RoADAR East Yorkshire (E-YARD)

Committee Meeting Tuesday 29 June 2022 1930hrs/2145hrs

Minutes

Apologies: Dave Pattenden, Dave Richards

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

Previous Minutes circulated Minutes Agreed

1. **Accounts**

No accounts update as Dave Richards – treasurer not present at meeting.

1. **Current/Prospective membership**

Bike and Car members awaiting tutor, TBC

1. **Training Issues**
2. ***Issue of Associate Training Packs - DR***

2 Packs to be issued to each AT, a communication is to be put out on the Tutor WhatsApp group that new training packs can be collected from the monthly meetings or social nights via prior arrangement – CH

1. ***Structure/Role division – PU***

PU - Struggling to understand what the Training Officer role is going forward and to understand the process of this…

MK, confirmed the following:

1.New member goes through to DR

2.DR passes to IS (BIKE) JT (CAR) for an initial assessment to be arranged. Bike Initial assessments to be done by an Advanced Tutor, Car Initial assessments to be done by DP or JT. Once initial assessment is completed, this is to be then fed back to either IS or JT and depending on skill set of associate the appropriate tutor will be allocated.

3.Training Officer is to deliver and keep trainee tutors/tutors and Advanced tutors compliant and continuous CPD delivery, also when a Tutor needs their QA doing, they should come through the Training Officer to deliver this.

4.To keep an audit of training logs from tutors ad-hoc 3rd Man rides to ensure consistent delivery of knowledge is fed through to the associates.

5.A survey monkey questionnaire to be put together and emailed out to the group on how their training is going, and what is going well, and what isn’t going well, ways to improve etc.

6.Associates should be made aware that if they have any issues with their given tutor, they can speak to the Training officer to be re-assigned a new tutor if they feel that is necessary.

JT stated that the initial assessment drive/ride – should be to introduce the member to the club, and not to assess their drive/ride, and to critique their skills, as it could put them off coming back. DR understands where JT is coming from but states that the initial assessments are vital part of their training, and it can tell us a lot about the rider/driver, and see if they are relatively safe on the road, and to allocate them a tutor on their skill set.

PU stated that a quick message in the Tutor WhatsApp group to ask who has the capacity to take on a new associate and this could be a good way to gauge who to allocate the associate to.

CC An audit of tutors and associates both car and bike need to be arranged so that we know who has who etc, then the Training Officer, and the Allocation Officers (IS & JT) will know the tutor to associate ratio.

CH stated that 1 route for the initial assessments should be set up for both car/bike and then all rides are equal and everyone is singing from the same hymn sheet.

CH commented that a working party group for Tutors/Advanced tutors to be set up – so that communication between the group is consistent and accurate and if anyone is having issues with their associates this can be addressed.

CH – Tutor handbook is based on the Diploma course, and should give consistency and with the continuous professional development delivery from PU we should be at a good level for tutors.

1. ***Training for both disciplines dual membership – DC***

Agreed as £35 to cover cost of membership for the following year and issue of new Roadcraft book for that discipline, or associate can purchase the book themselves and then pay for the years membership separately. **DC/MK**

1. ***Issue of Tutor apparel – When/What – PU***

Trainee Tutors and tutors for bike should have a T-shirt and the Hi-Vis vest, the car tutors should have a t-shirt and a soft shell jacket. These can be ordered by contacting Chris Hood with sizes etc

1. ***Re-order of apparel – shirts/vests/jackets***

A bulk order of various size t-shirts and jackets is to be put through by CH. MK requested the CH put the cost through the Executive Chat on WhatsApp for the treasurer to send the funds over for the purchase.

1. **Events**

Safer Roads Humber had asked us if we wanted to share their stand at the Driffield Show 20/21st July – JT said he and DP might be able to attend one of the days. A communication will be put out closer to the time to see if any one can attend to represent the club.

1. **Social Diary**

Summer BBQ 27th August – a proposal from CC was put forward for £50 from club funds to go towards organising a raffle for the night and then the sales from this raffle will then go towards a raffle for the Christmas Party, if float falls below £50 then a top up will be requested from the treasurer. Agreed CH/DC

1. **Matters of concern**

None to report

1. **Any other business**
2. *Frequency of Committee Meetings – MK*

Agreed that they will be a meeting every 6 weeks, if we feel that this is no longer required then will be adjusted accordingly

1. *Dave Hardwick Award – DC*

To confirm at the AGM in 2023 as to what and who the award should go to. CH

Order of some A5 leaflet stands to be distributed in cafes etc, agreed that 2000 leaflets will be ordered. CH