

Minutes of Committee Meeting

Held 27 October 2020 (by ZOOM)

Present - Mel Leitch, Mary Holmes, Colin Irvine, Louise Potts, John Atkinson, Jack Stewart, Danny Holmes

1 Opening and Welcome

The Secretary opened the meeting and thanked all for attending by Zoom

2 Apologies

Keith Miller

3 Minutes of Previous Meeting and action log

The minutes of the meeting on 22 September were accepted as a true record (p JA, s JS). These will now be posted on NAM website.

Create space on website to capture Committee minutes. **Action: Danny by 03 Nov**

Notification to be put on facebook. **Action: Secretary by 03 Nov**

4 Matters Arising

- AGM - (Zoom Meeting and practice session)
 - Secretary prepare for the AGM practice and the AGM. **Action: Issue draft agenda for both meetings. John Atkinson by 30 Nov**
 - Review guidance from IAM on hosting Zoom meetings. **Action: John Atkinson by 03 Nov**
- Agenda
 - Include remembrance for David Henderson. **Action: Mel Leitch, by 03 Nov**
 - Contact Ron to discuss previous role at AGM and how it will work on Zoom meeting. **Action: Mel Leitch by 03 Nov**
 - Capture and present 2020 club highlights. **Action: Mel Leitch, by 03 Nov**
- Co-hosts
 - Chair to Host the meeting, Secretary to take on role of co-host
- Input required from attendees, Questions to and from members.
 - Secretary to capture questions and re state the question for clarity for all members, also capture the names of members asking questions
- Names of attendees No requirement to capture names of all attendees

- GDPR - Privacy statement - Zoom recording
 - Voice recording of session planned to help with minute keeping, members permission to be requested at start of meeting

2021 Action Plan - short update

- Charity Digital
 - Membership accepted, can now buy licences
- Poll results (Facebook Survey) of the 250 members
 - 19% (47) members replied
 - 70% have Zoomed before
 - 20% would not attend a Zoom meeting
 - **Need to insert any more details in here - Danny**
- Review of practice session
 - Agenda and plan for meeting to be issued in advance of 03 Nov to help facilitate smooth operation of the Zoom meeting. **Action: John Atkinson by 30 Oct**

5 Chairs report

- Mel advised that Mick Kinghorn is no longer associated with the IAM

6 Standing items

Secretary

- NTR

Treasurer

- The AGM report has been prepared and is to be issued to members for the AGM

Marketing

- NTR

Membership

- Associates with expired IAM memberships have now all been contacted by email.

Training

- Observer training is ongoing under current COVID restriction where the Observer and Associate are in agreement to continue. A number of Associates passed their Advanced test recently.
- The number of new associates joining is reduced compared to similar periods in 2019, this is most likely due to the COVID pandemic
- There have been a number of taster rides which is encouraging

Social

- NTR

6 AOB

- NTR

7 Next meeting

Trial AGM (Zoom) 03 November, Trial run for club members

AGM (Zoom) 10 November

Committee meeting (propose 01 December)