



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 6<sup>th</sup> December 2016.

**Location:** Sainsbury's Offices,  
Compton,  
Wolverhampton.

**Time:** 19:45

Present	Roy Richards Jonathan Hughes Paul Williamson (Chair)	Tony Robson Graham Foulkes Geoff Davis	Christine Westwood Nigel Packer
Apologies	David Gallagher		

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	25.11.2016	Associate/Observer Allocation and Result Sheet to be updated and re-issued	Overdue
JH	9.12.2016	Change the group@.. e-mail to include a special character	Cleared
JH	9.12.2016	Remove Dave Shenton from any general circulation list used by WAM Group	Cleared
DG	9.12.2016	Change the hash-tag on Facebook from #WolvesIAM to #WolvesIAM.RS	Cleared
DG	9.12.2016	Change the hash-tag on Instagram to #WolvesIAM.RS	Cleared
JH	9.12.2016	Purchase the Pro version of the Access Scroll Plug-in for WordPress	Open
JH	9.12.2016	Speak with Surety regarding Insurance Cover during Demo Drives	Open
JH	16.12.2016	Post Web-site article to cover recent "Passes" within Committee	Open
DG	16.12.2016	Generate draft proposal for a Group "Business Card" per Section 11	Open
JH	16.12.2016	Register additional domain name "wolvesiamrs.org"	Open
PW/GF	31.12.2016	Monies to be transferred from Deposit A/C to Current A/C to cover invoices	Open
JH	31.12.2106	Investigate high density QRC's for Events Page address detail	Open
DG	3.1.2017	Generate ideas regarding a Young Driver Focussed Event for presentation at the next Committee Meeting	Open
NP	3.1.2017	Further discussions with Highways Agency and Tesla	Open

Paul commenced by welcoming all present to the meeting.

### 2 Matters Arising

The minutes of the previous November 2016 meeting proposed by Jonathan, and seconded by Tony.

### 3 Chairman's Report

New bags had been purchased and distributed to Group Observers. Everyone was asked to use new bags and discard previous style.

### 4 Group Secretary's Report

The Group Scorecard and Web Site Analytics have been circulated to the Committee.

#### 4.1

Five Group Observer Handbooks have been ordered. Invoice passed to Graham for payment.

## 4.2

Comments on the Draft 2016 Group Handbook have been passed to IAM RoadSmart. It is understood that there have been a fair number of responses so we are not expecting any feedback until the new year.

## 4.3

A letter of thanks was previously sent to Ian Firth who has now left IAM RoadSmart. E-mails sent through to Ian are now being returned as "unavailable". It is understood that Pete Doherty is likely to be taking the role of "Manager" for the newly labelled Region 4.

## 4.4

Remittance advice for £40.89 for National Conference expenses incurred by Jonathan was passed to Graham for payment along with the invoice for the Group Observer Handbooks.

## 5 Treasurers' Report

<b><u>Group Accounts Statement</u></b>	
Current Account:	£272.00
Social Account:	£146.43
Deposit Account:	£2550.39
<b>Total:</b>	<b><u>£2968.82</u></b>

These figures are up to date as of the date of this meeting.

### 5.1

Graham advised that in order to maintain our current account in credit that we needed to move some monies from the Deposit Account. This was agreed and arrangements were left between Paul and Graham with regard to this.

### 5.2

In respect of the Group payments to CEWW Tony asked Graham what had been paid through the course of the last three years. It was understood that a payment of £50 for the Group Subscription was made following invoices received in 2014 and 2016. There was no invoice submitted and consequently no payment made in 2015.

## 6 Chief Observer Report

Lee Morris has had his pre-test and is now considered to be test ready as is Prity Patel.

### 6.1

We are waiting for the Group Observer Handbooks that have been ordered by Tony from IAM RoadSmart to arrive. They will be sent directly to Roy. There is already a requirement for three of these books for Christine Westwood, David Gallagher and Peter Spillan who has now been accepted as an Observer in Training.

### 6.2

David Gallagher will be joining the Committee with a specific role as Young Driver Representative. (He will be advised that we think that the term Ambassador or Advocate are considered too formal however he is at liberty to establish any suitable title he thinks fitting).

### 6.3

Roy advised that he has retaken his test and passed. It has been several years since his first test and wanted to make sure he was still up to standard. During a discussion, it was suggested that all Committee members should retake their tests, all present indicated that they were happy to do so.

In this it was agreed that an announcement should be made on both the web site and also in the forthcoming Newsletter. With Roy passing his test and both Christine, Jonathan and also David having recently passed it can be shown that the Committee is leading by example in proving their continued meeting of Advanced Driving Standards. The hope in this is that other Group Members will see the sense in retaking their tests. In this there should be reference to the advantages of a recent, (within five year), test pass in respect to insurance through Surety.

### 6.4

It was confirmed by Tony that DTE has been updated with regard to the change of status of Geoff in that, for the time being, as he has other pressing commitments on his time, that he will no longer be acting as an Observer within the Group.

### 6.5

The Observers Evening held on 23<sup>rd</sup> November was very successful with only two Observers unable to attend. Alan Bates and Nigel Packer. A full update on the National Conference was given along with open discussions regarding various aspects of the use of driving aids and modern vehicle technology.

## 7 Associate Controller's Report

Nigel had suggested that Barry Sadler and Christine were to have Richard Dodd as an Associate however it was pointed out by Tony that as of the date of this meeting Richard was yet to become a member of the Group and as such should not have been allocated. It is not understood how Nigel had received Richard's details for him to be allocated however he has now been put on hold pending completion of his joining the Group.

### 7.1

Following a short discussion, it was understood that Francesca Hyatt had requested that a female Observer be allocated to her, so as Richard Dodd was now on hold she will be allocated to Barry and Christine with a view that she starts her training in January.

### 7.2

Wendy Allen was initially placed with Mike Leadbeater but after apparently "being kept waiting", (details unknown), she has decided that she now is not interested in progressing. Despite chases there has been no further contact made with Wendy

## 8 Membership Secretary Report

Despite effort on Tony's part no contact has been made with Daniel Smith and it is now understood that he has had his fee refunded by IAM RoadSmart.

Karl Galliar's membership with IAM RoadSmart lapsed in September 2016 and is now considered to have left the IAM. It is also understood that Sohaib Razaq has now stopped his Advanced Driver runs with Tony as nothing has been heard from him for some time.

## 8.1

Current position is that the Group has:

- 60 Members
- 18 Associates
- 2 National Observers (Both LOA's)
- 8 Local Observers –
- 3 Observers in Instruction

## 9 Newsletter Editors Report

Tony reported that the last Newsletter has now been issued. (Copy posted onto the web-site). 1<sup>st</sup> February 2017 is the closing date for submissions for the next edition. Jonathan asked for suggestions of items to be included; a new section will be added for Young Drivers and David will be asked to contribute.

### 9.1

There was some discussion and it was agreed that maybe the Newsletter should expand to accommodate additional sections such as that for Young Drivers and perhaps also a Technology Section.

## 10 Web Site Administrators Report

Jonathan had previously been asked to create a “group@...” email which has now been done. Paul said he would prefer that this is not made public as it would possibly cause the Group Members to receive additional unwanted spam mail. Following discussion, it was suggested that a character was added to address so it is not so obvious.

### 10.1

It was discussed and agreed that Dave Shenton should be removed from any general communication distribution lists.

### 10.2

Following some anti-phishing actions by the Groups' e-mail client provider, HostPapa, it has been necessary for us to make a special request to change our server status to allow up to 250 e-mail's to be sent every hour rather than the fifty that had been set. This was an important but no cost action

### 10.3

In order to ensure that we are supporting ease of access to our web-site with all sectors, and all formats, (tablets and smart phones), especially the younger visitor, we have now placed a QR Code on the home page of the web-site allowing people to quickly scan and load the wolvesiam.org pages on any system.

### 10.4

Following concern expressed by Paul the format and fonts associated with the scrolling photographs on the web site home page have been changed to make them less likely to incorrectly format on small aspect smart phones. Jonathan reported that he had tested the new “format” in this area on as many phones as he could access and cannot now find a system that faults on loading.

### 10.5

Jonathan advised that he has now established a Facebook and Instagram facility for the Group. Following discussion, it was seen that to ensure “compliance” with the recommendations of IAM RoadSmart that the

hash-tag be changed from “#WolvesIAM” to “#WolvesIAM.RS” especially as the site had only been in place a few days and the hash-tag had yet to be identified fully by the spiders and crawlers. The Group’s full Facebook address will then be [www.facebook.com/wolvesiam.rs](http://www.facebook.com/wolvesiam.rs); the Instagram account will similarly be [www.facebook.com/wolvesiam.rs](http://www.facebook.com/wolvesiam.rs)

## **10.6**

Jonathan asked if there were any issues associated with the use of advertising or promotional materials from third parties on our Facebook page as it was believed that with the enhanced profile of the Group in this area that there may be opportunity to gain some degree of income. Paul clarified that, under the terms of the operation of the Group that this was a legitimate source of income and should in fact be encouraged.

## **10.7**

The home page scrolling photographs have been updated to a more Wintery theme. The Drink-Drive Warning has been replicated from the IAM RoadSmart web site and included in the scroll.

As a result of the larger text content the scrolling is now too fast to enable ease of reading so it was requested that the “Pro” version of the scroll software plug-in be purchased. As this was understood to be a one-off cost to the Group of around £30, (\$49), the purchase was agreed.

It was agreed that the full drink-drive warning text from IAM RoadSmart should be added to our web site and that on-going reference be made to that detail throughout the festive period.

The addition of the Pro version of the scroll software makes this part of the web-site more readily open to customization and also easier to update. To which end Jonathan requested that all members of the Committee maintain a watchful eye for any suitable photographs that could be used. It was agreed that this “feature” of the site should be far more dynamic than it had been in the past.

## **10.8**

Following discussion, it was agreed that whether used immediately or not in relation to the details within Section 11.1 below, that we should register the domain “wolvesiamrs.org” so as to provide consistency across our web presence with our Facebook hash-tag now carrying the suffix “RS”.

## **11 Young Driver Representative Report**

David has requested business cards for his general distribution to contacts that he has with Driving Schools. Following discussion, it was agreed that this was a suggestion that should be followed up with the card showing information from Young Drivers on one side and for the “rest” on the other. David has agreed to generate some ideas for consideration by the Committee.

### **11.1**

With his contact and access to various school group IT classes David has been able to get some realistic and candid feedback about the web-site as it currently exists; boring and uninteresting to young people seemed to be the principal consensus. Following discussion with Jonathan it was agreed that the needs of the over forty-year-old age group were not reconcilable with the expectations and needs of the under forties and especially the under twenty-fives.

With the above being the case David agreed that he would generate some clear thoughts as to what would be required of a web environment more targeted towards the young driver. When this was understood then a separate section of the web site would be generated. As yet this is undefined as to whether it would be a sub-domain or simply separate pages within the existing web domain environment.

### **11.2**

Following on from his meeting in November with Sarah Sillars at IAM RoadSmart and the October National Conference both Jonathan and Roy advised that one of the key focus areas seen by executive management

of the IAM is that young drivers are looking for the “process” to be fun and that this should be the focus of Groups attention to attract the younger driver.

It is clear that through Eloise Peabody-Ralph, (IAM RoadSmart Young Driver Ambassador), that there is massive support for initiatives being taken in this quarter. The Committee encouraged David to establish and maintain contact with Eloise to ensure that there was clear uniformity of direction and also that we were aware of any directions being taken by IAM RoadSmart.

### **11.3**

David was keen to establish an Events Day as soon as possible to establish local visibility as well as hopefully creating greater interest in IAM RoadSmart. Nothing is defined as yet but David has agreed to consider options and bring those to the forthcoming January 2017 Meeting for consideration.

### **11.4**

David advised that in the recent past he had been involved with Jason Dooley undertaking Demonstration Drives to in effect “show off” the difference between the everyday DSA Driver and the approach taken by the Advanced Driver. Jonathan thought that this was an excellent way to show the less experienced driver, who may believe that as a DSA Pass they knew all they needed to know, that there was a different mindset which improved both road safety and also enhanced the enjoyment of any given drive.

The matter of insurance was raised as there was some concern as to whether an Observer who took a non-member on a drive would be effectively covered especially in light of the various clear limitations of most insurance policies regarding vehicle use. Jonathan agreed to take this matter up with Surety and report back to the Committee.

## **12 Publicity and Events Co-ordinators Report**

Contact has been established with Steven Price at Highways England, a visit is to be scheduled for some time during the course of 2017. The last visit was over-subscribed.

Contact has been made with Adrian Brand at Tesla to see if we can arrange a visit at some time in 2017

The Group has also registered interest with Toyota regarding a site visit during 2017.

### **12.1**

It was understood that the Events Diary Page of the web site was currently up to date and correct. There was no new information to be posted as of this meeting.

In keeping with the hoped for additional views by younger drivers Jonathan agreed that he would investigate the possibility of placing full detail QR Codes with the location and direction details so that simply scanning a QRC would put the directions into a smartphone or tablet which had Google Maps loaded on it.

## **13 CEWW Issues**

Jonathan advised the Group Committee that he has resigned from the CEWW Forum Committee because of the inactivity of other CEWW Forum Committee Members and specifically with regard to concerns regarding the finances and financial management of the Forum. In this see Section 5.2 of these minutes.

Jonathan advised that he had a meeting with the CEWW Forum Chairman Les McDowell on 1<sup>st</sup> December 2016 to make his position clear. Les had asked Jonathan to make no final decision pending his, (Les'), talking with other Forum Committee Members. As of the date of this meeting no further information had been received from Les.

## **14 Any Other Business**

None

**15 Date of Next Meeting**

Tuesday 3<sup>rd</sup> January 2017 at Sainsbury's Building, Compton.

Commencing at 19:45

This meeting adjourned at 21:50

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date: