



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 7<sup>th</sup> November 2017.

**Location:** Holiday Inn  
Gorsebrook Road  
Wolverhampton  
WV6 0PE

**Time:** 19:45

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Present                      Roy Richards                      Tony Robson                      Graham Foulkes  
   Jonathan Hughes                      Kathryn Ball                      Christine Westwood  
   Paul Williamson (Chair)                      Nigel Packer

Apologies                      Geoff Davis                      David Gallagher  
   Richard Dodd

### 1      Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
CW TR/PW/GF	6.123.2017	Arrangements to be made for Christine to become a signatory on Group bank account. (5.1/5.2)	Open
PW/JH	6.12.2017	Paul to provide "old" versions of the Associate Introduction Video to allow for possible updating and IAM RoadSmart branding. (7.4)	Open
DG/KB	11.11.2017	Facebook Page to be updated to reflect the details of the Paddy Hopkirk Evening. (10.0)	Open
KB	6.12.2017	Proposals to be brought to the Committee regarding venues for the forthcoming Paddy Hopkirk Evening and the Annual Group Dinner (11.3)	Open

Paul commenced by welcoming all present to the meeting.

## 2 Matters Arising

The minutes of 3<sup>rd</sup> October were agreed as a true record, proposed by Roy Richards and seconded by Nigel Packer.

## 3 Chairman's Report

Paul advised that David Holds, an ADI, has moved to WAMG. David is an IAM RoadSmart Fellow Member.

### 3.1

The matter of the Group making a small charge for existing Members looking for "Check Runs" was discussed and agreed to be moot at this time in view of the number of people taking up the opportunity. It was seen that if we did gain more momentum in this and a greater number of people were coming forward then the matter may well need to be re-examined.

It was agreed that if a Check Run was done then a standard Associate Run Sheet should be used. (This in order to maintain the auditability of all of our actions within the Group).

Though the immediate determination of the Committee was clear Jonathan was tasked with communicating with IAM RoadSmart to understand their position in this. (These exchanges are shown as Appendix 1 of these Minutes).

## 4 Group Secretary's Report

The Group Scorecard has been received and circulated to Committee Members; principal detail is as follows:

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	2.3
3 month Average	3	2.4
Last 12 months	18	24.4

### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	1	2.1
3 month Avg	2	2.3
Last 12 months	18	24.4

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	4	29	2.6	31
3 month Average	3	17	2.4	29
Last 12 months	19	17	23.6	24

### Test Statistics

	12 months	Region Avg
First	7	3.1
Pass	11	10.1
Fail	0	2.1

### Test Ready

Last Month	1	72	1.3	199
3 month Average	2	76	1.5	190
Last 12 months	17	150	15.9	201

% Pass	100	86
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The details continue to reflect really well on Wolverhampton Group especially on the calibre and focus of the Group Observers. This matter will be brought to the attention of the Observers at the forthcoming Observers Meeting.

#### 4.1

David Barley and Michael Brooks have agreed to receive their Certificates at the Paddy Hopkirk evening scheduled for 10<sup>th</sup> January 2018.

At the time of this meeting it was uncertain whether Sean Mullin would be willing to receive his certificate at this same meeting. Tony will continue to progress this matter.

### 5 Treasurers' Report

Current account status is presented as it was at the time of the October 2017 Meeting. (See 5.1 below)

<b><u>Group Accounts Statement</u></b>	
Current Account:	£1,126.17
Social Account:	£162.03
Deposit Account:	£1,552.49
<b>Total:</b>	<b><u>£2,840.69</u></b>

#### 5.1

The transfer of the accounts from Graham Foulkes to Christine Westwood is yet to be completed though it is nearing finalization. Though absolute details are not available as of this meeting it is known that the accounts are in very much the same position as they were in October hence their continued presentation here.

#### 5.2

Christine requested that effort be allocated to ensure that she became a signatory on the Group Account prior to her going on vacation. This was agreed by the three existing signatories, Graham, Paul and Tony.

#### 5.3

Christine asked whether it would be acceptable to issue receipts for payments electronically, this was agreed as the majority of Members were now on e-mail. Christine additionally asked whether we would consider the use of Internet Banking for the Group, it was agreed that this should be investigated with the clear caveats that the facility be agreed as being secure.

### 6 Chief Observer Report

A Taster Drive was undertaken with Shaun Kelly. Nothing has been heard since the drive so per exchange with Tony his name will be passed back to IAM RoadSmart as they have a process for following up on such "contacts".

## 6.1

The following query was raised at the October Committee Meeting and raised at the Observers Meeting on 24<sup>th</sup> October 2017. The response from Robbie Downing is shown in Appendix 3 to these Minutes.

*It was noted that Malcolm Hill, who took his test in a current Mercedes with an automatic gearbox was marked with "2's" for both "Gear Changing" and "Use of Gearbox". This was seen as surprising and Jonathan was asked to raise the matter with Robbie Downing at the forthcoming meeting he is scheduled to have on 11<sup>th</sup> October 2017.*

## 6.2

Following exchanges with David Gallagher progress has now been made and it is now expected that David will complete his LO Training prior to the anniversary of his registration. This action is now with Roy to complete in conjunction with David.

## 6.3

A pre-test drive was done for David Barley who subsequently passed his ADT.

## 6.4

Alan Bates has now registered to take his National Observer test. Roy and Alan are liaising in this matter as Roy needs to revalidate his qualification as it is nearing the third anniversary of his initial qualification. Both Alan and Roy are scheduled to take their tests with Steve Ellis on 4<sup>th</sup> December 2017.

## 6.5

Roy advised that Jonathan had re-validated his National Observer qualification and passed as an NO/LOA on 11<sup>th</sup> October.

## 6.6

There was discussion about the content and format of the Associate Log Books. It was felt that the current spiral bound book was difficult to use in that it was not easily able to accommodate additional run sheets. Following discussions with Richard Gladman it was understood that cost was the driving element with regard to the format of the Log Book and that, though there was an understanding of the difficulty of keeping additional Run Sheets over the ten supplied, that this was not going to change.

## 7 Associate Controller's Report

The Observer Associate Status Report maintained by Nigel and Jonathan was circulated reflecting the current actual state of the Associates within the Group.

### 7.1

Phil Compton had been allocated to Wolverhampton by IAM RoadSmart however as he lives in Walsall this was seen as inappropriate and via WGC his details have now been passed to Walsall Group and he has been de-allocated by Tony from our DTE Register.

## 7.2

It was agreed that Paul Williamson would take Sandra Ingram for a drive as an Observer in Christine's absence.

## 7.3

Further to the initial discussions at the June 2017 Committee meeting Jonathan suggested that WAMG generate a short "introduction to Advanced Driving" video. Paul mentioned that he was aware of and had access to various "previous" videos however they were clearly out of date both in terms of content and in terms of image and brand, they may present a format to modify which is a good deal easier than starting from scratch.

It was agreed that such a video would be useful when new Associates sign- up explaining process.

## 8 Membership Secretary's Report

Current position of the Group is:

- 59 Full Members
- 13 Associates (Plus 3 Pending)
- 2 National Observers (Both LOA's)
- 9 Local Observers
- 3 Observers under Instruction

## 9 Newsletter Editors' Report

The closing date for input for the Winter Newsletter was scheduled as 1<sup>st</sup> November 2017. At the time of this meeting there were still some contributions outstanding. Tony advised that these should be available for publication by 17<sup>th</sup> November 2017 allowing the Newsletter to be completed and issued.

## 10 Web Administrators Report

Jonathan reported that as a result of the [REDACTED] the Facebook activity throughout the month has dropped substantially. Details shown in Appendix 3 to these Minutes.

Kathryn asked that Facebook carry information about forthcoming events especially the Paddy Hopkirk and David Gallagher Evening scheduled for 10<sup>th</sup> January 2018. In this it was recommended that David Gallagher, (who does have Administrator privileges on the Group Facebook site), should place details as he and Kathryn see as being pertinent.

### 10.1

Updates have been posted throughout September on the web site however a positive request was made for photographs and a few words on any activities that are supported by or run for the Group. It is important that the material on the News Page be maintained as fresh and current so feedback from Group Monthly Meetings, Shows &c are important. Such details should be sent to Jonathan for inclusion on the web-site.

## **11 Publicity and Events Co-ordinator's Report**

Kathryn believes that WAMG should make 2018 a special year as it is the Groups 40<sup>th</sup> Anniversary since their separation from Walsall Group. The initial thoughts are that we should start the year with a dinner sometime after Christmas 2017 and then follow this up with events through the year. The primary intention being to attract additional members and celebrate the existing Members support through the years.

Suggestions were made as to possible locations, (The Lodge in Dudley and The Goodyear Pavilion), which will be investigated by Kathryn, these to be presented at the next Committee Meeting in November at which time a decision needs to be made so that contact can be made with the Group Members to establish interest.

### **11.1**

Kathryn maintained her continuing concerns about Succession Planning within the Group Committee and sees that social events and enhanced Group Member participation is the only way to ensure that people are "available" to take on the various roles that are going to need to be filled within the forthcoming years.

### **11.2**

Following liaison between Kathryn and David Paddy Hopkirk has agreed to attend the Group Meeting scheduled for the night of 10<sup>th</sup> January 2018.

It is accepted that Paddy Hopkirk, not only in his position as Older Drivers Ambassador for IAM RoadSmart but also as a significant player in the world rally circuit in the 1960 and 1970's, would and will attract a good deal of interest. (With regard to the proposed visit to the BMW Mini Facility at Cowley, (11.3 below), it was noted that Paddy Hopkirk is Brand Ambassador for the Mini).

E-mail invitations, on to other local Groups and a second to Members has been generated by Jonathan and will be issued within the next few days.

### **11.3**

Venues for the Paddy Hopkirk Meeting are to continue to be investigated. Current pricing indications from locations so far considered are beyond the Groups resource and it was suggested, based on the recent knowledge that Paddy had been to Groups within the area twice within the last few months, that we consider a head count of no more than ninety.

Following discussion, it was agreed that no bookings should be made without the approval of the Committee.

### **11.4**

Kathryn proposed that the Meeting could be funded with a Raffle at the Meeting. This was discussed and agreed. Kathryn asked that contributions be made directly by Members of the Committee to provide prizes for the Raffle.

## **12 Young Driver Ambassador Report.**

There was no input from David Gallagher.

**13 A.O.B.**

There were no matters discussed here.

**15 Date of Next Meeting**

The next meeting is scheduled for 6<sup>th</sup> December 2017 at the Holiday Inn, Gorsebrook Road to start at 19:45. This deviates from the normal Tuesday evening as the hotel has events running on that day and cannot provide us with effective facilities on that day.

This meeting adjourned at 10.05

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

## Appendix 1



Hi Robbie,

Hope all well with you in the sunny South-west.

At Committee last night there was a discussion about a certain aspect of management and support that we could not resolve, namely:

We are encouraging our Group Members to re-take their ADT which raised two potential outcomes from an Assessment Drive:

- That the Member's drive was good and of test ready standard resulting in us suggesting the individual contact IAM RoadSmart and book a test, making appropriate payment as such to IAM RoadSmart. No complication found in this situation.
- That the Member's drive fell short of that which would be likely to result in a pass at test. In this case we would want to assist the Member but of course this is taking resource from the Group for new Associates in terms of allocation of Observer(s) and administration time.

Has the second situation been considered by WGC in that this appears somewhat "unfair" for the Group in that there is no tangible return for the allocation of the resource needed to bring the Member to a test capable standard?

If the situation has been considered is there a mechanism to charge the Member for both support and a re-test such that not only would the cost of the test be covered but that also there was some financial return from IAM RoadSmart to the Group for their effort?

We know that we do the "job" to improve road safety and enhance driving skills however, for a Group such as ours, whilst we are not close to being insolvent, we are not "flush with cash" and consequently our balance of finance is "delicate".

If WGC does not have the mechanism in place would it be acceptable for us to levy a nominal charge at Group Level for Observer Support in such cases that it was required, say £20, so nothing onerous, but encouraging the Member to take the support seriously and derive the best possible benefit from that support culminating we would hope in their achieving a positive ADT outcome.

Your input and guidance in this would be welcomed.

Jonathan

Thank you for your email

Unfortunately there is no facility within IAMRS to facilitate the "training" and remedial work that may be required for a driver pre Advanced Test for Fellows membership. The question of a taking the Fellows is clearly an individual's personal decision and any arrangement between them and the group is entirely voluntary.

Members are paying a Group membership fee, is this not a reasonable return for their continuing support of the local group ?

If you make a definitive charge (say £20) for training then you may find yourself into the realms of delivering driver training which as you know can only be delivered by an ADI.

Regards

Robbie

[Rob Downing](#)  
Area Service Delivery Manager



## Appendix 2

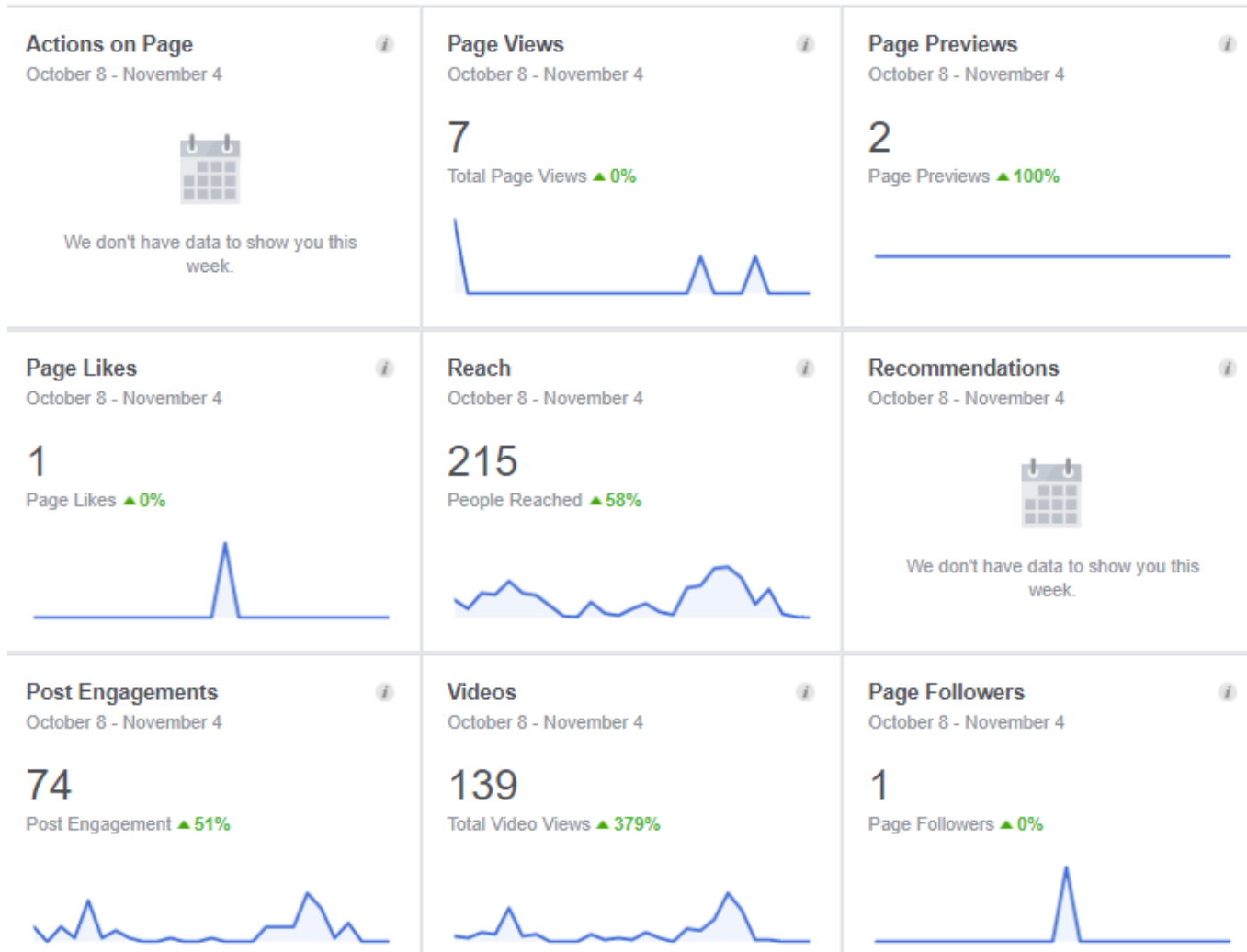
# Facebook Details for October 2017

### Overview

Results from Oct 09, 2017 - Nov 05, 2017

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

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### Who Saw Us and Followed Us

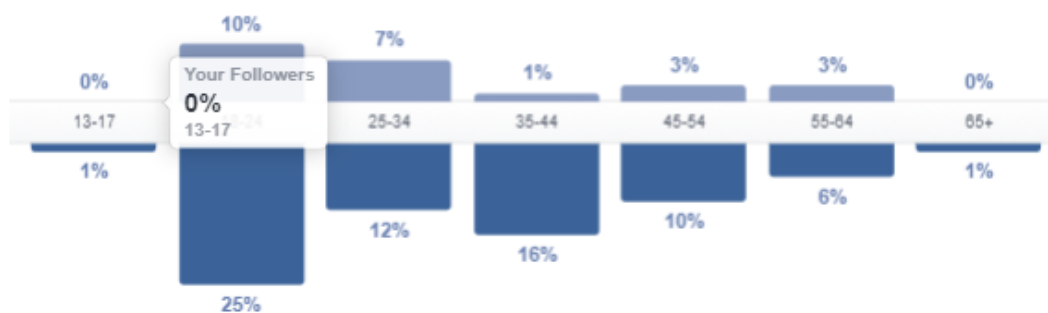
The people who follow your Page

Women

25%  
Your Followers

Men

73%  
Your Followers



## Top Posts Through the Month

Published ▾	Post	Type	Targeting	Reach	Engagement
11/06/2017 1:27 am	 It's amazing what a little bit of support can do for someone			23 	1 0 
11/05/2017 12:02 pm	 Wolverhampton Advanced Motorists shared LADbible's post.			19 	0 0 
11/01/2017 12:35 pm	 What were you for Halloween this year then?			33 	2 2 
10/30/2017 11:03 am	 Would you like to tackle this road?			42 	3 0 
10/30/2017 10:48 am				28 	0 0 
10/29/2017 9:41 pm	 Wolverhampton Advanced Motorists shared CarGuys's			73 	9 1 
10/29/2017 8:58 pm	 No words needed...			65 	1 0 
10/28/2017 8:06 pm	 Wolverhampton Advanced Motorists shared Euro Car Parts's			68 	2 0 
10/28/2017 7:44 pm	 Wolverhampton Advanced Motorists shared Car Throttle's			77 	4 0 
10/27/2017 1:56 am	 Wolverhampton Advanced Motorists shared Environment			44 	1 0 
10/26/2017 5:20 pm	 Wolverhampton Advanced Motorists shared John Mulholland			107 	6 0 
10/26/2017 11:22 am	 We had a great night yesterday in Stourport hearing from an IAM			18 	0 1 
10/23/2017 2:23 am	 One for you dog lovers			38 	0 0 
10/19/2017 8:15 am	 Wolverhampton Advanced Motorists shared Autoblog's			28 	0 0 
10/15/2017 10:45 am	 Any of our members fancy this?			24 	1 0 

## Appendix 3

Ladies, Gentlemen,

Further to the discussion that we had at the recent Observers Meeting on the matter of Examiner Marking regarding Candidates doing tests in automatic vehicles exchanges have taken place with the appropriate people at IAM RoadSmart who ultimately make decisions in such matters such as what constitutes sufficient detail to award a "1" and what allows for a "2".

The following is taken directly from an e-mail sent to me this afternoon by Robbie Downing, our ASDM.

*I have taken advice from Richard Gladman, Head of Standards regarding the auto box query - the stance in relation to gearboxes we take is auto is fine to be satisfactory, a detailed verbal description of what the gearbox can do (modes – manual selection etc) may move this up to 1 – a candidate who wishes to demonstrate this will be more likely to get a 1 (but it is not a requirement to pass).*

This detail really falls back on discussions and feedback that I had given at previous Observer Meetings when I said that the differential between a "2" perfectly OK and a Pass and a "1" Excellent, is not just "using the gearbox" but "understanding the gearbox" and most importantly making the Examiner aware of the fact that you know about the gearbox.

As I said at the meeting on Tuesday last I recently had my NO Re-test; part of the test was for me to take the Examiner on a drive; part of my brief to the Examiner when discussing my car and its technology was not only that it had an automatic gearbox, (ensuring a "2"), but that it had an eight speed automatic with four selectable automatic modes and four methods of use; the modes being Eco, Comfort, Sport and Sport Plus, the methods of use being leaving it to its own devices in Drive, using the Flappy Paddle Gear Select on the steering wheel, using the Standard Gate Shift on the central gear shift lever and finally the option of engaging Sport Shift Sequential Gear Select using the central gear shift lever. At the time I made it clear that I was not planning to use anything other than the standard "engage Drive" for our drive but that the other options were available should they be required though I doubted they would as the car was more than capable of deciding the best options given any acceleration and torque demands. This gave me a "1".

I think we now have our definition of what is and is not required to get the "1".

For those of you who are either planning your own re-test or are guiding others the above is what we need to pass on. Functionally no one using an automatic gearbox and leaving it alone for the duration of the test should get anything worse than a "2" which will ensure a Pass however, if the best possible mark is wanted then covering, in reasonable detail, what the gearbox can and cannot do and how it does it is necessary.

**Kind regards**