



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 02/05/2017

Location: Wombourne Fire Station

Time: 19:45

Present Graham Foulkes Christine Westwood
 Jonathan Hughes Nigel Packer
 Paul Williamson (Chair) David Gallagher

Apologies Roy Richards
 Katherine Ball

Guests

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	31.5.2017	Contact to be made with Bert Williams Leisure Centre regarding a place to hold the Group Committee Meetings in the absence of suitable Sainsbury's facilities.	Open
PW	15.5.2017	Plastic tri-fold document holders to be passed to Nigel for use in Libraries (3.1)	Open
PW	31.5.2017	Contact to be made with Pritti Patel to see if we can get an "in" to JLR	Open
JH/PW	31.5.2017	A questionnaire to be generated regarding the matter of how to make the monthly Group meetings more interesting for our Members (3.0)	Open
JH	5.6.2017	Further contact to be made with Les McDowell to obtain answers to the questions regarding the integrity and accuracy of the Region 4 CEWW Forum accounts at the time that the Forum was closed (13.0)	Open
DG	19.5.2017	Letter to be sent to the owner of the Volvo that was placed adjacent to our Group Stand at the Halfpenny Green Show (11.2)	Open
JH/TR	12.5.2017	The Group Handbook to be posted on the web site replacing the current draft document (4.0 & 10.4)	Closed
DG/PW	31.5.2017	Photographs aimed at the Younger Driver to be collected for use by Paul in compositing the three pull-up displays (3.2)	Open
JH	9.5.2017	Token Gift Certificates to be generated for Dave Shenton's use at the AGM (14.2.1)	Closed
JH/PW	9.5.2017	Voting Forms, Agendas and Accounts copies to be generated for the AGM (14.3)	Closed
RR	12.5.2017	Contact will be made with Tom Groves to establish why he didn't turn up for his test as had been arranged (6.0)	Open
NP	12.5.2017	Sarah Newland is to be contacted to establish when she is going to start her drives again (7.0)	Open
PW	19.5.2017	Chairman's Report to be produced for the Newsletter (9.1)	Open
NO	19.5.2017	Contact to be made with Wendy Allin to see if she wants to restart her drives now the days are longer (7.2)	Open
JH	5.5.2017	Kathryn Ball to be allocated a Group e-mail and added to the Committee collective e-mail (4.4)	Closed
JH	10.5.2017	A number of Free Driving Assessment Leaflets to be printed and passed to Nigel (11.5)	Open
JH	31.5.2017	On-line booking software to be investigated (10.5)	Open
NP	19.5.2017	Roger Denley wants to become an Observer and needs to have an Associate allocated to him. This needs to be done in conjunction with Roy (6.7)	Open
RR	31.5.2017	Lee Morris to be contacted about his interest in becoming an Observer (6.8)	Open

1.1

Paul commenced by welcoming all present to the meeting.

2 Matters Arising

There were a number of minor corrections applied to the previous issued minutes regarding the date of the forthcoming AGM and the date of the next Committee Meeting. Following acknowledgement of these changes the minutes of the previous April meeting were proposed by Tony, and seconded by Nigel.

2.1

The matter of a meeting place was discussed. Jonathan reported that Bilston Fire Station was willing to let us use their "Meeting Room" free of charge however they would prefer not as the facilities are broadly unsuitable. Contact was made with Wolverhampton Fire Station who confirmed that they would provide facilities but at a cost of £25 per evening. Jonathan continues to follow-up with WVA looking to use either of their facilities at Wolverhampton or in Bilston. Paul suggested that Fallings Park Fire Station may also be a possible location for our meetings.

3 Chairman's Report

Paul apologised for himself and Jonathan in that the questionnaire that was considered sensible to raise was still outstanding. This matter still remains on the action list.

3.1

Trifold holders as requested by Nigel for use within local libraries will be passed on within the next few days.

3.2

With the activity levels increasing within the Group it is more important that we have the "pull-up" displays. The base photographs have been available for these for some time however it was discussed and agreed that we should have a third pull-up aimed directly at Young Drivers.

3.3

Contact still not made with Pritti Patel regarding possible ways into Jaguar Land Rover

4 Group Secretary's Report

The new "Group Handbook" has yet to be made available on the IAM RoadSmart website despite the promise of it being available by the end of April 2017.

4.1

Tony confirmed that in conjunction with Jonathan the letters for New Associates and Potential Supported Young Drivers have been made uniform and updated to current agreed format. It was confirmed that these are now available to Group Committee Members on the web site.

4.1.1

In the matter of New Associates Requesting Financial Support it was discussed and agreed that all such applications must be agreed by the Group Committee and that in this it was at the behest of the Committee to waive any of the limiting conditions associated with the provision of that support.

4.2

Tony additionally confirmed that the Group Membership Form has been bought in line with the format of the above two general use letters.

4.2.1

The process of the Annual Membership Renewal was discussed and it was provisionally agreed that, as Jonathan could now pre-populate the Membership forms, that in 2018 the forms could be posted rather than e-mailed to all existing Members with an included window envelope allowing the Member to correct and sign to confirm details prior to posting those details back to the Group Secretary. It is hoped that by this process the renewal process will be easier and less time consuming.

4.3

Kathryn Ball has now joined the Group Committee. In this Kathryn Ball, David Gallagher and Christine Westwood all need to be formally adopted onto the Group Committee at the forthcoming AGM.

4.4

It was requested that Kathryn be allocated an applicable Group e-mail address and that she be included on the collective committee@ address.

4.5

The Group Scorecard has been circulated to the Committee. The following details are dated 2nd May 2017

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	2.3
3 month Average	1	1.9
Last 12 months	16	25.7

Advanced Course Allocated Sales

	Total	Region Avg
Last Month	1	1.5
3 month Avg	1	1.8
Last 12 months	16	26.0

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	8	1.8	24
3 month Average	2	13	1.7	19
Last 12 months	18	25	23.6	20

Test Ready

Last Month	0	0	1.3	211
3 month Average	1	180	1.2	202
Last 12 months	14	192	15.9	196

5 Treasurers' Report

Graham advised that the Group Accounts are now with our accountant for approval prior to the AGM. The Income and Expenditure Account to 31st March 2017 was distributed to the Committee per Appendix 1 of these Minutes.

5.1

Overall details as follows:

<u>Group Accounts Statement</u>	
Current Account:	£241.11
Social Account:	£306.43
Deposit Account:	<u>£2550.39</u>
Total:	<u>£3097.93</u>

6 Chief Observer Report

Tom Groves failed to turn up for his test, this will be logged as a “no-show” which is not a good reflection on the Group. Roy will follow up in this matter.

6.1

Francesca Hyett has failed to turn up for pre-arranged meetings with Barry and Christine, sometimes offering the feeblest of excuses. This is proving detrimental to progress towards Christine’s LO qualification as well as reflecting poorly on Francesca. Jonathan suggested that we recommend that she comes back when committed. On discussion, it was decided to see what happens during the coming weeks following the talk that Barry had with her.

6.2

Peter Spillan has done his re-assessment and attained a F1rst pass. (Joining Alan Bates in this).

6.3

Peter Spillan’s Local Observer Assessment with Roy is nearing completion as is that of Christine Westwood with Jonathan.

6.4

A taster drive was carried out for Steve Parkes. He seemed enthusiastic about joining the Group but has yet to make a decision.

6.5

A pre-test drive was carried out with Richard Dodds who went on to pass his test the following day achieving a F1rst.

6.6

David Gallagher now has two Associates, Jaishree Matto and Chris Piper. David is continuing to work with Mike Leadbeater supporting his Observer training.

6.7

Roger Denley has indicated that he is interested in becoming an Observer. Roy has been out with him and is happy for him to progress. He now needs to have an Associate allocated to him. This is now passed to Nigel to make that allocation.

6.8

Following his activities at Halfpenny Green, Lee Morris has indicated that he would be interested in becoming an Observer.

7 Associate Controller's Report

Sarah Newland has been working with Alan Bates but she had been ill and has made no contact for five or more weeks. Contact is to be made to establish if she is going to continue.

7.1

Nigel reported that we have eleven active Associates within the Group.

7.2

Wendy Allin, (current Observer Mike Leadbeater), remains a timid driver who wanted to do drives only within daylight hours. As a result of this she stopped her progress in October of 2016. As we have not heard from her since then Nigel will make contact and establish how to move things forward.

7.3

Tony mentioned that Pam Dawson has had problems with her car, her drives have been put on hold for the time being.

7.5

Lee Platt has been placed with Graham Trusselle

7.6

Shaun Mullen has been placed with Nigel Packer

7.7

David has taken Chris Piper out today, it is understood that Chris will be test ready soon.

7.8

The two newly updated Associate Presentations have been reviewed by Jonathan and Roy and have now been posted on the web site within the Observer Pages.

It is seen as imperative that the Associates are "obliged", in as much as they can be obliged, to attend the two training sessions. Efforts will be made to ensure good attendance at the forthcoming Associate Evening on 23rd May 2017.

8 Membership Secretary's Report

Current position is that the Group has:

- 45 Members
- 16 Associates
- 2 National Observers (Both LOA's)
- 9 Local Observers
- 3 Observers under Instruction

8.1

22 Members have yet to renew their Membership

9 current Members have indicated that they will not be renewing their Membership.

8.2

We have been advised by IAM RoadSmart that Craig Sterry has been allocated to the Group. He has yet to process his GMF

9 Newsletter Editors' Report

Inputs have been received from Roy and David for the forthcoming Newsletter. Inputs are on file from Jonathan should these be required.

9.1

Tony pressed Paul for his report as Group Chair so that he could close the Newsletter.

10 Web Administrators Report

Though our SEO reports are all good and we maintain a continuously updated home page the use of the web site does remain comparatively low. Consideration needs to be given as to how to improve this.

10.1

Further to the last Committee Meeting the scrolling pictures on the home page of the web site now do show a collision with an appropriate warning message. All the photographs shown reflect places around or within Wolverhampton.

10.2

The Facebook page continues to attract a considerable amount of interest and activity. The videos being posted are attracting particular interest. Though indirect this is seen as good publicity for both IAM RoadSmart and also for the Wolverhampton Group.

10.3

A new protected page has been created on the web site for the use of Committee Members. The new documents as detailed in 4.2 and 4.3 have been posted in this area.

10.4

As soon as it becomes available on 12th May 2017 the new Group Handbook 2017 will be posted on the web site to replace the draft document currently in place.

10.5

Paul suggested that Jonathan looks at software specific to booking activities "on-line". No proposals were made but it is known that such software does exist and that this could be seen to interface with WordPress.

11 Publicity Officers Report. - Events Co-ordinator's Report

Nigel confirmed that as of the AGM he will be stepping down as Events Manager so as to be able to concentrate his efforts with Associates as Associate Controller. In this David indicated that he would be willing to share responsibility in this role with another. (This remains an open discussion)

11.1

Nigel confirmed the date of the visit to Toyota Manufacturing in Derby as being 25th July 2017. This to be detailed within the Events Diary on the web site.

11.2

David advised that the Halfpenny Green Show was a great success. The Group Stand had a good position near the entrance and attracted much interest not least of which because of the classic car that we had been able to have placed adjacent to the stand. In this David agreed that he would write a letter of thanks to the car owner.

A concern raised by David was that many of the people who were talked to did not have any idea who IAM RoadSmart were; this raises the matter of overall publicity which should come from Welwyn Garden City as well as locally.

Thanks were passed to David by Paul and the Committee for his efforts at Halfpenny Green.

11.3

David advised that he would also be attending the Himley Mini Show with Grahame Trusselle on Sunday 7th May.

11.4

David advised that there was to be a Young Drivers Event at Rugely Fire Station on 4th May 2017. He was planning to attend to "see what went on" with a view to running a similar event locally.

11.5

Nigel advised that as a result of his activities in putting IAM RoadSmart and other leaflets in the local libraries that he needed additional copies of the tri-fold "Taster Session" flyers.

12 Young Driver Ambassador Report

The Supported Course Letter was acknowledged by David and it was agreed that in the event that a person should make application for Group Support that this support should be approved by Committee.

13 Region 4 CEWW Forum

Following the meeting on 1st April 2017 at which the Region 4 CEWW Forum was closed down there were questions outstanding from Wolverhampton AMG regarding the finances of the Forum. These questions remain outstanding as of this meeting hence the section remains in place.

14 Any Other Business

Tony has received an enquiry from a Police Class 1 Driver who may be interested in joining the Group and possibly in becoming an Examiner within IAM RoadSmart.

14.1

Jonathan proposed that the Associate Training Evenings be held at the same time as the Group Evenings however following discussion this was determined to be unviable and it was agreed that the current separate dates should be maintained.

14.2

It was confirmed that Dave Shenton would be attending the AGM and would be willing to give a presentation on Fifty Years within the IAM.

14.2.1

Dave Shenton has also confirmed that he is willing to present Gift Vouchers to Barry Sadler and Peter Spillan at the AGM in recognition of there having been in the IAM for fifty years and also to present F1rst Certificates to Lee Morris, Richard Dodd, Ric Nicholl, Alan Bates and Peter Spillan.

14.3

Copies of The Agenda, Voting Forms and The Group Accounts need to be available for all attendees at the forthcoming AGM.

14 Date of Next Meeting

The locate of the next meeting is yet to be determined. The Meeting will commence at 19.45

This meeting adjourned at 10.15pm.

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

WOLVERHAMPTON ADVANCED MOTORISTS
(REGISTERED CHARITY NO. 1053330)

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 MARCH 2017

2016		2017	
£	£	£	£
INCOME			
546.00		Subscriptions-Members	552.00
310.00		-Associates	713.00
<u>60.00</u>		-Associate renewals	<u>12.00</u>
	916.00		1277.00
	9.89	Sundry receipts	9.89
	<u>2.55</u>	Bank interest	<u>2.10</u>
	928.44	Total income	1288.99
EXPENDITURE			
71.18		Postage	3.30
23.44		Printing and stationery	-
269.01		Travel expenses	118.00
93.73		Telephone	79.82
257.50		Meetings	329.50
90.00		Insurance	145.00
14.40		Equipment depreciation	109.09
<u>204.00</u>		Sundry payments	<u>542.95</u>
	<u>1023.26</u>	Total expenditure	<u>1327.66</u>
	<u>(94.82)</u>	Deficit for the year	<u>(38.67)</u>

ACCOUNTANT'S REPORT

I certify that the attached accounts are in accordance with the books, records and other information received.

R D Kenna FCA
26 April 2017

**WOLVERHAMPTON ADVANCED MOTORISTS
(REGISTERED CHARITY NO. 1053330)**

BALANCE SHEET AS AT 31 MARCH 2017

2016			2017	
£	£		£	£
ASSETS				
14.40		Equipment	378.74	
-		Stock of stamps	33.60	
2550.39		Deposit account	2052.49	
<u>300.62</u>		Current account	<u>271.91</u>	
	2865.41	Total assets		2736.74
LIABILITIES				
	(90.00)	Provision for insurance		-
	<u>2775.41</u>			<u>2736.74</u>
Represented by:				
ACCUMULATED FUND				
	2870.23	Balance brought forward		2775.41
	<u>(94.82)</u>	Deficit for the year		<u>(38.67)</u>
	<u>2775.41</u>	Balance carried forward		<u>2736.74</u>

WOLVERHAMPTON ADVANCED MOTORISTS

SOCIAL FUND

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31
MARCH 2017**

2016		2017
£		£
26.50	Income	317.80
<u>45.00</u>	Expenditure	<u>197.00</u>
<u>(18.50)</u>	Surplus/ Deficit	<u>120.80</u>

BALANCE SHEET AS AT 31 MARCH 2017

Assets		
38.13	Current account	158.93
<u>38.13</u>	Total assets	<u>158.93</u>
Represented by:		
Accumulated fund		
56.63	Balance brought forward	38.13
<u>(18.50)</u>	Surplus/Deficit for the year	<u>120.80</u>
<u>38.13</u>	Balance carried forward	<u>158.93</u>