**Minutes of meeting held on 3 March 2020**

**1900hrs-2130hrs at Beverley Golf Club**

**Present**

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| Mark Kelk (MK) | Denise Rose(DR) |  |
| Dave Richards (DA) | Jo Bowers (JB) |  |
| Chris Hood(CH) | Dave Pattenden (DP) |  |
| A | **Apologies** Andy Trevor and Julian Taylor  |
| B | **To Approve the minutes of meeting of RoSPA Advanced Drivers & Riders East Yorkshire (E-YARD - East Yorkshire Advanced Riders & Drivers) 4 November 2019**Proposed CHNo copies available of previous meeting (4/11/19) but notes held by MK were used to formulate this agenda and review topics discussed. |
| 1(Item3-4/11)And2 | **Sub Committees & Appointments** Agreed that Carolyne, Julia, Dave and Chris had been doing a good job but that direction from the committee was needed to ensure that we didn't stretch our capacity to deliver. The offer of a 'free' membership by draw would be discontinued, and the focus of any events attended would be the exposure of RoSPA and a message of Road Safety.The #RidetheWolds event would accept any taster rides as initial assessment rides for anyone expressing an interest in membership.MK floated the idea of cars being offered the same at the event, but it was felt there wasn't enough space at the venue, and there may be safety issues mixing the two disciplines.A more selective approach should be adopted for the events E-YARD attend, firstly as to what the message is (see above) and secondly so as not to create expectations we are unable to deliver. The message should be the promotion of safety, RoSPA enrolment and encouragement to take up advanced tutoring suitable to the individual, be that geographical or otherwise.(2) Driffield car event was identified as a possible venue for E-YARD attendance as it was a potential way to expose the group to car enthusiasts.Safer Roads Humber (SRH) should be approached if they are attending with a view to us 'piggy backing' on their display as we have done at other events.Any message should include the Value For Money (VFM) the group was able to offer, but expectations, i.e. tutor availability should be managed. This message should be made obvious on any group literature.  |
| 3(item 4 4/11.) | **Leading rideouts part of CPD for Tutors** CPD (Continuous Personal Development) should be included in any Tutor recruitment literature etc. |
| 4.(item 9 4/11) | **Business Cards**Current cards are running low on supply. New cards should be procured. The current style and wording should be continued to be used as it was fit for purpose  |
| 5 (Item 10 4/11) | **Points of Access**Shared responsibility of admin tasks will be devolved as followsPayPal DA & JBFaceBook CH & DRWebsite CH & MKAll to liaise with one another and report once sorted |
| 6. | **Dave Hardwick Remembrance**10 May was identified as suitable day for an organised club day out, as previously agreed, to Hardwick Hall in Derbyshire.Dave's widow shall be invited, to either ride pillion or as a passenger in a car.The Dave Hardwick Award was discussed with CH suggesting it should be a light hearted award, which he had discussed casually with Ian Streets (as Dave's best friend) and be something like 'best cake picture' or most cake mentions or similar.To be decided.The award should be , likewise light hearted, and JB will resolve a suitable award. |
| 7. | **Membership Renewal**DR explained she had been having issues working out who had joined when and how much renewal was required. She also said that some members had received no tuition since joining.A simpler system was suggested. Joining fee will remain £35. DA worked out that the provision of all training material was approx £24. This will be taken up front at the time of joining, no matter when individual joins and they would be responsible for renewing every April at the fixed fee of £25. The training/tutor position should be explained to manage expectation. MK suggested that the motorcycle training should formally run from start of April to 31 October. This would not affect the car training and if individuals wished to continue training outside this period then it would be sanctioned.CH suggested that those not wishing to receive formal training, but wishing to take advantage of other aspects of the club could join as 'associate' members, thereby being RoSPA Advanced Drivers and Riders - East Yorkshire (E-YARD)A training programme should be developed for the winter months for those who had joined and received no formal training. |
| 8 | **Sharing of Responsibilty**JB suggested that rather than a single person being responsible for systems there should be a sharing of responsibility, with AB supporting this stance. Website access, Facebook administration and all financial aspects should be shared between more members of the committee to ensure continuity in the absence of the primary responsible person.Agreed in principle that JB should share finance responsibility with treasurer (AB), MK should share website access with CH and DR should be admin for Facebook with CH |
| 9 | **Treasurer Issues**With Andy Brittan (AB) stepping down from Treasurer duties following his resignation in January, Dave Richards has been appointed group Treasurer elect prior to the AGM to be held 25 March so the handover can be sorted smoothly prior to the commencement of the new season.DA stated he had liaised with AB and was in the process of going through records etc. The problem with banking, which has been an issue for AB's tenure was discussed and DA has a plan to investigate options.It was agreed that there would be a two signatory system adopted with three persons being authorised to ensure two persons can always countersign should one of the signatories be the recipient of any funding requests. These officers will be Chair/Vice Chair/Treasurer.An audit of club assets should be carried out with any issued items being recorded against signature.Assets such as motorcycle vests will remain club property.Shirts issued to tutors will be non returnable for hygiene reasons. |
| 6/3/20 | Prepared by Chris Hood |
| 6/3/20 | Checked and Authorised Mark Kelk |