



## **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 23rd October 2016 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.
7. Election of officers.
8. Any other business.
9. Close of meeting.

Meeting formally opened at 10.05am. 28 members were in attendance.

### **1. Apologies for absence**

Apologies were received from 96 members. (10 were personal emails. 86 were from Not Attending on GroupSpaces). 18 Maybe's that neither turned up or emailed.

### **2. Minutes of last AGM agreed**

The minutes of the last AGM were distributed with the notification email and GroupSpaces Invitation.

As no amendments, issues or concerns were raised with respect to the previous minutes, they were agreed (Proposed by Mark Kennedy and seconded by Andrew Adams.).

### **3. Report by the Chairman (Steve Tovee)**

Steve commenced his "What a Year!" report with an explanation on the Website project. From its inception, started by Martin Howe, to where we are today. Martin had volunteered his services as Marketing Advisor to the Group after the 2015 AGM. In March 2016 Martin Howe then resigned from the project. Which threw it into limbo.

Steve expressed his thanks to Andrew Adams for taking over the project as it was in danger of failing. Andrew has toiled relentlessly testing and liaising with the contracted developer to iron out all the challenges. It has taken up to the date of this AGM to get the new website in the finishing stages of production.

The site in its entirety combines a portal for information of the Group and Advanced Motorcycling that projects our ethos, and a tool to manage communicating with the membership directly. We have worked on the image to make a modern looking website that catches the attention of all ages in the biking fraternity. Eventually we shall stop using GroupSpaces as it has had no development and support in the last two years. The new website also has a database that can manage collecting subscriptions online. It has a link to the forum, and our newly created Facebook page created by Rory Lautenbach.

It is considered by the Committee that the company developing it had not produced anything as complex as this before, thus were struggling to link all the modules and make it work properly. It is known that they had to outsource some of the work. It IS work in progress, but we are now on the 'home stretch'.

Steve then went on to tell the attendees about the RoSPA HQ communiqué regarding RoADAR rebranding including their attempt at imposing a new Constitution upon all the groups. In April this year we received an email from Amy Brant

informing us that as well as the rebranding, they had issued a Constitution that all the groups must adopt by July 1<sup>st</sup> 2016.

It went into two meetings for the Committee to fully discuss this serious matter. The branding would mean we would not be able to use our existing logo, thus lose our identity. We would be renamed RoSPA Advanced Drivers and Riders – Southern Riders. The new Constitution had legal implications as we are an independent registered charity with our own legally binding Constitution. To change it would have needed consent from the Charities Commission after presenting them with a reason why. It was decided to write a letter to Amy Brant to inform her of our concerns. And that we could not sign up to anything by July 1<sup>st</sup>.

Simon Osborn undertook the task of mailing the Secretary and Chairman of every RoADAR group to judge opinion. The responses were an over-whelming reaction against this campaign by RoSPA.

We received a request by Catherine Hunt who is Secretary of East Midland Advanced Drivers and Riders Group to add our name and endorsement to a letter to HQ stating our objection to this matter and ask for the current demand for the rebranding and Constitution changes by July 1<sup>st</sup> to be put on hold, with consultation at group level to be conducted before anything was to happen. 23 groups put their name to this letter.

During our Committee meetings mentioned above, we discussed the pro's and con's of remaining under the RoSPA 'Umbrella'. We started making contingency plans as there was a risk that RoSPA would withdraw our Insurance cover for Instructing. Roger Manning and Simon Osborn contacted insurance companies to get quotes for Indemnity Insurance for the Group. We were informed by RoSPA that if we did not sign up to the rebranding and new constitution we would no longer be able to use RoSPA in our name. Therefore we had to decide if we should make a complete break from RoSPA and return to being just Southern Motorcycle Advanced Rider Training and let the associates decide whether they wanted to take the RoSPA test or the IAM test.

The proposed deadline came and went. On the 15<sup>th</sup> July an email response to all Chairmen and Secretaries was received from Tom Mullarkey MBE; Chief Executive of RoSPA. (actually dated April 2016). Although it did not actually rescind the threat of being excluded because of our refusal to comply, it HAS given us breathing space for the near future. (an electronic copy of the letter is stored with these minutes). It is also the considered opinion of the Committee that Tom Mullarkey has deliberately understated the combined opinion of those groups who have resisted complying.

Roger Manning also contributed to the discussion that ensued, offering his perspective on what RoSPA were actually attempting to do.

There were questions from the floor, and various members of the Committee contributed to the answers.

Alex Beattie also stated that RoSPA wanted the Group to collect all payments on behalf of RoSPA for membership and tests, rather than the current situation where

payments were made direct to RoSPA. It would have meant additional administration by the Group. They would also require the Group to be audited every year at our own expense.

Roger Manning added that we had come close to having to cease training.

Having heard the predicament we found ourselves in Robin Brown asked if we could have a show of hands from the membership present supporting the Committee in their decision making. Unanimously in favour. Simon Osborn stated under our Constitution a Special General Meeting must be called to put the proposals to the entire membership to vote on. No decision could be made without the consent of 85% of the entire membership. Nevertheless, it was gratifying to have the support of those present at the AGM, but we are waiting upon HQ now to what we decide to do. Steve then went on to thank all the members of the Committee for their efforts over the last 12 months. Also to all the other members who have contributed to the running of the Group; Tony Gillingwater and Paul Ingleton, Andrew Adams, Mark Kennedy, Jason White, Rory Lautenbach, Robin Brown, and Chris Bantin. Mark Kennedy, on behalf of the membership, thanked the Committee and the others mentions for their efforts during the year.

#### **4. Report by the Treasurer (Alex Beattie) and presentation of the accounts**

Alex issued print- outs showing the accounts and annual report for the year ended 30<sup>th</sup> September 2016. Alex also maintains an asset register which are now kept as an integral part of the accounts.

The 6pp report is divided into 4 sections. Overview, Receipts and Payments, Assets and Liabilities, and the Recommendations.

An electronic copy of the Report and Accounts are stored with these minutes.

At the end of the Report Alex asked for questions from the floor. There was a question regarding receipts from Membership and how many members RoSPA SMART currently had. This was answered by Andrew Adams as he has been working on the database for the new website membership module. There had been trouble with Groupspaces database and he had been through all the paypal payments over the last year, and adding all the exemptions for Instructors and Lifetime memberships, had given a more accurate figure. Presently there are 254 members. Also on that matter, it was asked how it was determined who were active Instructors and would they again be exempt from membership subscription.

A request to accept the Report and Accounts was put to the floor. Proposed by Tony Gillingwater, Seconded by Alex Marcinowska.

#### **5. Report by the Membership Secretary (Jim Quay)**

Jim Quay has already given us notice of his intention to step down as Membership Secretary.

As he was unable to be present at the AGM he emailed a small statement to be read out..

*“Thank you for allowing me to be your membership secretary over the past two years, it has been a privilege. It has also been a privilege to work with a dedicated and hard working committee who represent the group and have RoSPA SMART members’ interest at the core of what they do. This is done on a voluntary basis and as such it is a credit to every one of them as to what they achieve and provide to the group.*

*I unfortunately, due to work commitments and family matters back in Scotland have not been out much with the group over the past year but I hope I can make the occasional Sunday going forward.*

*All the Best and safe riding to you all.*

*Regards*

*Jim Quay - Outgoing Membership Secretary”*

As Andrew Adams has been working on the database extensively lately, he supplied the following snippets of information.

We have 42 new members paid via PayPal, we have had a few other who have paid by cheque or cash, Alex puts this number as 5, so a total of 47. 5 people have rejoined during the year. 161 paid the annual membership fee. Data extracted from the database shows we have 41 exempt members.

So this gives us a total membership of 254.

## **6. Report by the Chief Instructor (Roger Manning)**

“Its been quite a year!” Stated Roger. As his opening line.

The first order was to thank Tony Gillingwater (Sussex Chief Instructor), and Paul Ingleton (Kent Chief Instructor) for their stellar support. Roger also thanked those others who participate for the good of the group. Mark Kennedy for co-ordinating the End of Month ride outs. Chris Schenk, Paul Farmer, Tony Gillingwater, Rodger Bain, Paul Ingleton, Mark Bloxham for presenting the Ride School sessions. Robin Brown for organising another successful “Ask the Experts” at Frant Village Hall, along with Campbell McBriar and Gary Baldwin for giving up their time to participate. Tim Benians for organising and expanding the Welsh Wizzes. These are now the most popular events on the calendar. It was also noted at this time that Rob Wilkie is stepping down from organising any European wizzes. So a call was put out at the meeting to see if anyone would step in.

We had lost a few Instructors this year for various reasons, but we have managed to replace them and add to the Instructor Pool. Roger would like to thank the Seniors

and Instructors for carrying out their tasks throughout the year. Many of the Instructors have enjoyed the Rapid Training sessions. The sessions also included a written report for those participating. The reports are also sent to Roger as GCI of the Group. From these reports it could be determined the standard of all the instructors was being maintained at the high standard required.

Back in May, Tony Gillingwater and Paul Ingleton held a meeting with all the Instructors. Various items were discussed and was considered very beneficial to those who attended. Roger announced that there would be an invitation going out to attend an "Instructors Enhancement" meeting at the end of November. It is hoped to get all Instructors more engaged in the aspirations of the Group. Further to this, Roger announced that He, Paul and Tony were reviewing the activities of ALL instructors and their attendance of the Sunday sessions at Tulleys and Mickeys. Also for volunteering to lead an EoM ride out. Both as laid out in the Instructors Guidelines.

Roger would like all Instructors to encourage their trainees to attend the End of Month ride outs. Also actively promote the Ride School attendance to their trainees.

After a brief discussion regarding the use of the website for training puposes Frank Ojo suggested that a video with concise commentary describing what is being observed, prioritised and acted upon, including positioning and gear selection would be a very good asset for new members to acclimatise themselves with. To further this, it was decided to contact Gary Baldwin in his role as Regional Chief Examiner to see if he would supply a suitable clip

## **7. Election of the Officers of the Group**

Simon Osborn – Group Secretary, started this item on the agenda by restating the requirements of Section 5 of the RoSPA SMART Constitution.

- 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 re-appointed to the respective position.

As noted above Jim Quay was stepping down as Membership Secretary. .

### **Group Chairman**

Steve Tovee. Re-appointed.

### **Group Secretary**

Simon Osborn. Re-appointed.

### **Group Treasurer**

Alex Beattie. Re-appointed.

### **Group Chief Instructor**

Roger Manning. re-appointed.

### **Membership Secretary**

Rory Lautenbach. Standing for election. Nominated by Jim Quay, Seconded by Alex Marcinowska. Voted in favour by attending members. Appointed.

## **8. AOB**

### **1. Recommendation of Life Membership to Andrew Adams and Roger Manning.**

For this part of the proceedings Andrew and Roger were asked to leave the room while this was discussed. Simon Osborn then read out the proposal to the members present.

Dear Member,

Prior to last years AGM, our then Chairman, Secretary, Treasurer and Membership Secretary (and as trustees of the Group), met to discuss bestowing Life Memberships to Roger Manning, and Andrew Adams. Both Roger and Andrew are long standing members of the Group. To avoid any conflict of interest, the discussions took place without the knowledge of either.

Unfortunately because the then Chairman was, at short notice unable to attend the 2015 AGM, and had not handed over any notes, and as the major issue of the evening was to have a new Chairman elected, the proposal was not announced.

Andrew joined RoSPA SMART in 2002. He has served on the Executive Committee in past years as Group Secretary, and still contributes greatly now. He has run the Slow Riding courses for numerous years, also advising the Committees down the years on Constitutional and Charities Commission issues, ensuring the Committees decisions comply with all legalities. Andrew has also for many years managed our website. Recently, he has been proactively validating and debugging the complex modules that drive our new website with the software developer. (A task that no one else on the Committee would have been able to do). And without Andrew's diligence, this project would have stalled.

Roger joined RoSPA SMART in 2005, is currently our GCI; a position he has held now for numerous years. He has at some point held both positions of Secretary and Membership Secretary at the same time when the need arose, holding the group together when there was a risk of RoSPA SMART folding. In his current position he has been pivotal in shaping our current training procedures and maintaining the high standards we are known for.

Both Andrew and Roger have championed RoSPA SMART over many years with exceptional dedication and effort. Therefore I would like the Membership to approve the above recommendation at this year's AGM. ( RoSPA SMART Constitution: Section 6, para 4.)

Simon Osborn  
Group Secretary.

The proposal was supported by Robin Brown and seconded by Trevor Shearsmith. All in favour by show of hands.

Roger and Andrew were recalled to the room and given the result of the proposal.

## **2. Questions from the floor.**

Trevor Shearsmith queried the cost of the refreshments for the Ask the Expert morning. The cost per head was in his opinion too high. In answer Steve Tovee said that he felt the Ask the Expert morning was considered a flagship event for the group and as such it was felt that providing that level of catering as appropriate. It also included tea and coffee, and all the crockery, and clearing up service. Trevor has volunteered himself and his wife to provide the catering in the future at less than the price quoted by the Catering Company and all the clearing up. Steve said it would be looked at to see if the event could be better attended or communicated about in first place.

It was asked from the floor whether anything was done to attract more younger motorcyclists as was brought up at last years AGM. In reply, Steve spoke again about Martin Howes involvement in creating a recruitment campaign including production of printed material that could be distributed to motorcycle retailers and motorcycle accessory suppliers. The website was also part of that campaign. Once the issues with HQ were apparent we



decided that it would not be prudent to produce any more printed material until we were sure that the material would not be wasted because of the change of name or circumstances. It will still be a discussion point at future Committee meetings.

Rory Lautenbach gave a short talk to introduce the RoSPA SMART Facebook page he has set up which runs in tandem to the Forum page managed by Jason White.

## **9. Close of Meeting**

Simon Osborn thanked all those who attended today and the meeting was formally adjourned at 12.00 mid-day.

Minutes adopted by: .....

Seconded by: .....