



RoSPA SMART

Ride Smart : Ride Safe

Southern Motorcycle Advanced Rider Training

Minutes of an

Annual General Meeting

of

RoSPA Southern Motorcycle Advanced Rider Training
(RoSPA SMART)

at

Frant Village Hall
The Green
Frant
East Sussex
TN3 9ED

on

Sunday 21st October 2018 at 10.00am

Agenda.

1. Apologies for absence.
2. Agree the minutes of last AGM.
3. Report by the Chairman.
4. Report by the Treasurer and presentation of the accounts.
5. Report by the Membership Secretary.
6. Report by the Chief Instructor(s).
7. Election of officers.
8. **RoADAR Accreditation Process.**
9. Any other business.
10. Close of meeting.

Meeting formally opened promptly at 10.00am. 37 members were in attendance.

1) Apologies for absence

Apologies were received from Steve Wolton, Christopher Schenk, Max Ferzoli, John Cowburn, Andy Bell, Dennis Mustard, Peter Marshall, John Tucker, Tim Bird.

2) Minutes of 2017 AGM acceptance

An email with a link to the Minutes of the 2017 AGM was distributed to all members at the same time as the 2018 AGM notification email..

As no amendments, issues or concerns were raised with respect to the 2017 AGM Minutes, they were agreed. (Proposed by Paul Ingleton and seconded by Tony Gillingwater.).

3) Report by the Chairman (Steve Tovee)

Steve started by thanking all for turning up.

“It’s been a busy year”.

Our year started with two new members of the Committee. Alex Marcinowska as Treasurer, and Steve Gibbin as Membership Secretary. Then, later in the year Rory took over from Roger as GCI. I feel it is important to acknowledge the great team of people who are looking after the interests of the Group.

Steve then talked about Ride School. Late last year Steve also started organising this year’s RS for March 2018 and assisting in presenting. The whole event was well attended and helped to cement the theory to the practical we undertake.

ST mentioned those that ran the Wizzes over the last year: Andrew Jupp for the Isle of Man trip in April, Frank Ojo for the Vosges Mountains, eastern France in May, Tim Benians for the ever popular Welsh wizzes in July and September. These events are organised by members in their own time and of their own volition. They are a credit to the group. It takes a lot of effort, so thank you to all. There are plans already for 2019. ST advised everyone to keep an eye out on Facebook and for email announcements.

End of Month Ride Outs was ST’s next topic. Ride Outs have been well supported this year and have had some interesting and varied routes. Thank you to all those who volunteered. ST has recently taken over from Mark Kennedy for the correlation of EoM Ride Leaders and announcements. He thanked Mark for his efforts over the years. He went on to explain how he was going to organise the process. He mentioned we are still looking for new people to conduct a Ride Out, so it can be fairly shared out, save the same people stepping up.

August's main event was the Slow Riding and Machine Handling day. (The venue and the itinerary were organised by the Chairman). It was very well attended, and ST was pleased at how it all went and has had a lot of positive feedback. He thanked the team of Instructors who gave their time for the event. There will be another one next year if the interest is great enough.

RoSPA / RoADAR reorganisation – Steve updated those present on the situation. The following is reproduced directly from the Chairman's prepared notes:-

“As a group we have finally come through the RoSPA challenge of being accredited. We will continue our association with RoSPA for the foreseeable future. Simon will explain more shortly about the process which he has taken personal responsibility for. He didn't need to, but he did. And I would like to thank him for the hours devoted to this single task as well as his role as secretary and hope he understands how grateful we all are for his dedication to that role. Simon is not standing for re-election this year and will be missed by the Committee”.

ST spoke about the Group website and the issues affecting its stability. Having gone through the process of redesigning it a couple of years ago, it has had to be rebuilt as there was a fundamental technical fault with it. The Chairman has been dealing with this himself liaising with the new web developer and said that the revised site will be launched soon. Alongside this he explained that we have moved the membership database off the website and are now using a service called MemberMojo. This is similar to the now defunct Groupspaces but is continuously managed by its creators and is GDPR compliant. It has better range of facilities to assist membership with renewal reminders and a simpler joining process. Eventually it will also be the platform for messaging rather than using MailChimp. Steve also reported that there will not be a forum on the website as we can see that this is not being used enough, with only 2 or 3 regular users. That is unless anyone can give him a compelling reason to add the module.

[Paul Ingleton commented that the Facebook page appears to have become the defacto forum. - There was a question from the floor asking how to join the facebook page. Rory Lautenbach who administrates the groups facebook page, explained that it was a closed group page and all people needed to do was to email him at GCI@rospasmart.com and request being added to the group].

Steve finished by thanking Roger Manning for his long service as GCI and his dedication to the Group in that time. Rory Lautenbach is taking on the mantle of GCI and Steve wished him all the best.

In closing the Chairman thanked all the people who make up the team of RoSPA SMART and all the effort they put in to making the group run as well as it does.

4) Report by the Treasurer (Alex Marcinowska) and Presentation of the Accounts

Alex commenced her report by saying it has been a pleasure to serve RoSPA SMART as Treasurer.

AM said that as she would not be going over every single financial element she would like to distribute print outs to those who wished to follow the process.

The RoSPA SMART accounts to year ended 30th September 2018 have been prepared using the Charity Commission guidelines on payments and receipts basis since our charity is exempt from full accounts preparation due to size of turnover.

The financial report in full is kept by the Treasurer. A summarized financial performance is as follows:-

Income from Membership subscriptions was £6011. This represented a fall of 15% on the previous year.

Gift Aid claim for 2017 and 2018 will be made shortly.

Interest income for year was just £4. We are currently in the process of negotiating better rates with HSBC (our current bank). Details will be discussed at next committee meeting.

AM has reservations at this time to placing savings funds into a deposit account which will be locked into fixed time periods without withdrawals, because of the unknown impact of the RoADAR rebranding. We need to ensure we have enough funds available to cover necessary expenses.

Investment purchases in 2018 were a new laptop costing £446. We also had to purchase 2 software packages with lifetime licences costing £218. The reason for the purchases are to comply with the new General Data Protection Regulations. Depreciation will be calculated over 3 years conforming to general accepted accounting rules.

There was a significant drop in spending on branded merchandise, primarily due to unknown affect of the RoADAR rebranding. HQ will NOT assist with costs involved. Once agreed, we are expecting to purchase rebranded Instructor Jackets, Training Progress Cards, banners, and any advertising literature. Rebranding the website has been included in recent rebuilding process.

Frant Hall was used for the AGM, Ride School, and an Instructors meeting. Therefore there has been an increase in the hall hiring expenses.

During the last year, a major focus has been on back office services. The website, database management compliant with GDPR, which resulted in using MemberMojo. Also preparation for compliance of RoADAR rebranding and accreditation.

Cash spending for the year, was only £3,548. 40% lower than last year.

Taking into account the lower income, and lower expenditure, we had a positive cashflow of £2466.00. We have a net asset value of £16,402.00.

AM reminded members expenses were claimable as per our Expenses Policy. Both the claim form and policy were available to download from the website. (Examples are Leading an End of Month Ride Out; Passing Instructors Test and Peer Mentoring by a Senior).

Alex in her closing comments said that if you had recently submitted an expense claim and had not heard anything yet, the reason may be due to a technical hitch with the treasurer@rospasmart.com emailing service. She apologised and asked if anyone present had not received expenses claimed to speak to her this morning.

Recommendations

These accounts for year ending 30 September 2018 are recommended to this Annual General Meeting for approval.

Approved accounts will be submitted in an Annual Return to the Charity Commission, and retained in the Group's records.

A request to accept the Report and Accounts was put to the floor. Acceptance proposed by Steve Tovee, seconded by Rory Lautenbach.

There was a question from the floor asking what rebranding was required to comply with accreditation. Rory Lautenbach answered: Although the Secretary would be speaking on this matter as item 8 on the agenda. The short answer is that RoSPA required all the advanced motoring groups to have a common association by name (RoSPA Advanced Drivers and Riders) followed by their region (-Southern Riders). The charity must be renamed to remove the prefix RoSPA. So we will be reverting to just Southern Motorcycle Advanced Rider Training.

5) Report by the Membership Secretary (Steve Gibbins)

Steve explained his membership report would be split into two sections. Firstly the management and administration system. Secondly, the statistics.

Between April and June we changed over to MemberMojo, an online service to improve administration of our membership. Thanks to Tim Bird's expertise this proved to be an almost seamless transition. The migration process was done in stages and reviewed as we went along.

The new system has considerable benefits.

- Removed the complication of having pro-rata fees
- Removed the need for a single membership card renewal, printing and distribution period, although this year there are c190 renewals, but it will reduce.
- Provided a facility to discuss potential memberships with prospective members before formally accepting the membership.
- Clearer general data protection regulation (GDPR) compliance.
- Automatic membership number allocations

- Better and automatic email notifications
- Automatic membership renewal notifications at pre-set times

As with all new systems, there were a couple of minor glitches that have now been sorted and everything is running well.

Onto the 2017-2018 membership statistics

SG reported that we currently have a total of 287 members of which 7 have Life Membership. (In 2016-2017 our total membership was 322).

Our membership consists of 1 Examiner, 10 Senior Instructors (Advanced Tutors), 22 Instructors (Group Tutors), 139 Full members (completed training) and 115 Associate members (in training).

ST then asked if there was anyone present who had recently renewed their membership, as he had brought the latest batch of cards with him, it would save the time to put the cards into envelopes, addressing them and the cost of postage.

Steve also co-ordinates Ride School. He spoke about this year's which took place in March/ April. This year was the first time it was run over 3 weeks instead of 4. The session on road signs has now been integrated into the 3 other sessions. It was well attended and he has received positive feedback. SG is going to refine it for next year, expanding the content of some of the topics. There are discussions taking place as to whether Ride School should be slightly later, into late April or May so as not to clash with Mothering Sunday and Easter. No dates have yet been confirmed, but will be published when known.

A question was asked if there were any demographics to show where our membership was derived from, and age groups? SG answered that there was no real information but many were by word of mouth referrals, for example by existing members to colleagues or friends. Also we get enquiries from motorcyclists who have undertaken Bike Safe courses and who have been recommended by the Officers conducting the course. Trying to focus or target younger riders has been discussed many times over the years. Once the rebranding is complete, new promotional material will be produced to distribute to local training schools such as at P&H Motorcycles at Crawley to be handed out after tests are undertaken.

It was asked what expenditure was involved in membership? SG answered the direct costs were purchasing of blank cards, purchasing of ink cartridge and postage. Then there was the time to for all the ancilliary processes up to enclosing and taking to post office.

Finally it was asked why we need membership cards. SG explained we need proof of membership to allow participation. We had instances where people have not renewed membership and have deliberately deceived us to continue participating in group activities. We also need to know they are members so they are covered by group insurance.

6) Report by the Chief Instructor(s)

A – Roger Manning (Retiring GCI). Oct 2017 ~ July 2018.

RM started by explaining why he decided to “Hang up his gloves” and hand the job over to someone who would run with the baton, not wander along with the baton.

He continued by saying he nominated Rory Lautenbach, who subsequently was unanimously voted in as GCI. He congratulated Rory and wished him good luck.

Roger then went on to explain why he chose to step down. Some 13 or 14 years ago, George Minns drew to Roger’s attention that Post Test Training was coming to the attention of the DVSA (Driver and Vehicle Standards Agency). They wanted to have more control. Now that time has arrived. RoADAR accreditation, affiliation, rebranding, enforced change of constitution, and increased record keeping. RM has come to realise that in the last couple of years it has had an adverse affect on him. In his own words “This old dog has had his day”.

Roger said he wished luck to the Committee in the future. Humourously adding he would try very hard to keep his feelings “in check”.

The retiring GCI and Trustee said “he would like to thank all instructors both retired and active over many years for their support. All members who it has been a privilege to work with, and most of all, the many members of the committees who have come and gone in my 11 years of being an active committee member, at some point the only one left at a handover”.

At this point in proceedings Simon Osborn said it was an appropriate juncture to make a presentation to Roger in recognition of his term as GCI. After a small speech by SO, Chairman Steve Tovee handed to Roger an engraved plaque. The wording of which says: *Presented by the Executive Committee of RoSPA Southern Motorcycle Advanced Rider Training to Roger Manning for his commitment to RoSPA SMART in the role as GCI, 2008 ~ 2018 with thanks for 10 exemplary years.* He was also presented with two Guinness glasses engraved with his name, title and years service on one face with “It’ll be fine!” on the reverse face. (A phrase commonly used by Roger).

There was a standing ovation from all present.

B – Rory Lautenbach - Incumbent GCI. (From July 2018).

Rory began his address by listing his thanks to:-

- a) Roger for all he had done during his time as Group Chief Instructor for SMART, and hope he continues to remain an active Instructor for many years to come.
- b) Tony Gillingwater and Paul Ingleton for their invaluable services as Area Chief Instructors for Tulleys Farm and Mickeys Diner. Stating they are the glue that holds the Group together.

- c) Last but not least, all the Instructors for their time and unending dedication to SMART and the passion with which training is delivered.

Entering the 2018/2019 training year we have 10 Senior Instructors; 22 Group Instructors and 1 Trainee Instructor.

RL's plan for the year ahead is to continue to deliver consistent, high quality training to our associate members through Group Training, Allocations and Ad-Hoc sessions.

Peer Reviews will be conducted on a regular basis to assist and maintain the excellent standard our Instructors deliver.

It is Rory's intention to have Instructor get-togethers on a quarterly basis, either as a meeting or as an Instructor Ride-Out. This, he hopes will consolidate channels of Communications to share knowledge and experiences.

RL has compiled a new spread sheet to record activities of Instructors. This will facilitate information sharing and transparency in the Group and is available to anyone within the Group to view.

Rory also mentioned that he hoped to muster new memberships by targeting A2 licence holders. To this end he hopes to liaise with DVSA riding schools such as at P&H Motorcycles Crawley.

Finally Rory said he was looking forward to another successful year of SMART Training and to serve our membership.

7) Election of the Officers of the Group

For clarification, Section 5 of the RoSPA SMART Constitution is listed out below.

- The management of the Group shall be vested in an Executive Committee consisting of at least a Chairman, a Group Chief Instructor, a Secretary, a Treasurer and a Membership Secretary, all being over eighteen years of age.
- The officers of the Group shall be the Chairman, the Secretary, and the Treasurer.
- Members of the Group shall be elected to the Executive Committee at the Annual General Meetings of the Group when posts become vacant at the end of their term.
- There shall be no more than seven members on the Executive Committee.
- The Chairman shall be elected to that role for a 1 year term following a vote of the Members for their choice.
- The Group Chief Instructor shall be elected to that role for a 1 year term from the Instructors pool following a vote of the Instructors for their choice.

- The remainder of the Executive Committee shall be elected to their roles for a 1 year term following a vote of the Members for their choice.

For committee positions where only 1 person was standing, no vote was required and those people were appointed to the respective position.

Group Chairman

Steve Tovee. Re-appointed.

Group Secretary

Mike Lawrence. Standing for Election.

Nominated by Rodger Bains, Seconded by Simon Osborn

No other nominations – Duly appointed.

Group Treasurer

Aleksandra Marcinowska. Re-appointed.

Group Chief Instructor

Rory Lautenbach. Elected by unanimous vote by Instructors. July 2018.

Membership Secretary

Steve Gibbins. Re-appointed.

8) RoADAR Accreditation Process

Group Secretary Simon Osborn had circulated with the AGM Notification an explanation of the reasons for the accreditation process.

Reproduced here for clarity.

This year's AGM marks a very significant waypoint in our existence. As reported at last year's AGM, RoSPA (RoADAR) embarked on a radical reorganisation which at that time nearly stopped us from continuing training. The new process was to invite all existing groups to apply for accreditation to RoADAR to continue to be an affiliated member group. Because of the amount of resistance from the majority of the groups and requests for more information, it was soon apparent to RoADAR that they needed to pause the process and take another look at the process towards achieving their goals.

Whilst there has been significant resistance from the majority of advanced drivers and riders groups to the whole process, in reality this has been forced upon them by the Drivers and Vehicles Standards Agency (DVSA). The DVSA wanted to organise all training organisations as if they were all businesses. Which would have meant that each and everyone of us would have had to undergo the process of becoming a DVSA registered Instructor, including paying any fees that come with the registration. RoSPA, in reply said that would probably wipe out the advanced tutoring groups as we are all

volunteers and not businesses. Therefore RoSPA has had to rethink its strategy to cover off groups becoming entangled in the new DVSA/European Regulations for Organisation of Vehicle Training Bodies enrolment scheme.

In other words, RoSPA, through RoSPA Advanced Drivers and Riders have in effect become the DVSA registered body for all the volunteer groups.

Last November they restarted the process with a new revamped itinerary and a deadline of April 2018 to have made the application for the accreditation.

Southern Motorcycle Advanced Rider Training (SMART) was started in 1999. It was also at that time registered as a Charity in its own right. We became affiliated to RoSPA in 2002 and at that time officially renamed RoSPA Southern Motorcycle Advanced Rider Training (RoSPA SMART).

The first requirement of the accreditation is that we are no longer permitted to be called RoSPA SMART. They require all accredited groups to be named with a regional designation. Thus, our affiliated name in the public domain through the RoADAR website will be known as RoSPA Advanced Drivers and Riders – Southern Riders. We pointed out that we are an independent charity and that our reputation precedes us as a centre of excellence for advanced motorcycling. Their attitude has, and remains “you don’t have to join us, if you don’t like it, you are welcome to leave, but you must remove every link to RoSPA. And you will not be covered by our blanket public indemnity insurance policy”.

As we started out as Southern Motorcycle Advanced Rider Training – SMART, the charity will be dropping the prefix RoSPA and reverting back to its original name.

The second criterion of the accreditation is that we are required to adopt RoADAR’s proposed group constitution. We pointed out that we were an independent charity and already had a constitution registered with the Charity Commission. To date we have submitted five revised constitutions. The first two were revisions of our current constitution, but after being given so many items to amend or delete it was decided it would be better to take the RoADAR model constitution and adopt it to our requirements. It is the opinion of the Committee that the model constitution was more to do with legally protecting RoSPA than a document for governance of the charity. The Trustees of RoSPA SMART deemed it was NOT FIT FOR PURPOSE. Therefore the later submissions have been attempts to get a more robust document for our purposes.

As of Friday 10th of September we had been notified that barring any issues with the Charity Commission the latest submission was acceptable to RoADAR. Therefore we recommend this document to the membership for adoption.

There are other elements to the accreditation to do with record keeping. All affiliated groups will need to be re-accredited every 3 years. A lot of which will be an audit process.

SO spoke to the floor to review the situation. As mentioned at last years AGM, this process had been put on hold because of resistance displayed by a large spectrum of Groups. RoSPA resumed their strategy with revised aspirations but with the same out-come. Namely, If you don't like it you can always leave! It was discussed at Committee level numerous times since this was instigated by RoSPA. We had to decide whether it would be more advantageous to stay or leave. It was the Committee's agreed opinion we should stay. We needed to work out how to remain an independent charity without losing SMART from our name.

Since the beginning of this year we have been submitting revisions to the RoADAR template constitution, the accepted affiliation name and images for rebranding. It took 7 sets of significant amendments for RoSPA to accept our constitution would be agreeable under the new accreditation. A download link to the final version of the constitution was supplied with the AGM notification for everyone to review before today's meeting.

It was asked if there were any questions. None were asked.

The Secretary presented the document to the membership present and proposed the following resolution:-

- 1) To comply with the intended RoSPA accreditation process, the charity RoSPA SMART will Remove the prefix RoSPA from their name, reverting back to Southern Motorcycle Advanced Rider Training. The affiliation name of the group will be RoSPA Advanced Drivers and Riders – Southern Riders.

And

- 2) To comply with the intended RoSPA accreditation process, we adopt the new constitution.

SO asked those present to raise their hand if they agreed with the resolution. The result of the poll was a **unanimous agreement** with the resolution. CARRIED.

SO thanked all those present and proceeded to have the Constitution signed by the current Officers of the charity RoSPA SMART in front of the members present.

9) Any Other Business

9.1 Address by Robin Brown

Robin Brown who is a long standing member of the Group and a Senior Instructor, informed us that as he was in his 80th year, he has decided to hang up his Instructor's jacket. He asked to address the assembly at the AGM to recall how he came to join the Group. And pay respect to those who have played a part in the setting up of RoSPA SMART.

He commenced by thanking the committees over the years for the enormous amount of effort given. Going back to the beginning Robin spoke about how a split was on the cards with Sussex cars due to widening chasm of opinion between bikes and cars which became too tenuous to continue. There were a few stories regarding Hugh Curran, Roger and Sue Manning in the early days. He spoke of a wizz with Hugh Curran, Paul Farmer, Graham Bailey and Charles Broadbelt, which eventually led to Robin leading his own wizzes to the Black Forest for numerous years.

Robin felt the Group gave him “life changing” experiences with long standing friendships and experiences. He said he would be especially indebted to Hugh Curran.

9.2 Open to the Floor

Although not strictly to do with the AGM but was bike related. Roger Manning said next year he and Tim Benians were again participating in the MotoGiro which is held in Italy. If there was anyone interested in participating as well, please get in touch.

10) Close of Meeting

Simon Osborn thanked all those who attended today and the meeting was formally adjourned at 11.40.

Minutes adopted by:

Seconded by: