

RoSPA Advanced Drivers and Riders - Northeast Group

Minutes of Annual General Meeting March 18th 2008

Item 1: Apologies

John Steele

Item 2: The Minutes of Previous Meeting (held on March 20th 2007) were distributed to all members present and agreed as an accurate reflection of that meeting.

Item 3: Matters Arising:

No matters were raised regarding the minutes from the previous AGM.

Item 4: Committee Reports

The chairman invited each attending former committee member to present their individual report for the membership year April 2007 through March 2008. *All submitted reports are included as an Appendix to these Minutes.*

Presentations were given by

Chairman:	Harry Moir
Treasurer:	Lynne Wood
Training Officer:	Ray Forsyth
Web Admin & Former Membership Secretary:	Richard Jones
Newsletter Editor:	Mel Leitch

Written reports were submitted by the following non attendees, the first was read aloud by the Chairman -

Former Training Secretary:	Michael Butler
Former Publicity Member / Acting Secretary:	John Steele

There were no reports submitted by:

Former General Secretary:	Brian Tait
Former Rider Training and Motorcycle Rep:	Don Churchill

Item 5: Proposal for a new RoADAR Northeast Constitution

A new proposed constitution was circulated to all members in attendance, and time was given for reading. It was pointed out by the committee that the new Constitution was a desperately needed replacement for the old, being up-to-date, making mention of Riders as well as Drivers and closely following the suggestions in the Group Guidelines issued by RoSPA headquarters.

Item 10 of the new Constitution, dealing with *future* changes to the Constitution, required some clarification:

- (a) changes will in future require the agreement of 2/3 of the members present at the AGM or SGM;
- (b) whilst the existing constitution made no mention of procedures for change, the new Constitution gives great detail and represents a considerable tightening-up of the process.

In the absence of existing procedures, the committee proposed that the new Constitution could be passed by a quorum of the voting members present, subject to approval by HQ. One member was unhappy at the committee's handling of the procedure but accepted the motives behind it.

The proposed new constitution was put to an open vote and was unanimously accepted with no abstentions.

Action: JS to forward the proposed new constitution to HQ for approval.

Item 5: Election of Committee Members

A pictorial representation of newly revised committee roles with volunteering members was circulated to all members present. Although each position had a volunteering member associated with it, the Chairman was at pains to point out that all positions were open to ANY member and invited all present to volunteer for any of the roles illustrated. No additional members volunteered for any of the roles on the committee.

Each of the committee positions was put to a vote and each was unanimously accepted with no abstentions. The motion was passed that the new committee roles and committee members for the membership year April 2008 through March 2009 will be:

President: (non Executive)	Jim Muter
Chairman:	Harry Moir
Secretary:	John Steele
Training Officer:	Ray Forsyth
Treasurer	Lynne Wood
I.T. Co-ordinator:	Richard Jones
Media Editor:	Mel Leitch
Training Secretary:	John Ennis
Membership Secretary	Colin Burrow

Item 6: Date of Next Meeting

The next AGM will take place on 17th March 2009

Item 7: Any Other Business

Our new president Jim Muter introduced himself and suggested a number of possible projects that would aid the publicity of the group. These included the idea of 'adopting' a charity each year, starting off with the Great North Air Ambulance as this year's charity. This was agreed by the meeting.

Jim endorsed proposed efforts to increase accessibility and publicity of the group to the younger, high statistical risk drivers and riders. In line with this Jim mentioned a forthcoming public event that involved a local 'cruising' community of young people. Several organisations will be present at Belmont Park and Ride and he thought it would be beneficial for RoADAR Northeast to be represented there.

Several ideas and suggestions were put forward by members of the group to the committee. These included:

- (i) how the forum and website could be improved;
- (ii) whether rotating the monthly evening in some way might attract more members;
- (iii) the possibility of offering tutorial help with using the forum
- (iv) if tutor shortages occur, perhaps new members could be given a single observed drive / ride to keep their interest and membership;
- (v) the availability of some discounts through membership at national level were pointed out
- (vi) the Editor encouraged newsletter articles from members.

The committee welcomed the suggestions and agreed to consider them all at future committee meetings.

The meeting closed at 21.30

Reports Submitted by Committee Members

1. Chairman: Harry Moir

Hi Everyone,

That time of year again, looking back over the last year and taking stock of what has happen within the Club, anything to maybe put right, adjust or even be pleased with. I know hand on heart that the latter springs to mind. I'm pleased with the way the committee has worked ever so hard to sustain this group and as chairman I am very proud of each and every one.

Many of you who have been with the group a few years will know how much of how I'm aware of the time that is dedicated to the group by committee members many times at the expense of family time so I would like to take this time to sincerely Thank You committee families for your support.

In recent weeks I have received the resignations of Brian Tate (sec), Michael Butler (tutor coordinator cars) and Don Churchill (tutor coordinator motorcycles). I'm very sad to accept their resignations but fully understand that the overload of family and work commitment has resulted in their decisions and I'm sure you will all share in THANKING them for their sterling work whilst in office.

The position of the Acting Secretary has being taken up by John Steele our publicity officer. John is prepared to take this job on permanently subject to approval at the AGM.

2. General Secretary: Brian Tait

Not to hand

3. Treasurer: Lynne Wood

Excel Spreadsheet – see addendum

4. Training Officer: Ray Forsyth

Unfortunately with this years AGM so close and my appointment to role having just taken place there is not a great deal to report to the assembled group. So as with any new position in a committee please let me first introduce myself, my name is Ray Forsyth, and I have been appointed as a training officer for the RoADAR North East group.

Although I am a member of some years standing, this is the first time I have had the opportunity to serve on the committee in an active role to help further the aims, and objectives, of the local group.

My background is primarily in the road transport industry, and I hold all classes of licence for LGV, PCV, motorcycle, & car, as well as being an established ADI, and a driver trainer for the police.

With any new role it will take a certain amount of time to institute agreed systems of work so that all of the tutors within the group can be contacted and introductions made. However, I am not averse to being contacted for information on tutoring, or if I can help out in any way regarding training matters.

At the moment upon first impressions we seem to have a breadth of experience within the group for training purposes, covering the car and motorcycle fraternities, I would however be looking to add to this tutor base, and also the category base for tutors, this would include LGV, & PCV, tutors.

I would welcome constructive comments and, or ideas on training matters within group, similarly should any national training matters present themselves I will endeavour to disseminate the information to the relevant tutors.

Finally I should like to remind everyone that as training officer I am on your side, not someone to be feared, or avoided, training is a lifelong learning commitment, and we should all work together towards a common objective.

Safe driving!

5. Training Coordinator: Michael Butler

All Associates who wanted driver training have been matched with a tutor as close to their location as possible, many on the same day contact was made with me and most within a couple of days.

All associates who wanted to upgrade or wanted a refresher for the retest have been matched with a tutoring their location.

We have trained several new tutors, most of all who have started tutoring for the group bringing in new faces and enthusiasm to complement our established tutors, who I wish to express my sincere thanks to for all their hard work and dedication.

It is on that note that I am resigning from the committee and wish whoever takes over all the best in the driver/training position.

I will be staying on as a tutor (if that's ok?) so I hope to be kept not quite as busy helping the group.

6. Motorcycle Representative: Don Churchill

Not to hand

7. Membership Secretary / Web Administrator: Richard Jones

Membership:

Overall Membership has reduced from 137 to 128 since January 2007

67 New Members

58 Renewals

73 Non Renewals

2 Unhappy Members Actively Left the group

During 2007 we have only 7 members (5%) who are in the “under 25's” (statistically high risk) age group. In line with the fundamental goals of the organisation,

“The aim of RoADAR is to reduce road accidents by encouraging interest in road safety, by improving driving & riding standards, knowledge and skill and by enabling members to pass the RoSPA Advanced Driving / Riding Test.”

...we would like to see an increase the number of members aged 25 and under.

A few Statistics:

- Male to Female Gender Ratio 8:1
- Main Reasons to join

Personal Ability Improvement	42%
Safety	29%
Did not specify a motive	10%
To Aid Career development	8%
Social Reasons	4%
Progression from IAM	2%
Improve confidence after a collision	1.5%
To compensate for factors relating to Older Age	1.5%
Lower insurance	1.5%
- 51 (45%) members have expressed an interest in developing their skills with a view to becoming a Driving or Riding tutor

Website & Forum

The online application form has dominated over paper applications for new members during 2007. 90% online applications versus 10% Paper applications (est.).

We have 45 registered forum users. The bulk of these users are RoADAR Northeast members. But there are a handful of users who aren't members of the local group.

In the 2006 AGM I announced that the local group Website would be heavily reworked. Unfortunately due to personal workload and higher priority commitments this did not happen. Realistically this is more likely to be executed in 2009.

Instead, a lighter (aesthetics-only) rework will be undertaken and I will aim to publish this before July 2008.

8. Newsletter Editor: Mel Leitch

The Winter 2007 Newsletter was the first RoADAR NE Group Newsletter to be published since I took on the role of Editor and this was distributed in hard copy just before Christmas 2007 to all group members. An electronic version of the Newsletter has also been made available for download from the Group website. The Newsletter had a different format to previous editions consisting of two A4 sheets double sided with multiple columns on each sheet for short articles. Unfortunately most of the articles were submitted by a very small number of people and it would be of great benefit to have more articles submitted from the wider membership. To encourage this:

1. Future editions of the Newsletter will retain the current format. This will allow members to submit short articles which are less time consuming to write which in turn

may improve the likelihood of submitted articles - although I would not wish to discourage any members wishing to write a multiple page article.

2. Members can submit articles electronically (editor@roadar-northeast.co.uk) or on paper to 95 Malvern Road, North Shields NE29 9ET or hand it to me at the monthly meetings.

Producing a hard copy of the Newsletter is fairly expensive therefore the committee decided that the Newsletter should be published quarterly - with that in mind I will endeavour to publish the next edition shortly after this years AGM. Other editions are planned for the end of June, end of September and again at the end of December.

As always it's your Newsletter so if you wish to see something different then please drop me a line. Equally please, please feel free to put pen to paper and send an article for inclusion in a future issue.

9. Publicity Member: John Steele

Various posters and fliers which I have developed have been distributed at local libraries and shops, mainly in the Durham and Tyneside area. Please let me know if you would like copies. Monthly meetings are usually advertised on our own website, the Bikewise one and the Vivastreet online classified. You may have contacts in the local media who could be useful in providing publicity for the group's function and activities. If so, please let me know.

The monthly meeting provides the ideal forum for exchange of ideas as well as getting to know people. However, there are probably many others like myself who, through other commitments, miss out on this opportunity. I have found a reasonable substitute in a combination of email, the excellent local web-site and the equally excellent, but sadly under-used, forum. If you are not yet on our email list, or you have recently changed your email (or address) please let someone on the committee know. Please also keep an eye on our local website and the forum (both locally and nationally).

One of the articles I submitted to the Christmas Newsletter suggested a membership voucher for a Christmas present. That remains true of birthdays, anniversaries etc Please keep in mind.

For the last three committee meetings I have taken on more of a secretarial role in providing Agendas and Minutes. I have also been writing, with the assistance of Ray Forsyth, a Guide for Car (Approved) Tutors. Providing this is approved by Jim Muter, it will shortly be distributed to all car tutors on qualification and an edited version for motorcycle tutors will soon follow. Any existing tutors who would like a copy (in return for feedback please!) should let Ray or myself know. Various photo-copiable items from this Guide are already available from the website.

Following the resignation of Brian, I have been Acting Secretary – in that role I have worked on the considerably modified Constitution which will be presented here.

My sincere apologies to all for my absence – my flight was booked long before I realised that I would be in the role of Acting Secretary for this meeting.

