



## **Southern Motorcycle Advanced Rider Training**

Minutes of the

# **Annual General Meeting 2019**

**RoSPA Advanced Drivers and Riders Southern Riders**  
Southern Motorcycle Advanced Rider Training  
(SMART)

at

Chailey Village Hall  
South Street A275  
Chailey  
East Sussex  
BN8 4BE

on

Sunday 20<sup>th</sup> October 2019 at 9.00am

### **Agenda.**

1. Apologies for absence.
2. Agree the minutes of 2018 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 Group Chief Instructor
7. Election of officers.

Group Chairman

Steve Tovee moving to GCI Role

Group Secretary

Jonathan Baker : Standing for election

Group treasurer

Ben Kitchen : Standing for election

Group Chief Instructor

Rory Lautenbach : Standing down

8. A.O.B Questions and comments from the floor
9. Close of meeting

Meeting formally opened promptly at 9.00am. 31 members were in attendance.

## **Apologies for absence**

Apologies were received from :- John Cowburn, Mike Gallafent, Godfrey Town, Carlo Lattuada, Tim Benians, David Goodman, David Buttery, Joe Shoey, Steve Gibbins, Ross Whyte, Alex Beattie, Tim Bergin, Jonathan Baker, Robin Brown, Mike Lawrence, Colin Blackwood, Martin Smith, Hugo Trepant

### **1) Minutes of 2018 AGM acceptance**

An email with a link to the Minutes of the 2018 AGM was distributed to all members at the same time as the 2019 AGM notification email.

As no amendments, issues or concerns were raised with respect to the 2018 AGM Minutes, they were agreed. (Proposed by Simon Osbourne and seconded by Andrew Jupp)

### **2) Report by the Chairman (Steve Tovee)**

Steve started by thanking all those attending for making the effort to turn up.

From last November until now.....well

SMART has had a great year this last 12 months. Having started the year with a change of GCI, membership secretary and club Secretary, it seems like this is becoming a habit as we are doing it all over again except this year it is 4 changes! We'll come back to that shortly.

Let me take a moment to let you know what we have been doing this year. We have had Sunday training, EOM ride outs, wizzes, a skills day and some additional training at other times.

The first wizz this year was led by Andrew Jupp to the IOM.

The next two wizzes were run by Tim Benians. His annual pilgrimage to Wales is well known and he organised and led a July and September event this year.

A slow riding and handling day was run in August at the Hawth in Crawley. This was to be attended by approx 40 people but some overnight rain and a dodgy weather forecast reduced this to approx 25 inc instructors.

Also in September we had a wizz to the Ardennes in Belgium.

We have had our twice monthly training at Tulleys Farm and Mickeys Diner.

All of these events are well organised and a great opportunity to not only get away on the bike and see new places, maybe return to some places but also to learn some new skills on the way. I'm sure people enjoyed riding the mountain course at the IOM, the roads in Wales and also the Ardennes in Belgium.

The trips away are essentially a break for most. I just want to highlight something. There is quite a lot of ad-hoc training carried out during the time away. If you do attend and you want some extra tips, just ask one of the instructors, tuck in behind them and follow!! Everyone has a positive response when you ask about their time away.

I want to thank all the people involved in these trips and the associated training we have in the group. Tim Benians, Andrew Jupp, and all the instructors for their support, Paul Ingleton for his continued support of Mickeys Diner and the rest of the team on the committee.

Also a special mention to Roger Manning and Hugh Curran for their support of the Welsh wizz. Without this these trips wouldn't happen.

End of month ride outs have been well attended and as far as I am aware no issues. Some groups have got split through the day, some punctures occurred, there was sun, rain, wind but all good rides.

We have had a year of little change I am happy to report. SMART was informed by RoSPA two years ago that changes were to happen nationally to each affiliated group. We spent two years reaching an agreement with them and 'signing off' the new constitution in October of 2018. In January of this year I received an email from the charities commission to say there was an issue with our constitution. I contacted RoSPA in late January and heard back over 3 months later. My response has been to hand it back to RoSPA for them to liaise with the charities commission as opposed to our committee spending time on it. We are still waiting for the outcome. This in no way affects our group. I wanted to keep you up to speed on developments.

Other changes this year have been unfortunately centred with peoples health. Tony Gillingwater stepped back from organising Tulleys which he has done for many years. I have taken on that role for now. Rory Lautenbach has stood down from being our Group Chief Instructor. Mike Lawrence stepped away from the role of secretary in August of this year and our very own Alex Marcinowska moved 200 miles away and will be leaving the role of treasurer today. So after a quiet year with RoSPA we had a busy year behind the scenes! And I will be stepping away from the role of chair today. Again thank you to all of you for your hard work and dedication.

One last thing....when I was asked, strong armed, misled into the role of chairman 4 years ago by Roger Manning I was a little hesitant. He said only 4 meetings a year, not much to do...uummm. Roger lies occasionally! Well after 4 short years I have to say it has been a privilege to hold the position and I hope I have done enough whilst here. I am looking forward to putting in the same effort with the new role of GCI

### **3) Report by the Treasurer (Alex Marcinowska) and Presentation of the Accounts**

Alex commenced her report by saying it has been a pleasure to serve SMART as Treasurer for the last two years.

AM asked who would like a copy of the financial information as she would not be discussing each element in detail. Copies were distributed

I am pleased to present your financial information for SMART for the year ended 30<sup>th</sup> September 2019 prepared in accordance with the charity commission using receipt and payment basis, our charity is exempt from full accounts preparation due to the size of turnover.

Financial performance of our group was as follows :

- ❖ We started the year with a cash balance of £15,633 and a year end balance of £16,178. Total positive cash flow £546. Compared to last years positive cash flow of £2466. It means we spent £1920 more than last year. Our focus this year was to deliver value for money in an efficient and effective manner to our members.

- ❖ Income for the year was £6021 compared to £6016 the previous year. That included membership fees of £6001, (last year £6009) showing that we have maintained the same number of members. Other income included interest paid of £20
- ❖ There was no Gift Aid Claim submission to HMRC this year. Therefore 2017, 2018 and 2019 have outstanding claims. Please accept my apologies for not fulfilling this specific responsibility within my role.
- ❖ In regards to interest income on our group savings account we received £20 this year compared to £7 for last year. Last year I reported that details will be discussed in committee meetings in regards to negotiating better interest rates with HSBC, group current bank. Our options were long term locked new deposit accounts without access to withdraw funds on demand. We decided to hold on with the move as I notified the committee early in 2019 about my decision to step down.
- ❖ In regards to expenditure for 2019 we focused mainly on new format of Ride Schools including lunch, rebranding of the group, investing into IT as well as moving away from manual membership card processing. So I mentioned only a few minutes ago that we spent £1920 more in 2019 than in the previous year from the areas below :-
- ❖ Total ride school cost in 2019 was £1340 (last year £407) it included
  - 2 Venue hires in 2019. Frant Hall £195 and the Haven ctr including catering £570. (last year Frant Hall £285)
  - Separate catering for Frant Hall £265 (last year £122)
  - New projector £310 (last year 0)
- ❖ Total rebranding cost in 2019 was £1904 (2018 was £911) this included :
  - Ongoing website improvement, email and domain cost £975 (2018 £587)
  - Smart merchandising £120 (2018 £324)
  - Smart rebranding incl banners and neck warmers £809 (2018 £0)
- ❖ After using MOJO as a GDPR compliant membership database, we decided it's time to automate the process of issuing membership cards. Andrew Jupp created a new design for the membership cards. Some of you have already received them. So far we have spent £129 in Sept '19 for MOJO printing and distributing cards for the group, also £194 for stationery and postage. In Oct '18 we spent £196 for stationery and postage. Please take into consideration several evenings of membership secretary time printing cards over the years.
- ❖ You might have noticed that we moved away from Frant Hall as a main group venue, therefore costs for the AGM reduced to £93 from £255 paid last year to Frant Hall. Not running ask the expert also saved costs this year
- ❖ We have continued to invest in new IT equipment. This year we purchased a laptop for the group secretary at a cost of £468 incl software. In 2018 we spent £664 on 1 laptop and 2 lots of software. We also purchased a projector as mentioned before. £310 spent on Ride School in 2019.
- ❖ Other expenses are in line with the prior year
- ❖ Group Net Assets are £17,254. An increase of £852 from the previous years £16,402. An increase in the group asset value is due to £546 in cash and £778 in group equipment. Net increase in equipment is £356 after depreciation charge of £422. (2018 depn charge £53)
- ❖ Please note that depreciation is charged on all IT equipment in straight line basic over 3 years, that's in line with general accepted accounting rules.
- ❖ Please note we have a £50 liability in the current year (2018 £0) as August 2019 expenses were submitted after the year end and paid in Oct 2019, therefore after the year end

- ❖ As every year we would like to remind you all to submit expenses if you committed your time to the group by : running EOM ride outs or passed your instructor test. You can find the form on the group website, together with the detailed expenses policy

## **Recommendations**

These accounts for year ending 30 September 2019 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 Andrew Palmer and seconded by Mike Gradage

## **4) Report by the Membership Secretary (Andrew Jupp)**

Firstly, I would thank Steve Gibbons for his past tenure ship of the Membership Secretary office which I accepted in March this year; and to all of our members for supporting the club through the year. Beit in general training attendance and ride-school or the social side of our wizzes, fish & chip runs, Mickey and Tulleys' meets and EOM rides etc.

During this 2018-2019 year, we have made a number of significant improvements to our back-office systems and process.

We completed the implementation of Membership MOJO which is a specialised service for clubs to manage their membership. As part of this we now are able to automate the joining and renewal of our members. This culminated with the launch of our new membership cards in September which are now also automatically produced and dispatched to you upon renewal or joining. Sorry about the Ducati picture, I did try for a good ol' RT but perhaps next year!

### **Membership Stats**

#### **Joiners, Leavers and Renewals**

During our 2018-2019 year, we opened in November with 271 Members including 33 Instructors and 5 Lifers.

As part of our usual annual renewal attrition we lost 38 members in Q4'18 and gained a modest 6 new members over the same period. Opening 2019 with 225.

January - September we have gained 49 New, 4 Returning members and received 14 Renewals, whilst losing a further 8 renewals YTD.

This brings our current standing membership to 284. So Year on Year we have a respectable 4.5% growth.

Historically our membership always ran November – October, but with the advent of MOJO we changed this for any new member to be from their individual joining date.

But given the core of our members joined before MOJO, we are now in the middle of the busiest time for Renewals with some 167 due in October. Of these I am pleased to confirm that 78 have already renewed.

It is also fair to say that due to this being the busiest Renewal period, it is also when we typically have the largest number of Leavers.

Importantly, trend analysis shows that we are maintaining our core membership at a floating average of 255

#### Membership RoSPA Test Status

RoSPA Advanced Riding test is not a goal for all of our members and for some it is a personal challenge which once attained, they do not wish to renew. However, for those that have decided to take the test or retest we have a reputation within RoSPA of one of the highest success rates in the country. Something we should all be proud of – especially the instructors.

Our current standing is :

Silver = 22

Bronze = 3

Gold = 104

- Instructors = 33, with two of these attaining the RoSPA Diploma
- Members = 71, with two of these also attaining the RoSPA Diploma

We are currently embarking on an exercise to ask those members with the RoSPA test to update us with their renewal results as some of our records show that their tests would have been due for a re-test this year and currently, we show as expired.

#### RoSPA Tests in 2019

This year we have continued the positive trend, with 7 GOLD passes.

4 first timers and 3 Renewals. Compared with 3 Gold and 3 Silver in 2018.

Looking at the records and on the premise that the individuals will wish to maintain their test; we are about to enter a peak retest period now and through much of 2020 as we have some 59 retests due.

#### Ride-School

This year we had another successful Ride School. As part of this year's event we reduced it from 3 to 2 sessions and extended the second session to include a couple of hours to put the theory into practice offering Instructor sessions.

56 Members attended and the feedback and critique received were very positive.

## 2019 AGM Minutes

We also found a super new venue for our second session at the Haven Centre, Crawley Down; offering improved facilities and plenty of space both inside and parking for our bikes.

A big thank you and gratitude to those who volunteered to write the materials and present over the two sessions.

- Rodger Bain
- Tim Bergin
- Nick Golding
- Steve Tovee
- Tony Gillingwater
- Andrew Jupp

Ride School for 2020 is : Day 1 = March 8<sup>th</sup> : Day 2 = April 5<sup>th</sup> :

Venue : Haven Centre, Crawley Down.

And the details and dates will be published on the group web pages shortly.

Lastly, a big thank you to the wonderful Alex who's unenviable task it has been to arrange our venue bookings.

### Slow Riding

We held a very successful, if damp, slow riding skills day in Crawley back in August. Despite the weather we had a strong turn out with over 25 members and 11 instructors.

### CLOSING

In closing I thank you all for your support and look forward to another year in this office and submit this report to you, our members for this AGM.

### Wizzes

#### Wales x 2 (July and September)

Courtesy of our very own indomitable three musketeers Tim Benians, Roger Manning and Hugh Curran they arranged yet another years' feast for two spectacular weeks in Wales.

New Hotel, some new challenging and interestingly scenic roads and plenty of what we all enjoy good safe riding, beer and banter attracting 25+ bikes some even with pillions J.

#### Isle of Man – May

I had the pleasure of arranging and offering, for the second year, our weeks wizz to IOM. The trip had a dozen riders across a variety of machines. The IOM always surprises those first timers and often repeaters with first rate roads and this like last year amazingly good weather.

Ardennes – September

Steve Tovee had a very damp week for a dozen members down across France and Belgium. The hotel owner even took them out for a couple of days to share his local knowledge of the region which proved to be simply beautiful and first-class bike roads.

Summary

Each of the four wizzes have been well attended – you might say even bursting.

Tremendous feedback and comments have been gratefully received for all of this year's wizzes, and this is a testament to the care and dedication taken by the organisers to provide and share their secret roads/routes and time with the group.

## **5) Report by the Chief Instructor(s)**

We didn't have reports at this years AGM from our GCI as he had stepped down.  
***Instead a letter was read out by Steve Tovee to the attendees in his absence : -***

Paul Ingleton read his report as the ACI for Kent

## **6) 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**

Tim Bergin. Standing for Election.  
Nominated by Rodger Bains, Seconded by Simon Osborn  
No other nominations – Duly appointed.

**Group Secretary**

Jonathan Baker. Standing for Election.  
Nominated by Rodger Bains, Seconded by Simon Osborn  
No other nominations – Duly appointed.

**Group Treasurer**

Ben Kitchen standing for election  
Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_  
No other nominations

**Group Chief Instructor**

Steve Tovee. Elected by unanimous vote by Instructors. Sept 2019

**Membership Secretary**

Andrew Jupp. Re-appointed.

**7) A.O.B**

Robin Brown asked about some funds being used for recruitment. Steve Tovee answered by saying that this had been considered by the committee and discussed on several occasions. The idea is good in principal and has benefits to the group for new enquiries but the concern within the committee has always been that if the group expands quickly then it requires managing and as we are a volunteer charity organisation it is the time required to run a potential large organisation that stops us spending funds on marketing.

Other questions related to training, ride outs and wizzes. All of these items were answered by different members of the committee.

**8)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: .....