



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 10th October, 2016,

Location: Sainsbury's Offices,
Compton,
Wolverhampton.

Time: 19:45

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

Action Points

<u>AP No.</u>	<u>Who</u>	<u>Action Point</u>	<u>Status</u>
AP6:1	Paul	To contact WCR	On-going
AP10:1	Paul	to send Observer Activity report to Roy/Jonathan	New

Tony commenced by welcoming all present to the meeting, especially Christine and Barry.

Matters Arising

None.

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

Chairman's Report.

No report available.

Group Secretary's Report.

Circulation continuing to Committee of the IAM Inform newsletter issued by Head Office. Group Website Analytics Report for September 2016 and the Group Monthly Scorecard also distributed. Despite comments from some other Groups at the recent CEWW Meeting the details reflected for WAM were considered to be accurate as the DTE Database from which they are predicated is maintained accurately.

Regarding the enquiry from John Matto, he and his wife attended our September Group Meeting and indicated during discussions that his wife wished to take an Advanced Driving Course with our Group. To date no allocation has been received from London.

Latest Test Reports have been sent to both Roy and Jonathan. Jonathan said that despite several requests to Paul, he was not receiving updates to the Observer Activity Report and, consequently

details of Associate/Observer pairings were currently incomplete. The situation with regard to Allocation/Distribution/Communications in this matter needs to be more effective and should form a part of the discussions at the next Committee Meeting in November.

Franky Hyatt has re-joined our group and has sent a cheque £12.00 to cover his Group Membership, this is not applicable for first year membership and as such Tony requested that Graham returns the monies paid.

In the matter of our existing Liabilities Disclaimer, carried on the web site, it has been decided by Committee that, despite the comments from Head Office regarding its length that we should retain it for the time being at least as it covers all possibilities and has been verified by a specialist in Corporate Law.

We understand that Ian Firth would be leaving his position of Regional Operations Manager at some time towards the end of this year. Following discussion, it was agreed that WAM Group should send Ian a message of thanks and goodwill.

Treasurers' Report

<u>Group Accounts Statement</u>	
Current Account:	£169.11
Social Account:	£216.43
Deposit Account:	<u>£2550.39</u>
Total:	<u>£2935.93</u>

As a result of lack of interest in the trip the proposed visit to Beacon Centre has now been cancelled; monies so far paid will be refunded as soon as possible.

Chief Observer Report

Next Observer's Evening which was scheduled for 18th October has been cancelled and a provisional date of 23rd November agreed in its stead. This action was taken primarily as the Group had yet to be allocated Associates under the new Standards. It was hoped that by the November date we would have Associates operating under the new scheme and as such this would form a positive talking point.

Roy proposed we adopt a Group procedure document for the recruitment Observers. He had enlisted the help of Jonathan to produce the document for Committee review; copies were circulated to all present. The document took the form of a flow chart to ensure ease of understanding. Following discussion, it was felt also that a Standard "Thank you but no thank you" letter be drafted to cover such times, however unlikely. Jonathan undertook to draft the letter and circulate to Committee members for final holding by Tony. With the flow chart agreed it will be posted within the Observer Documents on the web site.

With the impending re- location of Head Office and the likely disruption to services in basic matters, it was suggested by Jonathan that we consider placing orders for certain key items now so as to ensure their availability within the Group. Roy suggested that we should order spare Observer Handbooks and that it would be a nice gesture if we purchased RoadSmart bags for our Observers. Action in this matter is to be taken by Tony at the earliest opportunity.

It was also suggested by Jonathan that we adopt I.D Cards for all active volunteers within the Group. He undertook to design a draft copy for Committee approval. It was agreed that the card should show a photograph, and a card expiry date to correspond to the cardholders IAM Membership expiry date.

Associate Controller's Report.

No Report available.

Membership

There are two new pending Associates. Daniel Smith and Kathryn Ball. Franky Hyatt recently re-joined the Group. She joined last year and did a couple of runs with Rod Matthews. Membership lapsed and she did not renew her Group Membership. Her Father has since paid for another Advanced Driving Course, (August 2016). The Committee understand that she has difficulty in taking instruction from men, including her father; her placement with a suitable Observer, NO and Examiner will need to be well co-ordinated. In this it was considered possible that she be allocated to Barry Sadler as she could then do her drives with Christine as part of Christine's Observer Training. (This has yet to be determined).

Current position is that the Group has:

- 58 Members
- 14 Associates
- 2 National Observers
- 7 Local Observers
- 3 Observers in Instruction

Newsletter Editors' Report.

Dates for planned Associate and Observer evenings, together with reports from Paul and Nigel are still required. Nigel proposed that the Newsletter should be published a maximum of three times per year however it was generally considered that the current four issues was correct coinciding as they do with the changing seasons.

Web Site

Date for next Observer's meeting to be amended to read 23rd November. Web site continues to be regularly updated by Jonathan and the Twitter feeds maintained current and of interest and relevance to the Group Members.

We still need to finalise which photographs will be used on Pull-ups. Paul currently dealing with this matter.

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

Diary of Events.

- 9th November Visit to Morgan Cars Malvern

Nigel reported that the planned visit to Beacon Centre had been cancelled as only two people had expressed an interest in attending this event.

With regard to the visit to Morgan Cars in November only six places have been booked so far. Jonathan agreed to generate a "smart" e-mail to all the Group Members with a copy going to Glynnis

Jeavons in Walsall to see if there are any others interested in joining the trip. This e-mail to be issued by Jonathan as soon as possible after this meeting.

Alan Bates (Group Observer) had offered to give a talk to the Group, at a date to be determined, (in his capacity as a retired civil engineer). Talk to be entitled "The River Ouse Tunnel Crossing".

Paul has volunteered to talk about his recent visit to Australia, (provisionally at the February 2017 Meeting).

Nigel awaiting reply from Highways England regarding a possible visit.

Other visit possibilities under consideration:

- Invitation to Local MP to come to the Group to give a talk
- Visit to Toyota.
- Talk by Brian Davis.
- Visit to Houses of Parliament.

CEWW

Jonathan briefed the Committee on the outcome of the recent CEWW forum, held on 17th September. It is understood that, following a report back to London, that Sarah Sillars expressed concern at "the tone of the meeting", consequently she has requested a Meeting with the CEWW Committee, yet to be scheduled.

A.O.B.

Barry Saddler talked about his experience/involvement with monthly drives for Members, during his time with Walsall Group. Following a general discussion, it was agreed to include this on the agenda of the next Observer's Meeting in November to establish the feelings of the Observers as a whole as the matter is moot without their support.

Date of Next Meeting:

Tuesday, 8th November, 2016.at Sainsbury's Building Compton.

Commencing at 19.45

The meeting adjourned at 22:00

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date: