***DSAR Committee Minutes***

15th August 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), Neil Pincombe (Secretary), Maurice Ayling (Merchandising), Adam Gell (Sponsorship & Marketing)

Apologies (All Members): Mike Smalley (Training Officer), Colin Webster (Membership Secretary)

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

1. **Introduction from Jim Newman (JN) - Chairman**

The Chairman welcomed everyone to the meeting.

The DSAR May Committee Minutes were discussed prior to approval. The Secretary highlighted Colin Websters email raising concerns regarding the Minutes showing VAT and that this was incorrect. Maurice also noted that same issue, and it was agreed the Minutes should be corrected.

The Minutes were approved by all Committee Members as a true record, subject to the amendment regarding VAT.

**Action – NP to amend the May Minutes in regard to the VAT and circulate to all.**

1. **Justin Harrington (JH) – Treasurer**

The Treasurer provided an updated and informed the Committee that the DSAR bank balance remained over £1,500 after paying all recent invoices.

The Treasurer secured the services of Lenthalls Accountants, who have completed their review of last year's accounts. This was conducted successfully, with only one issue being highlighted. Lenthalls highlighted that several small payments had been made from the PayPal account without proper invoices/records being made. Whilst these could be explained the issue remains regarding accountability and the Committee unanimously agreed that all credits/debits should be recorded and auditable.

Several members of the Group require access to the Paypal account in order to undertake their duties but this has resulted in the issue highlighted by Lenthalls.

The Committee discussed who should have access to the Paypal accounts and that ultimately the Treasurer retains overall responsibility.

Therefore, it was agreed unanimously that the Treasurer should review access to the Paypal account and ensure that full control is retained by the Treasurer. Access can then be provided to other members of the Group, in order to fulfil their duties, but any activity should be with the prior notification of the Treasurer.

Following a discussion regarding the accounts, and the review by Lenthalls, the Committee agreed to the accounts. The Treasurer will sign off and confirm acceptance of the accounts, and these will be ready shortly in order to be provided at the AGM and members upon request.

**Action – JH to review the issues and highlighted by Lenthalls and ensure that all transactions are accountable. JH to review (and alter as necessary) access to the Paypal account in accordance with the discussion. JH to sign off the accounts as a true record.**

1. **Dan Mawer (DM) – Events Coordinator**

The Events Coordinator noted that the Group Rides going reasonably well. They had been slow to take off early in the year, but with the Leader/Sweeper training being provided volunteers were coming forward to deliver Group Rides. As this was their first time, the events were slow to organise as the new Leaders/Sweepers became familiar with the processes but they all had been well organised by the time of the event. All of this resulted in good news, because confidence was growing within the Group and new tutors and leaders/sweeper training are coming forward to volunteer for rides. The Events Coordinator congratulated everyone involved for sharing and delivering the Group Rides this year.

It was noted that the Events Calendar for the remainder of the year was looking sparse, apart from the Group Rides. There are some external events coming up shortly, such as the NEC bike show, and so these will be put on the Events Calendar shortly.

It was also noted that Slow Riding sessions should be organised and that one should be held before the end of the year. The Events Coordinator agreed to advertise this on the Forum to gauge support and advertise the event as a replacement to the September (end of month) Group Ride. MA agreed to contact CW about who we might be able to contact regarding the use of the premises at Dunkerswell for end of September. It was proposed that the event by split into rides, with a Devon contingent and a Somerset Contingent both riding separately and meeting at Dunkerswell to undertake the Slow Riding session. DM agreed to email the Road Safety Team about the use of the Road Safety Event vehicle.

The Events Coordinator felt that it was a mistake to pre-book the Group Rides for the year (at the end of each month) with a start point/venue but without posting any details of the rides. The reasons was that as volunteers came forward to Lead and Sweep and the ride details were confirmed, the starting point/venues may change causing some confusion.

However, it was also accepted that it was very difficult to get hold of volunteers when the Group Rides were too far into the future, as members couldn't commit that far ahead. It was a tricky balance to obtain, and no real was solution put forward.

However, it was felt by the Committee that some of the hesitation by members in volunteering to Lead/Sweep Group Rides might be due to the requirement for a training element to be included. Recent Group Rides had seen the Leaders preparing Training Plans based upon elements of Roadcraft to discuss on the day. The Committee agreed that a library of Training Plans should be created to be used alongside the library of Group Ride Details to encourage people to come forward and pre-book group rides early. Both of these could be mixed and matched (within reason) to create events easily.

The Events Coordinator highlighted that he had not managed to secure as many social events as he had hoped and this needs work and ideas from members in the future. The main issue was the geographic nature of the Group and providing a social event that would be well attended in a variety of locations.

For instance, emails were circulated and information posted on the Forum regarding a summer BBQ. JH had volunteered to host the event and provide a camping area so that members could have the option of staying overnight if they so wished, but only a very few members had expressed a wish to attend (roughly 3 or 4) and so the event didn't take place.

**Action – DM to advertise the Slow Riding session (end of September) on the Forum and to email the Road Safety Team regarding the use of their Events vehicle.**

**Action – MA to contact Colin Webster regarding the use of the premises at Dunkerswell.**

**Action – The Training Committee to meet and discuss the creation of some stock Training Plans.**

1. **Neil Pincombe (NP) - Secretary**

The Secretary informed the committee that he had received requests for meeting agendas and minutes. It was unanimously agreed that any member of the group should be entitled to see the records, including draft copies of the minutes if required. It was noted that draft copies of the minutes should clearly be marked as such with a disclaimer as to their accuracy pending acceptance by the committee.

The Secretary reported he had recently begun drafting the new version of the Constitution for presentation/discussion at the next Committee but they were not available for this Committee. The Secretary was hoping to complete the work this week and circulate by email.

It was agreed that the draft Constitution would be circulated to the Committee by email, and the Committee to respond by email with any further comments/approval.

The Secretary also confirmed that he had renewed DSAR's membership with the Taunton Voluntary Action Group (TVA) at a cost of £10. The Secretary would submit the invoice to the Treasurer for their records and the £10 could be recorded as a gift.

The Secretary also confirmed that TVA was in receipt of the draft DSAR Handbook and that they would provide comments from an external point of view.

The Secretary outlined briefly what the TVA Group do and how they can help voluntary organisations such as DSAR, including funding and event opportunities. Once such example, was that there is the possibility that local Councillors may be allocated a sum of money to help sponsor or promote voluntary / charitable organisations.

The chairman noted that he thought several Councillors, including Mark Healey and either David Hall or Huxtable, could also be bikers and therefore may wish to support DSAR if approached.

**Action – NP to amend the Constitution and provide a draft version by email for the Committees discussion/approval.**

**Action – ALL to review the amended Constitution upon receipt and provide feedback/approval.**

1. **Jim Newman (JN) – President & Training Coordinator**

The President noted that he would be standing down at the AGM as he is also acting as the Co-opted Chairman at the present moment in time and would like to (subject to election) continue the Chairman's role next year.

The Training Coordinator confirmed that two initial assessment rides had been completed since May and that three associate riders had been allocated to Tutors during the recent Group ride organised by Justin Harrington. The Training Coordinator offered Justin congratulations on a well organised and executed group ride.

The Training Coordinator felt that the Group may be ready for a further round of Tutor Training and this will need to be organised. It was noted that Tim Garrett, Ian Mason, Adam Gell and Maurice Ayling had expressed an interest in becoming Tutors and the Training Coordinator will take this up with the Training Committee.

The Training Coordinator also informed the committee that he has discussed the training equipment with Colin Webster, which is currently in Colin's possession and that once he has capacity in his garage he will pick up the equipment and store it with thanks to Colin for storing the equipment in the meantime.

**Action – JN to discuss and organise a further round of Tutor Training with MS & CW.**

1. **Mike Smalley(MS) – Training Officer**

The Training Officer was not present at the meeting, and an update was not discussed.

1. **Maurice Ayling (MA) – Merchandising Officer**

The Merchandising Officer provided an update of the merchandising stock, which includes:

* High Vis Jackets: 7 Extra Large, 4 Large
* Fleeces: 2 Extra Large, 2 Large
* T-shirts: 3 Large, 1 Medium
* Highway Code 6 Copies
* Roadcraft 3 Copies
* Key rings/Stickers Good number of each

The Merchandising Officer confirmed that nothing had been sold since the previous meeting, but there had been stock movement in the fact that there had been additional High Visibility Jackets purchased and that Jane & Mike Calvert had been issued with 'Tutor' High Vis Jackets.

The Secretary confirmed that as he didn't have a motorbike at present, he would return the DSAR Jackets etc for re-use by other members.

**Action – NP to return DSAR Jackets for re-use.**

1. **Adam Gell (AG) – Sponsorship / Marketing Officer**

The Sponsorship Officer has been busy over the past few months providing DSAR leaflets to various organisations and promoting the DSAR Group. However, he highlighted the need redesign the DSAR leaflets as they still include V&J and Road Safety Partnership logos. V&J have disappeared and the Roads Safety Partnership has rebranded.

DM commented that he was aware of a new printing business in the Taunton area and it would be worthwhile obtaining quotes. The contact details are:

 Charlie & Co, Graphic Design & Print Services

 Website: www.charlieandco.co.uk

 Email:info@charlieandco.co.uk Tel: 07557 773924

It was agreed that the Sponsorship Officer put a bid together and present to Somerset County Councils Road Safety Team to fund the re-printing of the leaflets. The Chairman agreed to help prepare the bid.

The Sponsorship Officer also noted that he had been liaising with the landlords of the ex V&J premises in Bridgwater, regarding the use of the large car park at the rear of the premises for use by DSAR (slow riding events, etc). This appeared to be going well, but the landlord had raised several issues. Discussions will continue to try and secure this venue.

MA thought that there may be an opportunity to use the premises at Dunkerswell (which Colin Webster uses for other events) and MA would approach Colin to see if this was possible on the basis that DSAR only hold a few slow riding events each year.

**Action – AG/JN to prepare and submit a bid to the SCC Road Safety Team. AG to continue discussions with the ex V&J landlord and try to obtain consent to use their premises for DSAR events.**

**Action – MA to discuss the use of the premises at Dunkerswell with Colin.**

1. **General Discussions**

The Chairman began the general discussion that confirmation was required who the Membership Secretary was since Colin stepped down as Chairman at a previous Committee Meeting. It became apparent from the discussion that none of the Committee Members were sure whether he retained the Membership Secretary position.

Completed Action: NP confirmed he had completed an action, which was to seek confirmation from Colin regarding the position. NP read out Colin's emailed reply as follows:

"I am happy to retain the role of membership secretary if you all agree to that, I won't probably come to all the meetings but will send in a report. Actually, because the membership handling is done by the website this makes sense. You will need to vote me in then at the AGM."

Following a discussion, it was agreed by the Committee that Colin retained his Membership Secretary role and that he wished to continue this into the next year and so would be put forward for re-election at the AGM.

There was some debate about the role of the Membership Secretary, and how this links with the Training Coordinator and Treasurer roles. The draft DSAR Handbook was referred to for information but this position has yet to be defined in the draft DSAR Handbook.

NP noted that Colin has previously worked on defining some of the roles and responsibilities of the Committee Members and would check previously emails for details and whether this position had been defined. In the absence of further details, the it was proposed that the role should include:

* To facilitate somebody joining the group;
* To pass details of new members to the Training Coordinator and the Treasurer
* To take responsibility of the new member, before they join the group formally through the Initial Assessment process

**Action: NP to check previous emails from Colin and see if there is a document containing the roles and responsibilities of the Membership Secretary. If this isn't available, then NP to draft and circulate a proposal to the Committee for discussion/approval.**

The Annual General Meeting

The Committee agreed unanimously to use the same venue of the Wyvern Club to host the AGM again. Friday 14th September was agreed as the date, with 7.00pm meeting time starting at 7.15pm (subject to confirmation from the Events Coordinator that the venue was available).

Posts for election / re-election:

* Chairman - Jim Newman is the current co-opted Chairman and will be standing for election at the AGM
* President - Jim Newman currently holds the position, and will be stepping down at the AGM
* Secretary - Neil Pincombe currently holds the position and will be stepping down at the AGM
* Treasurer - Justin Harrington currently holds the position, and will be standing for re-election at the AGM
* Events Coordinator- Dan Mawer currently holds the position and will be stepping down at the AGM
* Training Coordinator- Jim Newman currently holds the position, and will be standing for re-election at the AGM
* Sponsorship/Marketing Officer - Adam Gell currently holds the position, and will be standing for re-election at the AGM
* Membership Secretary - Colin Webster currently holds the position, and will be standing for re-election at the AGM
* Merchandising Officer - Maurice Ayling currently holds the position, and will be standing for re-election at the AGM
* Training Officer - Mike Smalley currently holds the position, and as he was unavailable for comment the Secretary would write and confirm his intentions

During the discussion it was noted that the manner in which the draft DSAR Handbook is written, it could be interpreted that the Webmaster has a Committee position. This is incorrect and the draft DSAR Handbook requires amending to reflect this.

The Committee discussed possible candidates to approach for the position of President. Suggestions included: Stu Bullock, Neil Sedgwick and Dave Wallace. It was agreed that the Chairman would approach the suggested candidates for their view.

**Action: JN to contact the candidates and seek their views.**

Completed Action: NP contacted Colin regarding the ownership of the DSAR website, and read out Colin's response. For clarity, Colin's response was:

"OK, the website intellectual property rights is currently owned by Colin Webster, this is simply the case because the group didn't pay for the website or any of its development costs. I am happy however to transfer the ownership to DSAR as an entity without charge or condition. I am happy to continue as the webmaster for the for seeable future as long as the site resides on my servers where I have control of its uptime and reliability. The annual cost should be £72.50 but I will discount that fee to £55 per year, this is due on the 31st October each Year. I am happy to make small amendments to the site free of charge but if you require major changes I reserve the right to charge for the development work as indeed if the site requires any updated software (since I upgraded the site it's in good shape for the next two years or so as long as you don't want anything new there should be no further costs than the £55 per year hosting fees."

The Committee discussed the Colin's response and unanimously agreed to accept the offer.

**Action – NP to contact Colin and agree in writing to the following terms:**

* **To transfer the intellectual property rights (ownership) of the DSAR website to the DSAR Group, without charge or condition;**
* **To request Colin retains the role of Webmaster, and to agree that the website reside on his servers;**
* **To agree to the hosting fees of £55 per annum, to be paid on or before the 31st October each year (unless agreed otherwise by the Committee).**

Due to the changes highlighted above, and through the AGM process, it was noted that the Treasurer will need to ensure that the Authorised Signatories of the DSAR Bank Account will need to be updated. NP and BJ will need to be removed, and the newly elected Secretary and 'another' will need to be added.

**Action – The Treasurer will need to update the Authorised Signatories following the AGM**

Completed Action: NP contacted Colin regarding the use of emails through the DSAR website and whether this could be changed from pop forwarding to SMTP. NP read out Colin's response as follows:

"With the hosting package that the group pays for you can have unlimited email addresses with full send and receive permissions, if Dan feels that he needs a personal email address to reply from this can be setup. Please ask the Committee if you want to go down this route, then simply email me a list of emails you want set up. There is no cost for this."

The Committee discussed this position and agreed that the email system should be changed to SMTP settings. As the Chairman understands this process, he would speak to CW direct.

Whilst discussing the website, a further discussion was held about the use of the website for marketing purposes. It was agreed by the Committee that the Chairman would approach CW to see whether it would be possible to have an 'opt in' or 'opt out' checkbox on the website. If this was possible, then an email could be sent to each Member stating the amendments to the website and requesting they opt in or out.

It was agreed by the Committee, that if this was possible it would only be used to allow DSAR specific communications regarding training events, etc. This would not be used or forwarded to any third parties.

**Action – The Chairman should contact CW to discuss the email and marketing side of the website.**

The question was raised during the Committee whether there is a system for identifying different Tutors to undertake 'Pre-Test' rides, to allow the Associate to be assessed by a separate Tutor. The Training Coordinator confirmed that there are three members who can carry out Pre-Test rides, and that they should be available to do this. However, there was not a clear process to establish who should carry out the 'Pre-Test' rides and so would ask the training officer to consider how we can best achieve consistency.

It became apparent during the discussion that some Associates have not received a pre-test ride and the Committee will request that the Training Committee ensures that every Associate receives an offer of a pre-test. Ideally, the Training Officer should undertake all pre-tests in order to ensure consistency and to be able to highlight any weaknesses within the Tutors (i.e. identifying consistent errors, etc) to allow further training if required.

**Action – The Training Officer to review the process/procedure of Pre-Test rides, and undertake all future Pre-Test rides to ensure consistency.**

1. **Items for the next Committee Meeting / Date & Time**

 The Secretary confirmed he had received a request from a Member that all Committee Meetings should be published on the DSAR Calendar in order to maintain transparency and allow Members to feed into the Committee process.

The Committee discussed the proposal and agreed the next two meetings, which are:

* The next Committee will be replaced by the Annual General Meeting held on:

Friday 14th September at 7.00pm, Wyvern Club, Taunton (subject to confirmation of the venue's availability)

* The next Committee Meeting will be held on:

Wednesday 17th October at 7.30pm, Crown Medical Centre, Taunton (subject to confirmation of the venue's availability)

The Committee will provide further dates in due course.

**Actions Arising**

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| **Action** | **Owner** | **Completed** |
| Contact recent passholders and ask if they could organise an Event. | DM | Complete |
| 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 | Ongoing |
| Provide Dave Robinsons contact details to Neil.  | JN | Complete |
| Neil to establish a contact at the Fire Station, in order to arrange future meetings.  | NP | Complete |
| Arrange a presentation to celebrate the recent passes following the Tutor Training sessions. Also, to mention to the new Tutors the increased fuel rate.  | 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 Tutor Training, and present to the Road Safety Partnership.  | JH/AG | 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 | Complete |
| To review the A5 sized 'Briefing Guide' created by Dan, and provide feedback via email. | ALL | Complete |
| 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 | Ongoing |
| Contact Colin to confirm that he has retained his Membership Secretary role. | NP | Complete |
| Dan to add a one-liner to all Events in the DSAR Calendar, and to add a note to the Group ride information regarding initial assessment rides. | DM  | Complete |
| The Treasurer to notify the Training Coordinator whenever new members join the group | JH | Complete |
| Neil to meet Jim and update the Handbook with photos | NP/JN | Ongoing |
| Contact the TVA and ask them to review the draft Handbook | NP | Complete |
| Check whether the Group owns the DSAR website, through Colin | NP | Complete |
| Dan to arrange a meeting for all approved Tutors | DM | Complete |
| Mike to write to Colin offering him a position on the Executive Committee. | MS | Complete |
| Justin to post leaflets to Adam | JH | Complete |
| Jim to contact Colin and establish the locations of various equipment. | JN | Complete |
| Neil/Jim will create a spreadsheet itemising equipment locations. | NP/JN | Ongoing |
| Neil to amend the May Minutes in regard to the VAT and circulate to all. | NP | NEW |
| Justin to review the issues and highlighted by Lenthalls and ensure that all transactions are accountable. JH to review (and alter as necessary) access to the Paypal account in accordance with the discussion. Justin to sign off the accounts as a true record. | JH | NEW |
| Dan to advertise the Slow Riding session (end of September) on the Forum and to email the Road Safety Team regarding the use of their Events vehicle. Maurice to contact Colin Webster regarding the use of the premises at Dunkerswell. The Training Committee to discuss the creation of some stock Training Plans.  | DMMATC | NEW |
| Neil to amend the Constitution and provide a draft version by email for the Committees discussion/approval. All to review the amended Constitution upon receipt and provide feedback/approval.  | NPALL | NEW |
| Jim to discuss and organise a further round of Tutor Training with MS & CW.  | JN/MS/CW | NEW |
| NP to return DSAR Jackets for re-use. | NP | NEW |
| Adam & Jim to prepare and submit a bid to the SCC Road Safety Team. Adam to continue discussions with the ex V&J landlord and try to obtain consent to use their premises for DSAR events.Maurice to discuss the use of the premises at Dunkerswell with Colin. | AG/JNMA | NEW |
| Neil to check previous emails from Colin and see if there is a document containing the roles and responsibilities of the Membership Secretary. If this isn't available, then NP to draft and circulate a proposal to the Committee for discussion/approval.  | NP | NEW |
| Neil to check with Mike if he wants to stand for re-election | NP | NEW |
| Jim to contact the candidates and seek their views | JN | NEW |
| Neil to contact Colin and agree in writing to the transfer of the website to the Group and to the fees | NP | NEW |
| The Treasurer will need to update the Authorised Signatories following the AGM  | Treasurer | NEW |
| Jim to contact CW to discuss the email and marketing side of the website.The Training Officer to review the process/procedure of Pre-Test rides, and undertake all future Pre-Test rides to ensure consistency. | JNMS | 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.