RoSPA Advanced Drivers and Riders East Yorkshire (E-YARD)

Minutes of committee meeting Wednesday 30 March 2022 held at Beverley Golf Club

Mark Kelk chair (MK)

Chris Hood secretary (CH)

Dave Pattenden (DP)

Denise Rose (DR)

Julian Taylor (JT)

Apologies - Dave Richards (DAR)

Non attendee Jo Bowers

Minutes

Circulation of minutes from October 2021 meeting and agreement Proposed CH 2nd DR

1. Vice Chair vacancy and circumstances

*AGM – abide by Jo Bowers wishes and not stand/re-elect. JT asked if role was necessary, MK stated yes. Role to be offered for an elected position.*

*ALL AGREED*

1. Standing items to be agreed for future committee meetings

*Accounts*

*Current/Prospective membership*

*Training Issues*

*Events*

*Social Diary*

*Matters of concern*

*Any other business*

*ALL AGREED*

1. Committee structure – Inclusion of others co-opted to committee to be included.

*JT Suggest structure should be*

*Chair*

*Vice Chair*

*Treasurer*

*Secretary*

*Membership Sec*

*Welfare*

*Advanced Tutor Lead*

*Car Training Officer*

*Bike Training Officer*

*Social Secretaries*

*CH suggests Social Secretary would cover the member from the floor role as well.*

*MK responded to JT suggestion of welfare officer. DP asks reason. MK mentioned ‘Safeguarding’. MK stated that all roles should have specified and defined responsibilities and roles covering things such as welfare/etc.*

*MK suggests some form of ‘Disciplinary Panel/Matters of Concern” utilising the committee members with escalation for major/conflict issues that may impact club negatively. This panel should be 5 members drawn from committee, excluding Chair, who could independently adjudicate for decisions that cannot be resolved. MK suggests Vice Chair be the lead so chair can be utilised for such escalation.*

*MK Suggest that roles be specified, and responsibilities be defined.*

*CH asks what roles should be for each officer. Discussion took place between members present to define.*

*Chair – ‘Face’ of the club. Adjudicator for any issues including disciplinary. Set meeting date, agenda, and chair of meeting. Joint liaison with Secretary re RoSPA HQ communication.*

*Vice Chair – Deputise in Chair absence. Lead officer for matters of concern. Safeguarding/Welfare lead. Joint signatory for accounts.*

*Treasurer – Responsible for maintenance of club (E-YARD) accounts. Lead signatory for spending. Production of accounts for AGM/Committee/RoSPA HQ. All club monies to be overseen by the treasurer and auditing of accounts to be administered by this role.*

*Secretary – Liaison with RoSPA HQ. Upkeep and update of policies (constitution) Maintenance of Social Media. Setting of meetings, agenda, minuting and publication of same.*

*Membership Secretary – Accurate records of past, present, future members (per RoSPA guidelines). Circulate same as required. Facilitation of assessment rides/drives in liaison with Advanced Car/Bike Tutors. Maintain availability of training pack/material.*

*Advanced Tutor Lead – Car/Bike. Develop robust and auditable training plans and procedures. Publication and administration of such. Administration of Tutor presentations and Training Programmes. Accreditation of training.*

*Car Training Officers – Allocation of tutors to associates. Documentation of such for audit purposes. First point of contact for matters of concern. Administration of Pre-Test Assessments (PTA). Identification and development of future tutors (not elected role due)*

*Bike Training Officers - Allocation of tutors to associates. Documentation of such for audit purposes. First point of contact for matters of concern. Administration of Pre-Test Assessments (PTA). Identification and development of future tutors (not elected role)*

*Social Secretary/Secretaries – Social Media population. Facilitate organisation of authorised club rides. Arranging of social events i.e. BBQ, Christmas, Treasure Hunts etc. support of committee with other organised events. Point of Contact for any social suggestions*

*ALL AGREED*

1. Proposals for future Tutor Training.

*CH - Pippa has expressed an interest in standing for the role of “Training Officer”. She has produced a document covering all aspects which she intends to develop after consultation with group and committee. What she has suggested fits P.3 ‘Advanced Tutor Lead’*

1. Current Membership numbers

*DR – 90 current members active with a total of 129 members allocated club numbers since the inception of E-YARD.*

1. Current allocation of associates

*Car allocation – no waiting list*

*Bike allocation – 10 associates awaiting allocation of tutor. Currently tutor levels are low due to non-requalification and illness*

1. Update re car allocation (as discussed at last meeting)

*Covered in P.4 above*

1. Any other business
* *DR - Formal email addresses. Chair and Treasurer should be allocated specific email addresses. CH to investigate.*
* *Publish roles on social media prior to AGM (14 days clear)*
* *Agenda for AGM*

*Election officers MK*

*Treasurers report DAR*

*Membership Sec report DR*

*Training Officers report JT*

*Presentation of Annual Events CH*

*AOB*