**Minutes of meeting held on 4 November 2019**

**1900hrs-2120hrs at Beverley Golf Club**

**Present**

|  |  |  |  |
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| Mark Kelk (MK) | | Denise Rose(DR) |  |
| Andy Brittan (AB) | | Jo Bowers (JB) |  |
| Chris Hood(CH) | | Julian Taylor (JT) |  |
|  | **Apologies** Andy Trevor and Dave Pattenden | | |
|  | **To Approve the minutes of meeting of RoSPA Advanced Drivers & Riders East Yorkshire (E-YARD - East Yorkshire Advanced Riders & Drivers) held on 8 August 2019**  Proposed JT  Seconded DR  Agreed by AB, CH, MK  Abstention JB  With no formal agenda it was agreed to use the template of the August meeting along with 'other business' that had been prepared by new Chair MK, which would effectively share the minutes with committee members present | | |
| 3. | **Sub Committees & Appointments -CH**  Discussion led by JB that this had been resolved, with the creation of 'Working Groups to allow more flexible approach to Events and Social organisation. MK stated that the purpose of the Working Group should be to identify and create a calendar and the Exec Committee should support those involved.  Agreed by all that this should be a model for future Working Groups if created. | | |
| 4. | **Leading rideouts part of CPD for Tutors**  MK posed question of what is a group. Agreed by all any ride with 3 or more present. MK re-iterated that, along with presentations bike tutors duties and development should include ride-out leading as part of leadership development. Group ride training should also form part of tutor development courses. Development of ride-outs should include other rides, for example mid-week evening in summer. The rides could include attendance at bike nights in liaison with Events/Social Working Group. To be developed.  Discussion went on to look at car equivalent and suggestion was that all car tutors lead a Progressive Driver Development Course, which has an element of social about it. JT raised the idea of car hire. CH explained the problem was logistics of driver licence production by all involved to hire company which had been sticking point previously in this idea.  A discussion took place regarding a Tutor Working Group to deal with all matters relating to training. This was agreed to be advertised for members on the Tutor Group | | |
| 5 | **Tutor Assessment Day**  MK stated that a programme of dates for the advanced tutors to formally assess group tutors should be created. Both theory and practical aspects should form the assessment.  Suggestion of Tutor Weekend, locally based, should be investigated. | | |
| 6 | **2-27/2.Comms for Bikes**  CH produced a report as agreed previously. Contents were read and copy is available for viewing on Exec forum.  Discussion over merits of comms or otherwise.  MK suggested procurement of radio sets and supply to tutors wishing to use them at a discounted cost (£30 per set - 2x radios)  CH suggested trial of radio units before any decisions were made. | | |
| 8 | **Storage of club equipment**  Training logs, folders, banners, gazebo are now stored on site at Beverley Golf Club | | |
| 9 | **Promotion Material**  JB enquired re availability of business cards. CH explained stock was almost exhausted. Agreed by all that new stock should be sought. New club flags should be procured. Tables and Chairs also required for use at events. Monies donated from Dave Hardwick's widow could be utilised. AB to progress. | | |
| 10 | **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 | | |
| 5/11/19 | Prepared by Chris Hood | | |
| 5/11/19 | Checked and Authorised Mark Kelk | | |