

Committee Meeting Wednesday 5<sup>th</sup> October 2022 1910hrs/2100hrs

## Minutes

Apologies: Julian Taylor

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

Previous Minutes circulated and approved MK/DC

### 1. Accounts

#### Treasurer update

£2,345.03 in the bank account and £250.00 in the PayPal account, this is after all recent expenditure has been paid and accounted for.

£426 to pay out to John Ford when order is complete and invoice and bank details have been supplied to CH/DAR

### 2. Current/Prospective membership

71 members. 19 Tutors/Examiners, 19 Full Members and 33 Associates.

### 3. Training Issues

#### *a) Recruitment and Advertising*

No new associates are coming through, which is hindering the new trainee tutors in training to become tutors. Bike Safe used to provide a few new memberships but it hasn't done over the last few courses. DR has several associates that can be reallocated to new tutors, which could benefit the new trainee tutors to have their own associates if they so wish to then be shadowed. As the season is coming to an end for the year, this may be something that is picked back up in 2023. MK suggested to look at which tutors have which associates and

maybe a re-shuffle with allocating tutors to associates. MK has had a quote from Umber Creative for creating a leaflet to be put out in local cafes etc, to promote the club. 250 A5 double sided leaflets £50.00 + VAT with the artwork £75+VAT. DC proposed that we order 1000 as a starting point to distribute as soon as possible. MK/CH are to go to Umber Creative to finalise the wording etc for the flyer to be printed. Also, to have a mock up of a car version of the leaflet too.

*b) Tutor/Peer review – Ride out.*

Adam Abel has organised a tutor/trainee tutor ride out on the 30<sup>th</sup> October, but this is also a bike safe course as well, which was re-scheduled from the 18<sup>th</sup> September for the Queen's Funeral. Pippa Unwin and Mike Allen are attending Bike safe.

*c) Car training – QA's*

CH expressed concerns on the car training side and suggested that we need to hold QAs with the car tutors, and to have someone from out of the area to conduct these, ROSPA head office to send a regional examiner to conduct them. From this MK suggested that we need to hold an extraordinary meeting to discuss these issues further. A date is to be organised.

*d) Car Training – development of new tutors*

We have 1 person – Ian Wood who has expressed an interest in becoming a car tutor. He has tried to contact JT several times but nothing has happened, he has since spoken with DP and hopefully the training is to start. PU to make contact with DP to see if this is being actioned. CH stated that if necessary that he would pick up the tutoring for IW. MK had concerns of conflict of interest between tutoring and examining, but CH pointed out that as long as CH didn't perform the test then it shouldn't be a problem.

e) *Foundation course for all associates – what to expect/how to behave.*

CH/DR have proposed a course to be put together to confirm how training will be conducted and how communications between tutor and associates. MK/PU suggested that Adam Abel should be involved from the lady's free day as he had useful videos etc that could be of use. It was then suggested that, it should be run alongside the initial ride, on the basis of bike safe classroom information AM and Initial ride PM. This should be done as a 1 to 1, maybe bullet points could be put together to go into the training packs etc.

#### 4. **Social Diary**

Christmas Party 17<sup>th</sup> December

CC raised a question as to how the subsidised funds were to be paid, and it was agreed that the club pays the bill in full and the monies collected from members to CC to be given to the treasurer to be banked.

DR suggested that we could arrange a social night at an escape room in Hull, CC to gain interest from the FB/WhatsApp forums Also, DC, suggested paintballing and another Treasure Hunt for 2023

No other social events are arranged for the rest of 2022

#### 5. **Matters of concern**

a) *Action Log update*

Action Log will be updated and distributed to the committee to action their points.

b) *Ad-hoc pay-outs such as unforeseen welfare*

Committee agreed that if an associate is taken ill or has an operation a GWS card should be sent from the club.

c) *Update on club merchandise/clothing (x-refer 3a above)*

CH confirmed that all outstanding clothing will be delivered by the end of October 2022.

## **6. Any other business**

DR and DAR have stated that they will be stepping down from their roles.

DAR will be able to stay in the treasurer role until December 2022 at the very latest.

DR has stated that she is willing for someone to shadow her role until April 2023.

MK to advertise the vacancies on the WhatsApp official chat to ask if anyone within the club is interested in these roles.

DR proposed that membership fees for tutors are to be reinstated from April 2023. MK/DC seconded. Membership fees to stay at £25.00 per person.

Dave Hardwick award, CH to speak to Ian Streets and MK to decide on what we want the award to look like MK has a contact to enable us to have it made. Once the award is made, we then need to decide on what to award it for at the next AGM meeting.

**Next meeting TBC**