



September 2020 Meeting Minutes

Date 01.09.2020

Present:

John Hodgkiss, Dave Garner; Lee Parkes; Glyn Davis

1. Apologies

Apologies received from Alan Cartwright, Paul Johnson, Matt Gwynne and Dave Jackson.

Lee Allsop has resigned from the committee

2. Chairman's Opening Remarks

John welcomed everyone to meeting and thanked Dave for running the August meeting in his (John's) absence.

Discussion was had around the following from IAMRoadsmart

Associate membership extensions revised

In line with the announcement that Advanced Driver and Rider coaching will be available nationwide from Monday 14 September, we have revised our temporary provision of free extensions to Associate membership. This arrangement was put in place temporarily in response to the need to suspend our on-road coaching for all Associates.

An extension to Associate membership will continue to be provided to those Associates who receive their renewal invitation before 1 February 2021 and who have been unable to complete their coaching and test within their first 12 months of membership.

Associates whose membership is due for renewal between 1 September 2020 and 30 November 2020 will be eligible for a four month extension to their membership at no additional cost. Associates whose membership is due for renewal between 1 December 2020 and 31 January 2021, will be eligible for a two month extension to their membership at no additional cost.

This provision can only be applied at the time each Associate receives their renewal notice. The application must be made by the Associate, by contacting the Customer Care team on **0300 303 1134** or by emailing support@iam.org.uk between 8.30am and 6pm, Monday to Friday.

We continue to monitor Government and devolved administrations restrictions and keep the Associate membership extensions under review in line with the availability of coaching.

IAM RoadSmart COVID-19 Restart Guidelines - Update

In light of the changing Government guidelines, the IAM RoadSmart COVID-19 Restart Guidelines have been updated to reflect the current position regarding hosting meetings indoors, in England. We still advise virtual meetings are preferable. This update reflects the following extracts from the guidelines for England, updated on 14 August.

Clubs or groups can begin to meet again in COVID-19 secure venues. However, you should take care to remain socially distant from anyone you do not live with or is not in your support bubble. You should also limit social interaction with anyone outside of these formal activities even if you see other people you know. Venues should ensure they comply with COVID-19 secure guidelines. More generally, you can continue to meet in larger groups if necessary for work, voluntary or charitable services, education, childcare or training, elite sporting competition or training, to fulfil legal obligations, to provide emergency assistance, or to enable someone to avoid illness, injury or risk of harm.

Full details of meeting other people can be found [here](#). While the Government guidelines do make provision for group meetings, we advise it is for the organiser of a meeting to ensure the premises are COVID-19 secure and that a current risk assessment is in place detailing the control measures that must be followed.

The Government guidance makes clear that meetings indoors should be deemed 'necessary' and we encourage groups to explore all realistic virtual meeting and engagement options first, because they pose no risk of infection. We also remind groups of the importance of staying informed about any local restrictions and differences within the devolved administration areas as there are often differences in the numbers or make up of groups permitted to meet either inside or outside. Our overriding advice is that while we are trying to get back to a semblance of normality, the safety of our members is our main priority.

The return to The Firs was discussed and it was agreed that John and Dave would visit to do a Risk Assessment with a view to holding subsequent meetings live (**note: local Covid restrictions have come into force since the meeting**).

We continue to advise that all government restrictions are followed and that groups operate in line with our own guidelines, to keep us all safe. Our updated observer and examiner guidelines are now available on the dashboard. The group riding guidelines prepared with other motorcycle organisations can be found [here](#).

Skills Days update

We are pleased to announce that three motorcycle Skills Days will be taking place. They are at Thruxton on Tuesday 8 September and Monday 21 September and at Mallory Park on Tuesday 29 September. These will be the only Skills Days to go ahead in 2020 and places are limited. These events are not currently on open sale. Our Customer Care team is in the process of contacting everyone who has a priority booking voucher for a motorcycle Skills Day to discuss their options.

Editable Runsheet

We are now able to offer an editable Runsheet which can be accessed through the Group Management dashboard. We are encouraging all Observers to use this as per our COVID-19 guidelines as it means they will not need to exchange Logbooks, Runsheets or other paper items; helping to prevent the spread of COVID-19. For the editable version to be fully functional, it should be opened and used on a desktop or laptop. If you are using a tablet or mobile device, please ensure you use the Adobe Acrobat Reader app. Once the Runsheet has been filled out it needs to be saved as a PDF and emailed to the Associate. Instructions on how to use the Runsheet can also be found on the dashboard.

Social media guidelines reminder

Social media has the power to influence, engage and connect people with a common cause. For IAM RoadSmart, social media offers huge potential in terms of boosting engagement among volunteers, supporters and experts. Social media can also help us reach new audiences and provide them with road safety advice as well as raising the profile of our organisation. We are keen to encourage our groups and members to embrace social media and spread IAM RoadSmart's name, missions and values far and wide.

We have some simple community rules to ensure our social media content presents the best possible image of IAM RoadSmart and its members. We are happy for constructive debate on our social media platforms. Recently, there have been instances of comments which have breached these guidelines, which are published in the Group Management Handbook on the member dashboard.

All groups and members are asked to be respectful of the following guidelines when engaging with IAM RoadSmart on social media:

- Don't be abusive or rude towards others. This includes other contributors on this site, IAM RoadSmart staff and any other individual/organisation.
- Stay on topic. We use social media to promote IAM RoadSmart news items and posts about driving, riding and road safety. It is not a forum for individual grievances or personal concerns.
- Please do not post inflammatory or aggressively negative comments about IAM RoadSmart or our content. We are happy for constructive debate to be aired in this group, but reserve the right to edit, hide, or remove posts that we believe to be damaging to our reputation.
- Keep it civil and respectful. Do not use swear words or offensive language.
- We will immediately remove any comments we deem to be racist, sexist, or discriminatory towards any group of individuals.
- Don't upload or post inappropriate content. We will remove such content.
- No spam.
- No solicitation.
- Observe copyright and trademark law.
- Keep it legal. We will remove all illegal content.
- No impersonations. We reserve the right to block profiles that appear to be fake.
- Protect your privacy and respect the privacy of others.
- We reserve the right to edit, hide, or remove posts that break any of our guidelines.
- We will block any contributor that overtly or persistently goes against our group rules.

Presentations for groups

This is a reminder that the IAM RoadSmart Marketing team has published a series of PowerPoint presentations for use by groups in promoting the organisation and our courses locally. The files are all templated to match our brand, but allow the addition of tailored information, so they can be used to best effect in the recruitment of Associates in different geographical areas.

Also included are new, updated 'Introduction to Advanced Driving and Riding' presentations which can be used in on-boarding Associates once they have bought their course but before, or shortly after, their observed runs commence. The presentations can be delivered either in person or via webinar. Each of the five new PowerPoint files available includes videos, images and text to be as engaging as possible and bring the IAM RoadSmart experience to life. We hope you find them a useful resource in your local marketing activity. You can download the presentations from the 'Marketing Support' area of the Group Management dashboard.

COVID-19 Riding Guidelines gains stamp of approval

The Coalition of Motorcycling Organisations has issued a revised version of its COVID-19 Riding Guidelines. This third iteration of the guidance, based on the latest changes to Government guidelines, includes advice on group riding and first responder incident management. The coalition is delighted that the guidance has now received an official seal of approval from Chief Constable Nick Adderley, the National Police Chiefs Council (NPCC) lead for motorcycling.

Keeping in touch with new Associates

Groups are reminded of the importance of communicating regularly to keep existing and new Associates engaged before and during their Advanced Driving and Riding coaching. We are grateful to those groups which are already doing a great job in keeping in touch with their Associates and wider group members.

We understand that some people will be hesitant about returning to in-car coaching and we have made it clear that activity should only resume when our Observers and Examiners - and our Associates - feel it is safe to do so according to their individual circumstances. In line with this, we have aimed to make clear in all our communications that, particularly in relation to advanced driver coaching, we may be restricted by the availability of Observers. However, we have committed to make sure that all those who want to receive in-car coaching are able to do so, giving priority to those Associates who have already started their courses.

We have recently provided all groups with access to new presentation materials which can be used as part of the early welcome and introduction to advanced driving and riding for Associates. The high quality presentations, which include multi-media content, are all available to download from the member dashboard. A guide to their use is also provided.

These presentations can be used as an introductory webinar using platforms such as Zoom which many groups have used successfully to maintain contact and activities during lockdown. Groups are encouraged to make use of these resources as part of their engagement with Associates. Group websites and social media can also be used to keep in touch and maintain a positive impression of IAM RoadSmart to all those who wish to benefit from the skills we can share.

Personal safety remains our top priority and as the COVID-19 situation continues to evolve, some areas of the country with higher numbers of coronavirus cases are subject to local lockdowns. Our guidelines for resuming advanced driver and rider coaching state that groups are responsible for monitoring and following local or regional arrangements put in place to reduce the spread of the virus. These guidelines are being regularly updated based on UK Government and devolved administration advice. The latest version can be found on the Dashboard in the Group Management section.

3. Previous Minutes

The Previous minutes were proposed and seconded by John and Dave.

4. Secretary's Report

Emails have been sent to those members who have recently passed their test with certificates sent to Lee. They have also received their certificate separately.

Observer status report has been received, showing that John H, Peter C and Al C are due to take their NO requalification in October.

5. Social Secretary's Report

Nothing to report. Lee has resigned from the committee to take up a role with Midland FreeWheeler. John thanked him on behalf of the committee and membership for his contribution to the club.

6. Treasurers Report

There is currently £3,142.59 in the Club funds.

7. Chief Observers Report

Nothing to report.

8. Associates Controllers Report

Matt and Lee P have taken new associates and there is one awaiting allocation, having joined following a taster ride.

9. Communications and Web Report

Nothing to report.

10. AOB

The AGM is planned for December, but its format is still uncertain. It is hoped that it can be completed in a live venue.

It is anticipated that John Hodgkiss and Matt Gwynne will stand down from their roles of Chair and Associate Controller respectively but will stand for re-election.

Lee Parkes (Secretary), Glyn Davis (Treasurer), David Gardner (Vice Chair) and Alan Cartwright (Chief Observer) are not anticipating standing down at this AGM.

Paul Johnson (Communications) is likely to be standing down.

Members are invited to consider whether they wish to stand for **any** of the committee positions.

Next Meeting: Tuesday, 6th October, at 8pm, unless otherwise informed. Venue TBC