training Officer of new members who need initial assessments.
	1. *Car specific Advertising Material*
* Leaflets to be done as per the bike ones.
* Where to display? Suggestions were Schools, Universities, Colleges, Safer Roads.

\*\*MK to produce something like to bike posters for the car, etc to be discussed with Umber Creative\*\*

1. **Training Issues**

QAs for car tutors, this was discussed that it could be split between CH and JS \*

* 1. *Rosie’s ongoing role – wealth of experience not to lose*
* Rosie to stay on the committee as a non-Exec member of the committee.
* Her role within the club, will be not to tutor, but to solely do the initial assessments for new associates. If Rosie is unavailable at anytime this is then passed to Pippa to accommodate.
* Process of a new member, JC to contact PU, then contacts DR to arrange an initial assessment, feedback to PU to allocate a tutor.
	1. *Definition of Pippa’s role*
* PU to be the sole contact for any tutor or associate training issues and offers advice for resolving matters, Car and Bike.
* To deliver communications courses throughout the year, to new and existing tutors, and deliver the new tutor training programme, and improving/tweaking where necessary.
* All Pre-assessments for bike and car to come through Pippa to arrange with an Advanced Tutor.
* PU to be the HUB for all tutor/associate related training going forward. \*\*THIS NEEDS TO BE COMMIUNICATED WITHIN THE CLUB\*\*
	1. *Replacement/Consolidation of Advanced Tutor Lead* – This was not discussed, will be carried forward to next meeting
1. **Social Diary**
	1. *Update from membership secretary*

JC, to become Admin for Facebook page, and potentially set up an Instagram account for E-Yard.

1. **Matters of concern**
	1. *Action log update –* ***refer to website***
	2. *Group standards –* ***refer to website***
	3. *Admin – Facebook & WhatsApp*
* DR to be removed as Admin for Facebook and JC to be added
	1. *Placement of Advertising material*
* Has been placed in several places over the last few weeks. In Ernie’B, Seaways, InterGear, Zoom Café, NY500, Miles Kingsport, 5-Ways, Ideal training.
* FYI, posters have gone up into Zoom Café and 2 posters given to Ian Wood to display within the school.
1. **Any other business**
2. *Mission statement – refer to website*
3. *Constitution – refer to website*
4. *Complaints process*
* PU to be first point of contact for any complaint, to deal with informally, for training complaints. All other complaints to be submitted to VC in the first instance.
* If informally doesn’t resolve matter, PU to contact Vice Chair to arrange a panel of 4 committee members, to discuss complaint with the person(s) involved, the meeting will be minute and distributed to all members, once resolved.
1. *Web page*
* CH to update
1. *Timetable for Committee meetings*
* Every 6 Weeks
1. *Circulation of minutes/actions*
* Minutes and action points to be distributed within 2 weeks after the committee meeting.

**NEXT MEETING 15th March 2023.**