**Minutes of meeting held on Sunday 4 March 2018**

**Present**

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| John Wright (JW) | | Denise Rose(DR) | Andy Britten (AB) |
| Andy Trevor(AT) | | Jo Bowers (LB) | Tom Harris (TH) |
| Chris Hood(CH) | |  |  |
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|  | **Apologies** | | |
|  | **To Approve the minutes of meeting of RoSPA Advanced Drivers & Riders East Yorkshire (E-YARD - East Yorkshire Advanced Riders & Drivers) held on**  Proposed JW  Seconded DR  Agreed by All  All action points noted | | |
|  | **Item No. 12 & 13 (2 February 2018)**  Duties of treasurer discussed between outgoing TH and treasurer elect AB  Monies currently held were discussed and previous years expenditure reviewed with a view to the forward financial planning of the group, especially if Charity status was to be pursued. AB agreed to look into this aspect and to review and look at the future 'buffer' fund requirement for group solvency and planning.  JW pointed out that the treasurer elect would not take the permenant role until/unless elected at the AGM, but All agreed the ground should be laid as discussed by AB with the support of All.  TH & AB discussed all matters pertinent to handover, including signatory requirements. It was agreed that TH would still hold the role until AGM but liaison would be continued remotely between AB & TH | | |
|  | **Item No. 17 (2 February 2018) Banner & Promotional Material**  Promotional material received from HQ for motorcycle engagement was presented to group. JB agreed to take pamphlets and distribute around all local motorcycle dealerships. E-YARD branding would be added to them.  Promotional E-YARD banners were discussed at length and the idea of two banners again supported, one for each discipline - Bike/Car. CH suggested the same format be used for both banners and that one was biased bike the other car by way of picture placement. JW explained some image techniques used to draw viewers for impact/interest. CH to follow up. | | |
|  | **Item No.18(2 February 2018) Tutors Situation**  DR gave an overview of membership state and agreed to liaise with Julian Taylore re allocation of tutors  CH to commence training of AB.  CH suggested E-YARD to aim for an establishment of 12x motorcycle tutors ultimately.  Car establishment was currently three and needed to be expanded by at least two more. | | |
|  | **Item No.20(2 February 2018) ID badges/Group Identity**  CH proposed all members be given an E-YARD badge when joining. As an associate there would be name (first) only. Badge would be upgraded when becoming any 'rank' such as Group Tutor/Advanced Tutor. Seconded DR. Agreed by All.  Withdrawal of photo ID cards for all members/associates proposed by DR. DR also proposed these were issued in future to Tutors both car and bike. AT suggested group lanyards be sourced. CH suggested members may wish to provide own clothing for embroidery. JW suggested that there should be uniformity, if clothing was to be used it should be the same - Jacket, T shirt etc. With the introduction of badges for all E-YARD it was agreed by All that any events where there would be a requirement to identify members would be done by way of navy or black shirts and badge. | | |