



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 8<sup>th</sup> November 2016,

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

**Time:** 19:45

Present Roy Richards Tony Robson Christine Westwood  
Jonathan Hughes Graham Foulkes  
Paul Williamson (Chair) Geoff Davis

Apologies Nigel Packer

Guests

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
TR	11.11.2016	The Autumn/Winter Newsletter is to be issued	Closed
JH	16.11.2016	Ensure that Cecil Billing detail is "in process" at IAM RoadSmart London	Closed
JH	25.11.2016	Associate/Observer Allocation and Result Sheet to be updated and re-issued	Open

Paul commenced by welcoming all present to the meeting.

### 2 Matters Arising

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

### 3 Chairman's Report

No report available.

### 4 Group Secretary's Report

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

#### 4.1

The Committee had received a draft copy of the proposed new Group Handbook as had been shown at the National Conference; the intention is to consolidate comments from the Group and have those available for return to Head Office by the deadline of 25<sup>th</sup> November 2016. General consensus was disappointment with the new version; it being felt that the new version was not user friendly and contained many inconsistencies. Tony asked for any feedback to be sent to him by 15th November.

#### 4.2

Frankie Hyatt has re-joined the Group

### 4.3

It is now known that Ian Firth will be leaving the IAM as Regional Operations Manager on 21st December 2016. A letter of thanks has been sent through to Ian from the Group.

## 5 Treasurers' Report

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

Of this money £160 needs to be paid for the trip on 9<sup>th</sup> November for the Group visit to the Morgan facility in Malvern.

### 5.1

Nigel has made arrangement for a presentation entitled "Funeral in a Sidecar". Though the speaker doesn't charge for his time he does charge £60 to cover travel costs; it was agreed that these monies could be taken from the current account when due.

## 6 Chief Observer Report

It was now confirmed that the next Observer Meeting would be on 23<sup>rd</sup> November 2016 starting at 20:00. (Paul to confirm the Friends Meeting House room is available at that time).

### 6.1

Richard Longstaff has passed his pre-test drive and is now waiting for a date for his test.

### 6.2

Cecil Billing LO Forms have been submitted to Head Office for IMI, copies were requested by Jonathan as he is to be at Head Office on 16<sup>th</sup> November and will be able to establish if the forms are progressing through the system appropriately

### 6.3

Paul reported that Geoff still needs to complete his NO. Jonathan raised concern that as this was now over a year aged that Geoff should withdraw his application as this is a potential impediment to the Group gaining Local Sign-off Approval from Head Office. Geoff concurred and has withdrawn himself as a Group Observer for the time being. Tony agreed to remove Geoff from the active DTE listing.

### 6.4

Roy is meeting with David Gallagher on 13<sup>th</sup> November to complete an assessment drive in regard to his starting his Observer training. Following discussion, it was agreed that at that meeting Roy should broach the possibility that David should both join the Group Committee and that he should join in the role of Young Driver Ambassador. (This in keeping with directions suggested from Head Office).

## 6.5

Alan Bates has sent apologies regarding his attendance at the meeting on 23rd November.

## 7 Associate Controller's Report

All Associates are now placed with Observers. Jonathan is to update the listing for Committee circulation as soon as possible.

### 7.1

Daniel Smith has not been contactable by phone or email so it is assumed he no longer wishes to continue with his Membership of the IAM.

## 8 Membership

Tony reported that there are two more Associates about to join the Group; D. Dodd and R. Nicholls. (The latter being a prior member of the Wolverhampton Motorcycle Group)

Bridget Pugh; Lee Evans; Karl Gallagher and Graham Linton's memberships have all expired.

### 8.1

Current position is that the Group has:

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

## 9 Newsletter Editors' Report

The Group Newsletter is about to be produced pending final inputs.

### 9.1

Following some discussion, it was agreed that there should be four Newsletters per year. 1<sup>st</sup> February 2017 being the closing date for the next issue. Everyone was asked to provide contributions

## 10 Web Site

Dates for all current known meetings have been updated on the web site with continuing updates of News items and Twitter feeds taking place to ensure that our Group site visibility remains high. All SEO's have been visited and the site score is now "Green" in all areas.

### 10.1

It was agreed that the presentations that were given at the recent IAM National Conference should be placed on the web site for all Members.

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

Details of forthcoming events per recent issued documents already updated on the web site and made available for Tony for inclusion within the forthcoming issue of the Newsletter.

## **12 CEWW and National Conference**

Jonathan and Roy provided a quick review of the presentations that were given at the National Conference. The most important issues will be discussed at greater length at the Observers Evening on 23<sup>rd</sup> November 2016.

### **12.1**

Jonathan has a CEWW Committee Meeting on Monday 14<sup>th</sup> November and is meeting with Sarah Sillars at Head Office on 16<sup>th</sup> November 2016. A request was made by Jonathan regarding any inputs for discussion on either 14<sup>th</sup> or 16<sup>th</sup>.

## **13 A.O.B.**

None

## **14 Date of Next Meeting**

Tuesday 6<sup>th</sup> December 2016 at Sainsbury's Building Compton subject to confirmation and the outcome of the meetings being attended by Jonathan on 14<sup>th</sup> and 16<sup>th</sup> November.

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: