



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 23rd October 2014 at 7.30 pm

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.
7. Election of officers.
8. Any other business.
9. Close of meeting.

Meeting formally opened at 7.40 pm. 42 members were in attendance on the evening.

1. Apologies for absence

Apologies were received from 64 members.

2. Minutes of last AGM agreed

The minutes of the last AGM were distributed with the notification for this meeting and copies were also available for attendees of the meeting.

As no amendments, issues or concerns were raised with respect to the previous minutes, they were agreed (Proposed by Owen Evans and seconded by Tony Gillingwater).

3. Report by the Chairman (Tony Gillingwater)

Tony Gillingwater started by thanking everyone for turning up and then re-iterated the objectives of the Group – “The objectives of the Group shall be to encourage interest in road safety, to improve riding standards and in particular to help riders pass the RoSPA Advanced Driving Association Driving Test”.

Tony went on to give thanks to the following:

- Andrew Adams for support to the committee throughout the year and reminding me to read the constitution.
- All the Wizz Organisers: Robin, Hugh, Tim B., Frank, Simon and Craig
- Everyone who’s led a ride out and Trevor Sullivan for leading a day out to France but most of all to Mark Kennedy for continuing to organise the program.
- The Committee – Retiring members Owen for keeping accounts for a number of years, Craig for being an efficient secretary and keeping the meetings on track, Sue for membership and allocation duties and getting the badge and cards going.
- Roger, our GCI, for turning up in all weathers at Mickey’s and Tulley’s month after month and for conducting the Instructor testing with Tim and Hugh throughout the year.

Tony then went on the list the achievements of the Group over the last 12 months:

1. Formalised the roles of Instructors, Senior Instructors and trainees. We now have a protocol, on the website, for the information of all concerned of what is expected from all Instructors.
2. The Committee has co-opted Paul Ingleton to deputise for the GCI and he has been instrumental in organising a very successful trainee Instructor program, more of which later.

3. We've started using a new venue, the village hall at Frant, for Ride School. (thanks to Hugh and Paul for their informative talks) and the Trainee Instructor Program (thanks to Mark Morran and Yesh for their contributions). This also reflects a geographic move towards Kent.
4. We've bought Intercom equipment that is being trialled by some Senior Instructors with a view to extending this facility to other instructors. Protocols for their use were also put in place.
5. We've also established guidelines for Wizz Leaders, again these are available on the website.
6. We've met, as an Instructor Group, to agree certain changes in procedures, not least to increase the contribution from associates to £15.00 per session but also to establish the ride out program for the year.
7. We've put on a very well received "Ask the Expert" day at Hawth, where associates and Instructors could meet and put questions to the RoADAR examiners.
8. Thanks to Andrew, we've had a very popular slow riding day
9. A major achievement for me this year is the greater involvement in the Group by all membership, not least in the willingness of people to come forward and stand for committee positions

All this in just 4 Committee meetings!

4. Report by the Treasurer (Owen Evans) and presentation of the accounts

Owen issued printed hand outs showing the accounts and annual report for the year ended 30th September 2014.

As this the final set of reports I'll be submitting for the charity, I'm happy to report that the financial position of the charity remains strong. This year there has been a decrease in the cash funds available but this is quite deliberate, and reflects the significant expense of equipping those Senior Instructors who wanted them, with Bluetooth headsets. The other piece of equipment purchased was a membership card printer at the beginning of the financial year.

While on the subject of equipment, for the first time the charity has some assets in the form of the headsets, so these have been accounted for at two thirds of their purchase value on the assets sheet. Working on the assumption of a 3 year life, which seems reasonable for this type of purchase.

Other 'big ticket' expenditure this year have been the "Meet The Examiner" events, which was put on for members at no cost. I was unable to attend, but understand it was well received, so thanks for Tony for arranging this event.

Copies of the new edition of Roadcraft were purchased and distributed to Instructors, which represented an expenditure of around £420.

The new expenses policy and mileage rate came into effect early in 2014, and I'm pleased to say there has been an increase in the amount of money being claimed by instructors, up by nearly £300. I would say of course, that please do make claims; it's your money as they say, but you need to claim it.

The most pleasing item to note this year is the marked increase in New Instructor payments and costs for Instructor Training events, so this is good time to thank Paul Ingleton for all his hard work arranging these events and keeping the Trainees in the system and on the ball.

All expenditure this year, including the equipment purchases, was met by funds available in the Community Account and PayPal balance, so the amount in the reserve account has remained the same and again, I would encourage proposals for good ways to spend this fund to be submitted to the committee.

Unless there are any further questions, I recommend these accounts to the meeting for submission to Charity's House and out records.

There being no further questions, Roger Manning proposed the adoption of the accounts and these were seconded by Craig Croft.

5. Report by the Membership Secretary (Sue Manning)

Roger gave Sue's apologies for not personally attending and gave the following report on Sue's behalf:

Current Membership is 290 with 3 life members. We have 98 Gold members and 37 Instructors including Seniors.

There are currently 60 members on the training list and 30 awaiting allocation.

6. Report by the Chief Instructor (Roger Manning)

Roger Manning reported that last year's leak had now been fixed and reported the following:

In the last 12 months there have been 37 test passes – 23 Gold, 9 Silver and 5 Advanced Tutor/Diploma (Senior Instructor). These numbers include retests. In addition there has been 8 Instructor Test passes in the year.

There's a total of 15 Senior Instructors (2 not active) and 22 Instructors (3 not active).

During the year we've organised:

- 2x Ride Schools
- 1x Slow Riding day
- Ask the Expert event
- Instructor Training

- British and European wizzes
- End of month rideouts
- Regular monthly training at Mickey's Diner and Tulley's Farm

Roger went on to give thanks to the following:

- My Deputy Paul Ingleton, Tony Gillingwater and the committee, Hugh, Paul and Tony for Ride School.
- Andrew Adams for the slow riding day
- Mark Kennedy for sorting out the End of Month Ride Outs
- Tim Benians for all his help and support
- Tony, Hugh, Graham and Campbell for their input at the Ask the Expert event
- The support of the Senior Instructor and Instructor team and members.

7. Election of the Officers of the Group

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

Where there was more than one nomination for the position, there was a vote at the AGM to appoint one of the nominees. Thanks go to ALL candidates who nominated themselves to Committee positions for the next term.

Group Chairman

Andrew Bell. Appointed.

Group Secretary

Simon Osborn. Appointed.

Group Treasurer

The Group Treasurer position had two nominees (Spiros Kanellis and Alex Beattie) and therefore required a vote at the AGM.

Alex Beattie was appointed with 32 votes.

Group Chief Instructor

Roger Manning. Standing for re-election.

Membership Secretary

The Membership Secretary position had two nominees (John Curran and Jim Quay) and therefore required a vote at the AGM.

Jim Quay was appointed with 33 votes.

The committee thanked Chris Bantin who offered his services to assist in trainee allocations for the next 12 months. He will work closely with Jim and Alex in this task however, for clarity, it is not an official committee position.

8. AOB

1. Email Lists versus Forum

General discussion on the merit of having both Chat/Email Lists and Forum on the web site. In the past there has been long email threads that some members have found irritating.

Jason White stated that the Forum is useful and maintains history so that others can read the threads when they're logged in.

Tony Gillingwater stated that members are automatically on "Announce" when they join but can opt out of the emails and suggested that we continue with both Chat/Email and the Forum for the time being. The subject can be discussed further by the incoming committee.

2. Attracting New Members to the Group

Peter Ross raised the point that the demographic of our group may not necessarily be the demographic that are having the most accidents on the road and questioned how we might attract the younger "sports bike" riders for advanced training.

General discussion followed on different ways to advertise our services, incentivising younger members (reimburse test fees) and how we could better utilise Social Media (Facebook, Twitter etc) to our advantage.

Tony Gillingwater suggested that the next committee sets up a working group to investigate this further.

3. Additional Sunday Ride Outs

Mark Bloxham suggested that we should look at running additional ride outs in the summer months so that members from both eastern and western areas can be included. The past years saw a string of ride outs that some members may have chosen not to join due to the location/direction of the ride.

Mark Kennedy to take on the task of getting additional volunteers to organise ride outs in the summer months.

4. Wizz Expense Reimbursement

Simon Osborn suggested that Wizz organiser's expenses could be recognised and reimbursed.

Tony Gillingwater stated that this had been discussed at committee meetings this year and in previous AGMs and summarised that Wizzes are viewed as Social gatherings whilst Ride Outs are viewed training sessions. Further the Group needs to abide by the Constitution and expense policy which are available on the website.

General discussion followed. The incoming committee may want to look into this further.

9. Close of Meeting

Mark Kennedy thanked the committee for their contribution over the last year and the meeting was formally adjourned at 9:35 pm.

Minutes adopted by:

Seconded by: