

Committee Meeting Wednesday 17th August 2022 1902hrs/2035hrs Minutes

No Apologies

Members present: Mark Kelk, Dave Cross, Christine Cross, Julian Taylor, Denise Rose, Pippa Unwin, Chris Hood, Dave Pattenden, Dave Richards

Previous Minutes circulated: - comments were to put an action log together so that they do not get lost in the minutes and they can be tracked and updated at each meeting going forward – Noted and Agreed

AP – Action Point

1. Accounts

Treasurer update

Audit now approved

£2,395.03 in the bank account and £250.00 in the PayPal account, this is after all recent expenditure has been paid and accounted for.

Second signature of the bank account is still Jo Bowers, as Jo is no longer on the committee, this needs to be changed to the Vice Chair as soon as possible **(AP)**

Future expenditure

Machine Control course – agreed that if drinks (water) were purchased by the tutor(s) delivering the course for the attendees then this can be re-imbursed providing valid receipt along with a general expenditure form.

DP mentioned that for him to teach new tutors he has to use his own vehicle and fuel approx. (£70-£100) MK – suggested that this to be re-imbursed through the club funds. Agreed by committee that 45p per mile (as stated on the HMRC website) to be paid to DP when training a new associate.

CH to create a general expense form to be circulated **(AP)**

Covering the cost of free membership for the raffle

Dave Richards to confirm with the Gambling Commission, if we are legally able to hold raffles within the club **(AP)**

No free membership to be offered as a prize at the raffle

If raffle can go ahead, prizes up to the value of £50 to be bought by CC, and reimbursed by the club, along with receipts and a general expenditure form.

2. Current/Prospective membership

Approx 65 active members, Denise Rose TBC at next meeting.

3. Training Issues

Allocation of Initial Assessments

IS (Ian Streets) current bike training officer has presented that the current situation with bike allocation of tutors is not working.

Proposal that it is to go back to the original structure of Denise

Rose with organise and carry out the initial assessment, and with a discussion with PU an appropriate tutor to be assigned to the associate. DR proposed, CH second.

Car role to stay as it is with JT – committee agreed

Tutor Apparel

All tutor apparel was ordered and has now been delivered, Vests are in stock but shirts are on back order due October 22. No further purchases to be made for the rest of the year.

4. Events

An event calendar to be put together of events happening in 2023 by CH, CC **(AP)**

MK, commented that representation at events, should be opened up to the group members, DR mentioned that we should have enough Tutors, AT's and committee members to cover representation at events, if no one is available then a request to the group could be put forward.

Leaflets to be created to hand out at these events. **(AP)**

PU mentioned from the Tutor meeting at previous club meeting, it was put forward that a taster session for both car and bike – Facebook advert etc, MK to ask his contact for info about this design etc.

Club Night presentations

Bob Stephenson is to do a presentation at the August meeting
External speakers can incur costs.

DC suggested to go back to the list from 2019 to see what speakers we had then and contact to see if they would be interested in doing another talk.

Nuts and Bolts as an option, but would incur a small cost – suggest to contact to get a price – CH

MK – A calendar to be put together and arrange tutor presentations, and speakers together.

A Plan B is also to be put in place, for example a bank of quizzes (general knowledge, roadcraft, etc, based questions) just in case they are needed.

5. Social Diary

Summer BBQ 27th August 2022

Christmas Party 17th December 2022

It was agreed that the Christmas party would be subsidised by £5.00 for members only – partners welcome but at the full £25.00.

For future social events it was agreed that for members a £5.00 discount on the cost of event to be subsidised by the club, on 2 events per year (Summer BBQ and Christmas Party)

No other social events planned as yet for the rest of the year.

6. Matters of concern

None to report

7. Any other business

Receiving Gifts

If gifts are received by the tutor from an associate, after training is complete, there is no reason to declare the gift.

Bike Safe

Dates for future Bike Safe events to be confirmed at next meeting and distributed to Tutors for the attendance confirmation.

Machine Control Course

CH – mentioned that all tutors should attend one of the courses.

MK, CH to arrange a date for this to be available for the tutors to attend.

Next Meeting – 5th October 2022 – 7pm. Beverley Golf Club