

## DSAR Committee Minutes

23<sup>rd</sup> May 2012 19:30 hours held at the Crown Medical Centre, Taunton

In attendance (Committee Members): Jim Newman (Chair & President), Justin Harrington (Treasurer), Dan Mawer (Events Coordinator), Mike Smalley (Training Officer), Neil Pincombe (Secretary), Maurice Ayling (Merchandising)

Apologies (All Members): Adam Gell (Sponsorship & Marketing)

*Please note that a complete list of Actions Arising can be found at the end of the Minutes.*

### **1. Introduction from the Chairman**

The Chairman welcomed everyone to the meeting.

The DSAR October Committee Minutes were discussed and approved by all Committee Members as a true record.

### **2. Justin Harrington – Treasurer**

Justin provided a summary of the current financial position, a summary of which follows:

Collected	Paid in	Bank Balance	Overall account
£548.96	£492.96	£1,378.08	£1,434 approx.

Colin noted that we still needed to pay for Dave Endacott's test fees, as he had paid for the full package. Justin was to confirm the current price and arrange payment.

Colin noted that we still have one member who has paid for the full package, Tim Thompson, and that he is still waiting for an Assessment Ride.

### **3. Dan Mawer – Events Coordinator**

Dan noted that the first Group Ride in February, which was also the Ride Leader & Sweeper Training was well attended and well received with a total of 11 Members now trained in this area.

Colin thanked Dan/Neil for providing the training and Jim noted that the two members from the Quantock & Exmoor Group found the day informative and helpful.

Dan created an A5 sized 'Briefing Guide' for use by the Leaders and Sweepers when holding events. He circulated the draft to Committee Members for comment, before finalising the Guide.

**Action – All to consider the Briefing Guide and provide feedback to Dan via email.**

Dan proposed to upload the 'How to ... hold a Group Ride' information sheet on the DSAR website shortly, which was agreed by the Committee. Dan will also email Members who have received Leader & Sweeper Training to encourage them to hold their own events. Having said this, Dan noted that several Members had already stepped forward and the Events Calendar was filling up quickly.

**Action – Dan to upload the Event Information onto the website, and email members encouraging them to hold Group Rides.**

Dan requested the Training Committee to consider and plan the next Rider Workshop, in order for it to be advertised well in advance this year. Experience from last year's Rider Workshop proved that whilst there was a lot of commitment from riders to attend, only two actually turned up. Therefore, it was proposed that a small deposit should be levied this year to 'book a space' and encourage attendance. The Training Committee should consider an appropriate date, venue, timing and appropriate deposit, etc.

**Action – Training Committee to meet and discuss the Rider Workshop 2012.**

Notes/suggestions from previous Committee Meeting:

*The Rider Workshop was well attended by Tutors, though only two 'trainees' arrived, despite the fact that 18 forms were returned. Therefore, Dan is keen to setup a Project Meeting early in the New Year, to discuss a way forward and then coordinate the Events fully. Further ideas included:*

- *Taking a £5 deposit when the forms are returned (hopefully not enough to put people off, but enough to encourage them to attend)*
- *Monitoring where riders obtained the forms from, so that we can target our marketing in the future*
- *Possibly using the 'text marketing' facility from V&J to advertise the event*

#### **4. Neil Pincombe - Secretary**

Neil confirmed that the Rider Workshop stands had been collected from the V&J Taunton & Bridgwater showrooms. However, the table is still located in the Bridgwater showroom and Neil was hopeful this would be collected shortly (subject to the Landlords providing access, which looked likely).

Neil presented a new Charity Collection Tin to the Committee, as well as the proposed labels. The Committee confirmed acceptance of the labels, and Neil will now proceed and purchase forty new labels for the four Charity Tins.

Neil also suggested, in light of the recent difficulties with the stands, that DSAR should keep an updated Inventory of all equipment, including who is responsible for the equipment and where it is located.

It was agreed that DSAR should hold to Inventories; a Financial Asset Inventory which should be held by the Treasurer and an Equipment Inventory which should be held by the Training Officer. It was also agreed that the latter could be added as a standing item on the Agenda. Justin would forward the current Asset Inventory list to Neil, who would then create a new Equipment Inventory.

**Action – Neil. To create an Equipment Inventory, including the person responsible for the equipment and location for the next Committee Meeting.**

#### **5. Jim Newman – President & Training Officer**

Jim confirmed that he has recently emailed Members waiting for training, to stay in touch and offer assessment rides. Colin kindly offered to assist with the assessment rides, and it appears possible to have Jim operating in the Taunton area and Colin operating in the Devon area. The proposal is that Jim will email Members and offer to start from 9am onwards on the following dates:

- Wednesday 21st March 2012 and Sunday 1st April 2012 - Jim Newman
- Sunday 15th April 2012 and Saturday 28th April 2012 - Colin Webster

It is envisaged that the Assessment Rides will take approx 1½ hours each, and so will need to be coordinated accordingly. Colin noted that Tim Thompson has paid for the full package and is awaiting an Assessment Ride.

Jim noted that he would introduce Adam to various Organisations, to help kick-start Adams contacts from the sponsorship/fundraising side.

Jim also noted that Somerset Road Safety will soon have a PR/Exhibition vehicle which will be used to promote road safety. Where appropriate, this vehicle may also be used by other Organisations, such as DSAR, in order target specific audiences.

#### **6. Mike Smalley – Training Officer**

Mike confirmed that the Tutor Training during the winter months went well, and that he will organise the presentation of certificates as well as appropriate PR at some point in the near future.

## 7. Maurice Ayling – Merchandising

Maurice Ayling provided an update of the merchandising stock, which includes:

- High Vis Jackets: 7 Extra Large
- Fleeces: 2 Extra Large, 2 Large
- T-shirts: 2 Extra Large, 4 Large

Maurice recommended and the Committee approved the following purchases to increase stock at roughly £70 to £80:

- Fleeces: 2 Medium
- T-shirts: 3 Medium

The Committee also discussed the cost of merchandise and agreed the following pricing structure:

	<u>Buy</u>	<u>Sell</u>
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Colin will pass the suppliers details to Maurice, who would then establish contact and confirm buying prices and arrange the above purchase. The Committee discussed and approved the new pricing structure.

**Action – Colin to provide supplier details to Maurice, and update the website with the new pricing structure. Maurice to contact suppliers and confirm prices / purchase.**

## 8. Adam Gell – Sponsorship / Fund Raising

Adam has spoken with Butlins in Minehead, who have confirmed that as long as it does not interfere with their business (so most probably off-peak, out of season) that they would be happy for DSAR to use their car park, etc for training purposes.

Jim confirmed that the 'well area' at County Hall may be an option, however it is also used as a pay and display car park and so this would need further investigation.

Dan confirmed that he had tried arranging a fund raising day with Morrison's in Taunton. However, this was not possible over Christmas as the 'slots' can be booked up months in advance. It was agreed that Dan would arrange a date in the future, and Dan/Neil would try to organise the first fund raising day and see how it works.

If the day proves successful, then this could be used by Adam to contact and arrange other supermarkets/venues, etc.

## 9. General Discussions - Funding

Colin discussed the principles of Membership Fees and the fact that DSAR has not raised its fees since its creation. After a discussion by the Committee, as well as a quick trawl of neighbouring/similar Groups, it was agreed to raise the cost of Membership Fees to £30 per year (from the current £20 per year).

Colin proposed the increase to £30 per year, which was seconded by Justin and voted unanimously by the Committee.

Long term Membership was discussed and the issue of the 'second year'. Members could join the Group in their first year, undertake training and enjoy the benefits of Membership. However, they could then not pay and 'disappear' for the second year and then rejoin in the third year to refresh their training before retaking their test.

The Committee discussed the priorities which should be given to such Members, and their timescales to re-train prior to taking their test. Discussions also continued that we are a volunteer Group, and training is provided at cost (i.e. not for profit) but the on-going costs of equipment, etc continue.

Therefore, it was proposed by Justin that a retrospective fee for the 'missing year' (now standing at £30) should be paid by the Member as well as any training and test costs. This was seconded by Dan and finalised with a unanimous vote by the Committee.

The Committee also discussed encouraging Tutors to continue training other Members, as only their costs are covered and they are not paid for their time or expertise. It was proposed that Tutors be rewarded with £15 discount from their annual membership fee subject to training a Member to 'test ready' status. Neil proposed this, which was seconded by Colin and voted unanimously by the Committee.

Neil will amend the Constitution to reflect these changes, and circulate the amended Constitution to all Committee Members. This will require discussion and approval at the next Committee Meeting, prior to being brought before the Executive Committee for final approval/adoption.

Colin noted that the new Website was up and running, though a few final tweaks were being undertaken. Colin received a round of thanks by all Committee Members for the hard work and dedication he has provided in designing, constructing and publishing the new website.

Neil presented the draft DSAR Handbook to the Committee, and also received a round of thanks. It was agreed that Neil would send a PDF version of the Handbook to all Members, who would then review the document and provide feedback.

Colin, as the acting Chairman, then handed in his resignation of the Chairman position in favour of enjoying his passions in riding and focus his attention on training. Again, a round of thanks was given to the Committee in recognition of Colin's hard work and

commitment over the past few years. Colin proposed Jim Newman as a temporary Chairman until the election of a new Chairman can take place during the AGM in August. Justin seconded the proposal and the Committee unanimously agreed to the proposal.

Jin passed his thanks to the outgoing Chairman, and thanked Colin in advance for his continuing commitment to the Group and in particular with his new focus on training. It was agreed that Colin should receive an honorary lifetime membership to the Group, as one of the Founders and for his dedication and commitment. This was proposed by Jim seconded by Neil and the Committee voted unanimously.

#### **10. Items for the next Committee Meeting**

It was agreed that the next Meeting should review Colin's request for election onto the Executive Committee as a Founder Member of the Group. This will also involve reviewing the Constitution, to include the new position as well as mechanisms for future re-elections.

The Constitution will also require amendments to take into account the changes listed in Item 9 above. Once the Constitution has been redrafted, it will need to be brought to the next Committee Meeting.

#### **Actions Arising**

<b>Action</b>	<b>Owner</b>	<b>Completed</b>
Amend the format of the Treasurers Report to match the usual DSAR format, with group logo, etc.	JH	Complete
Consider and provide suggestions of the DSAR Annual Dinner to Dan Mawer.	ALL	Complete
Contact recent passholders and ask if they could organise an Event.	DM	Ongoing
Send an email to all Passholders and ask what Events they would like to see.	DM	Ongoing
Send an email to Dan containing a list of passholders.	JN	Complete
Provide Dave Robinsons contact details to Neil.	JN	Ongoing
Neil to establish a contact at the Fire Station, in order to arrange future meetings.	NP	Ongoing
Arrange a presentation to celebrate the recent passes following the Tutor Training sessions. Also, to mention to the new Tutors the increased fuel rate.	JN/MS	Ongoing
Please forward any DSAR photos to Neil for inclusion in the handbook.	ALL	Ongoing
Finalise the 'Bid Proposal' for a gazebo and Advanced	JH/AG	Ongoing

Tutor Training, and present to the Road Safety Partnership.		
Notify all Tutors of the increased fuel rate and training structure.	MS	Complete
To discuss & consider at the next Committee a new position on the Executive Committee, including any re-wording of the Constitution to match the new position.	ALL	Ongoing
To review the A5 sized 'Briefing Guide' created by Dan, and provide feedback via email.	ALL	NEW
Colin to provide supplier details to Maurice, and update the website with the new merchandise pricing structure. Maurice to contact suppliers and confirm prices / purchase of merchandise.	MA/CW	NEW

Please note:

1. Actions from previous meetings will either be marked as Complete or Ongoing.
2. Completed actions will remain on the list once, to cross check at the next Committee.
3. New actions will be marked as New initially, and then replaced as above.