



Southern Motorcycle Advanced Rider Training

Minutes of an

Annual General Meeting

of

RoSPA Southern Motorcycle Advanced Rider Training
(RoSPA SMART)

at

Southgate West Community Centre
Ditchling Hill
Southgate
Crawley
West Sussex
RH11 8QL

on

Thursday 11th October 2007 at 7.45 pm

Agenda.

1. Apologies for absence.
2. Minutes of last AGM agreed.
3. Report by the Chairman.
4. Report by the Treasurer and presentation of the accounts.
5. Report by the Membership Secretary.
6. Vote on constitution changes.
7. Vote for officers of the club.
8. Refreshment break.
9. Result of constitution changes and election of officers of the club.
10. Any other business.
11. Close of meeting.

Meeting opened by the Chairman at 7.45 pm.

Apologies for absence

Apologies were received from the following members:

Chriss Albone and Geoff Parker.

Forty five members were in attendance on the evening.

Minutes of last AGM agreed

The minutes of the last AGM were agreed.

Report by the Chairman (Marion Barnes)

Marion said that the year seemed to have flown by but a lot had been achieved. Good headway had been made at raising our profile and advertising ourselves to the general public.

She reiterated that in her manifesto she had said that it was her belief that the members are the most important element of any Group and that their participation and enthusiasm is vital. Therefore recruitment and retention of members is a key element to the expansion of the Group.

She said that the Committee's top priorities this year were recruitment of new members and maintaining the high training standards of our Tutors so we could continue to achieve the number of successful test passes we have done in the past, if not improve on them.

Promoting the Group

Marion reported that a lot of work had gone into promoting the Group this year in the following ways:

1. An up-to-date leaflet had been produced and holders purchased to house them. These have been distributed to dealerships, Bikesafe co-ordinators in Sussex and Surrey, events and members' workplaces. Karen O'Gorman held records of where these leaflets had been placed in order to replenish holders when required. Marion thanked all those involved in its production and distribution.
2. On the 26 - 28th January we attended the Ally Pally Motorcycle Show for which a good quality exhibition stand had to be produced; this stand can now be used for any future event the Group attends. Thanks went to Mark Kennedy for taking

pictures and producing artwork for the posters, and to Maria Harris for printing them. Thanks also went to Tony Clark for footage and Andrew Adams for editing a training video, which was projected onto a screen specifically purchased, and run continuously throughout the Show.

3. On the 15th April we were invited to put up our stand at the prestigious Rolls Royce offices in Chichester. This was a Bikesafe event held specifically for Rolls Royce employees. This was followed up by a very good article and photo of our stand which appeared in the Care on Road newsletter. Thanks went to John Mackessack for arranging this and also for manning the stand.
4. Karen O’Gorman had been compiling a list of events that the Group could potentially attend in future; ready for review in January 2008. One of these events is the National Bikesafe Show 2008; further details of this are awaited.

Training and Tutors

Marion reported the following developments regarding training and Tutors:

1. During a meeting of the Tutors on the 7th January, a vote was taken and the decision made to call the Group’s trainers “Tutors” with immediate effect. This vote was taken following RoADAR’s request that Groups trainers should be known as either “Tutors” or “Observers”.

At the same meeting the Chief Tutor proposed that members who have passed at Silver grade be allowed to train and become Tutors for the Group. Previously only Gold grade test passes had been allowed to become Tutors. This was voted on and agreed by the Tutors.

2. Commencing on the 4th February a Tutor Training course was held over 7 weekends by Derek Stewart and Paul Farmer. 13 students attended and to-date 11 have successfully passed their Approved Tutor test.
3. From 15th April to the 3rd June the 2007 Ride School was held; this was attended by 38 students. Thanks went to everyone concerned for their hard work in making this another successful Ride School.
4. On the 21st April, Andrew Adams, George Minns and Marion attended a meeting being held by RoSPA Advanced Drivers and Riders Regional Group Advisory Panel (GAP). This was an opportunity to meet representatives from both RoADAR HQ and other RoADAR local Groups.

During this meeting Bob Smalley, RoADAR’s Chief Tutor, advised us that RoSPA Headquarters had now appointed a Development Officer, Emma Robinson, who would be looking at ways to help Groups advertise / market themselves. We were also advised that RoSPA had now produced separate leaflets for cars and bikes. They were also looking at some benefits to offer members and these are now being shown on their recently updated website.

This meeting also gave us the opportunity to discuss with Bob Smalley the Group's outstanding issue regarding the reduced number of nominated Advanced Tutors qualified to "sign off" Approved Tutors since the introduction of RoADAR's accredited Tutor status 2 years ago. Marion was pleased to confirm that agreement had been reached that all of the Group's Advanced Tutors will now be able to sign off Approved Tutors. This agreement now secures the Group's ability to train and pass our own Approved Tutors.

5. Following the above GAP meeting the Group's Senior Tutors were approached and asked if they wished to take the Advanced Tutor test in order to be officially recognised by RoADAR. As well as these Seniors, other Tutors, identified by the Chief Tutor, were asked if they would also like to take this test.
6. On the 10th June, 7 of our Tutors successfully passed their Advanced Tutor test. Marion said this was an excellent achievement for them individually and for the Group and passed on her congratulations. Those who passed were:

Andrew Adams
Geoff Berry
Peter Hayes
Graham Hibbs
Tony Gillingwater
Mark Kennedy
Karen O'Gorman

7. A spreadsheet holding the information on allocations of Trainees and Tutors had been devised and implemented. We now have 44 trainees allocated to either Advanced or Approved Tutors. Thanks were given to Andrew Adams for devising this and Peter Hayes for all his hard work on keeping this up-to-date.
8. A spreadsheet containing information on Tutor hours / sessions and annual check runs are being kept. Thanks were given to Geoff Berry for devising this and all his hard work in maintaining it.
9. Training venues: The meeting at Pease Pottage every Sunday was stopped to concentrate on the monthly training sessions held at Southgate West Community Centre in order to attract new trainees and members. The Chief Tutor had considered that it was a more useful way of deploying our resources.
10. The Committee had reviewed the funding of a nominated Tutor(s) to take the RoSPA Diploma test. It was decided that, if financially viable, this funding would now be used for the benefit of training all our Advanced Tutors in order to maintain their standards so they can better pass their expertise on to our Approved Tutors.
11. Filofaxes containing all training information are being developed into Tutor Packs. A5 filofaxes have already been purchased and the contents are receiving a final review before publication. Marion thanked Tony Clark for sponsoring these and Karen O'Gorman for all her hard work on the concept, content and the sourcing of them.

Accountancy software

Some accountancy software had been purchased to aid the Treasurer.

Calendar

The training sessions at Southgate West Community Centre have been changed to the second Sunday of each month so as not to compete with other local Groups. At the same time social evening dates have been moved to the third Thursday bi-monthly to ensure an even 'spread' of people's time throughout the month.

Membership renewals

These are now being collected annually in October in order to reduce time spent on administration.

Photo board

This had been updated showing Committee members, Tutors and helpers.

Website

This is constantly being updated. The Garage Sales page has been removed as this had not been used for some considerable time.

However, a "Useful Links" page has been added which contains information on relevant companies who may be of interest to members. Some of whom are offering a discount to our members.

An "Our Leaflet" page has also been added showing the 20 organisations and bike dealerships agreeing to display our leaflets.

Advertising

1. We have placed a monthly display advertisement in the Friday Ad Motorcycle Section covering most editions in the South East. The advertisement appears the week before the Southgate training sessions, commencing August 2007 to January 2008,
2. A very complimentary article had also appeared in the August edition of the Motoring and Leisure magazine courtesy of Sarah Harvey, who attended this year's Ride School.

Form updates

Marion reported the following forms had been created or updated:

1. The Back Marker System, thanks to Paul Farmer.

2. Membership form, this now includes questions about where new members found out about the Group and their riding experience.
3. Accident Report form for use by Tutors in the event of an accident during any official RoSPA SMART event should they need to make a claim on either the RoADAR or BMF insurance.
4. A social / wizz pre-ride briefing had been produced and given to the Tutors.
5. An overseas wizz pre-rideout briefing is being updated and expanded upon. Hugh Curran was thanked for agreeing to do this.
6. A Ride School evaluation form had been produced and distributed. The information received back was collated and the summary was sent to the Tutors to be used towards a review of the Ride School format. The overall response appeared to be very positive. Anne Hodson was thanked for her work on this.
7. An Expenses Policy had been devised by Phil Howard and put on the Library page of the website.
8. A new training record had been produced and printed, and is now in use. Thanks went to Peter Hayes and Dave Sparrow for all their hard work.

Funding/sponsorship

Marion reported that sponsorship had being sought from Devitts Insurance, who had agreed to pay for new Hi Viz jackets for our Tutors and also promotional key rings.

Lottery funding was also being sought; information for this had been collected and was now ready for submission to the Lottery Grants Commission. If monies are gained they were to be invested in new training aids.

Thanks

Marion thanked the following people:

1. Andrew for all his hard work for the past 3 years for being Secretary and Website administrator.
2. Mark for being Membership Secretary for 7 years since the inception of RoSPA SMART.
3. Peter Hayes for being Allocations Co-ordinator.
4. Phil Howard for being Treasurer for the past 2 years.
5. Karen O’Gorman for being Marketing/PR Co-ordinator, and Paul Baker (Lofty) who held the post before he had to resign due to family / work commitments.

6. Max and Maria Harris for organising the very successful social evenings and rideouts for all the members. These occasions had proved very successful and well attended.
7. Tony Clark for caretaking the Chief Tutor position when George Minns resigned due to work commitments.
8. Dave Sparrow for helping to organise the Slow Manoeuvring Day as well as the Training Record Card.
9. Everybody else that had helped with any of our events and distribution of leaflets, etc.

Report by the Treasurer (Phil Howard) and presentation of the accounts

Phil issued printed handouts showing the accounts and annual report for the year ended 31st September 2007 and gave the following report:-

The financial health of the Group remains strong. This year we have recorded a surplus which compensates for a small deficit last year. The reasons for this surplus are the receipt of the claim for tax relief on Gift Aided donations reported at last years AGM and an increase in Membership Fees brought about by a change in the dates when these are payable.

The Group had continued to support our Tutors, trainee Tutors and others who incur expenses for the benefit of the Group. An expenses policy document was issued during the year detailing the expenses that the Group is committed to on behalf of the Membership.

The Group ran its annual first aid course and machine handling day. Both events received a subsidy from Group funds.

Other expenditure items for the benefit of the membership included Trainee Tutor Ride School, BMF Membership and expenses for social events.

In order for meaningful accounts to be presented at the AGM the Groups financial year has been changed to run from 1st October to 30th September. Previously it ran from 1st November to 31st October. With the AGM being in October this meant that end of year accounts could not be presented accurately. This means that the last financial year was for 11 months rather than 12 i.e. from 1st November 2006 to 30th September 2007.

The Committee had continued to seek clarification of what can be included in the claim for tax relief on income received by the Group. As reported last year both Membership and Ride School fees have been included in the past but a recent review of the guidance notes on the HMRC web site led to some doubt over whether

Ride School fees could be included. Tony Clark has approached HMRC on behalf of the Committee and has requested a ruling. Unfortunately this has yet to be resolved. It was recommended that the new Committee should maintain sufficient funds to meet its commitments if the ruling goes against us.

There were no questions on the accounts.

Report by the Membership Secretary (Mark Kennedy)

Mark Kennedy reported that we have a total of 217 members which is the largest it had ever been and is made up as follows:-

Advanced/Senior Tutors	16
Approved Tutors	23
Trainee Tutors	3
Full members (this includes 21 who have expired tests)	51
Trainee/associates members	122

We have had 29 test passes in the year which is 8 up on last year.

For the year 1st October 2006 to 30th September 2007, 46 members left the Group but 69 have joined.

Discussion on constitution changes.

Marion opened the discussion on her proposed constitution change by saying that this was a proposal that was in her manifesto from last year, if passed it would give a broader base of opinion and help to bring in new ideas, spread the workload and improve accountability. The new positions would also show recognition to the people doing the work as well as giving them a vote. These positions were optional and there was a proviso within the proposal that would allow the committee to fill any of these posts along with any other vacancy that might occur, she said if this proviso had already been in place it would have helped to resolve the issue with the Chief Tutor stepping down part way through the year and the void it created.

Hugh Curran spoke against the resolution saying the committee should be as small as possible as it was then easier to arrange meetings, also some people who may have stepped forward to fulfil some of the roles being proposed may be put off by having to become a full committee member. He said he did not want the ideas of the exiting committee to be foisted upon the new committee. Broader ideas could be gained from the membership and any additional tasks could be fulfilled by suitable members.

Karen O’Gorman spoke for the resolution saying the Group had moved on and there was a lot of additional work to be done and that there had not been any problems in arranging meetings with the current enlarged committee.

Simon Eddleston asked Marion to explain what the proposed new positions were.

Marion said the new positions were:-

- A Training Co-ordinator, who would work closely with and act as a deputy for the Chief Tutor.
- A Marketing/PR Co-ordinator, who would be responsible for promoting the Group.
- An Events Co-ordinator, who would arrange attendance at shows and events (i.e. BMF show, Bikesafe etc).
- A Social Co-ordinator, who would arrange speaker evenings, rideouts etc.

Tony Clark asked if it would not be better for the resolution to be withdrawn and the new committee to look at an overhaul of the Constitution, reasoning that the existing Constitution was seven years old and no longer covered the whole of the Groups activities.

Election of Committee Members

Andrew said that as there was only one person standing for each of the positions they just needed nominating and seconding:

Tony Clark standing for election as Chairman was Group Treasurer was nominated by David Sparrow and seconded by George Minns.

Paul Reynolds standing for election as Secretary was nominated by Roger Manning and seconded by Adrian Russell.

Adrian Russell standing for election as Group Treasurer was nominated by Max Harris and seconded by Mark Kennedy.

Roger Manning standing for election as Membership Secretary was nominated by Mark Kennedy and seconded by Adrian Russell.

Hugh Curran standing for election as Chief Tutor was nominated by Paul Farmer and seconded by Sue Manning.

Andrew said that a paper vote will be taken for the resolution during the break.

There then followed a refreshment break.

During the break the proxy and other paper votes were collated and the results recorded.

Marion then reconvened the meeting.

Results of vote on constitution changes.

Constitution change proposed by Marion Barnes

There were 35 votes for and 22 votes against, therefore the resolution was defeated as it had not reached the two-thirds majority required to pass a resolution.

Following the result of the vote Marion asked Tony Clark to take the chair.

Tony said he was looking forward to a fun year and that the Group was in great shape and he hoped they would make it even better. He said it was great to have Hugh back on board and was looking forward to working with him. He then asked Hugh to present some Advanced Tutor certificates; certificates were handed to Karen O’Gorman, Graham Hibbs and Geoff Berry.

Hugh thanked the Tutors for voting him in and all the outgoing committee for their work and in particular Mark Kennedy for being Membership Secretary for the last seven years, this a position he had convinced Mark to take “temporarily” when it was first created. He then went on to outline his plans for the future, these were:-

1. All Senior Tutors were to be arranged into Units and to nominate 3 Tutors they wanted to be paired with, students would then be allocated to these units. This would give Tutors a sense of “ownership”, new students would be allocated to these units as soon as they joined.
2. He would be putting a proposal to the new committee for the use of radios during training as they would offer a huge benefit if used correctly. He would be asking for help on the choice of equipment, the use of them, the dangers and benefits, this would be collated and then be presented to the committee.
3. Ride School is run once a year for 30 people and is largely unchanged since 1998. This would be changed to run as midweek evening theory sessions arranged for batches of new members, this would allow new members to benefit from the theory as soon as they join rather than wait until the next ride school. It should tie up less people, reduce the workload on the Tutors and provide a calmer better quality experience.

4. The training meetings at Southgate West were too infrequent and the location hard to find, from now on he said the Group would meet every Sunday at Tulley's Farm with whom he had agreement to use a part of their car park, the advantages would be:-
 - i. It is easy to find as it is well signposted.
 - ii. It is a good location for training routes.
 - iii. It has no overheads associated with it, requires no one to turn up and open it, cook etc.

Hugh said that the combination of these initiatives would lead to effective training.

AOB

Andrew Adams reported that the Groups website hosting had been provided free of charge via Paul Farmer but the server hosting it had failed and was not being replaced. He said he would be providing a proposal to the committee regarding new hosting as a matter of urgency.

Robin Brown asked about the existing commitment to Southgate West Community Centre (SGW). Phil said we had paid until November and had bookings up until March 2008, Marion said there may be a cancellation charge.

Ted Etherington asked if we would still use SGW for social evenings and the AGM. Tony Clark said we would continue to use SGW for these events.

Howard Cooper outlined the topic for the next social evening that was being held at SGW on 25th October.

The meeting was formally adjourned at 9.30 pm.

Minutes adopted by:

Seconded by: