



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 3rd October 2017.

Location: Holiday Inn
Gorsebrook Road
Wolverhampton
WV6 0PE

Time: 19:45

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	14.10.2017	September minutes to be corrected and re-posted. (2.0)	Closed
JH	14.10.2017	Details regarding the management of the Group Sign-off to be finalized and a new Associate Process Flow Chart to be generated. (4.1)	Closed
CW/GF	7.11.2017	Accounts to be passed to Christine from Graham Foulkes. (5.2)	Open
CW TR/PW/GF	7.11.2017	Arrangements to be made for Christine to become a signatory on Group bank account. (5.3)	Open
JH	14.10.2017	Liaise with Robbie Downing regarding the process of marking in respect of Gear Changing and Use of Gears when in modern automatic vehicles. (6.1)	Open
RR	24.10.2017	Contact to be made with Sue Jordan with regard to her becoming an Observer. (6.2)	Open
PW	7.11.2017	Liaise with Richard Dodd to establish his interest in progressing his PCV ADT (6.7)	Open
JH	14.10.2017	DTE Access to be facilitated for Roy Richards and Paul Williamson. (6.8)	Closed
JH/NP	14.10.2017	Observer Associate Activity Report to reflect changed status of Associates who have stopped progressing towards their ADT. (7.2)	Closed
PW/JH	15.9.2017	Paul to provide "old" versions of the Associate Introduction Video to allow for possible updating and IAM RoadSmart branding. (7.4)	Open
ALL	1.11.2017	Inputs required for the Winter Newsletter (9.1)	Open
ALL	Ongoing	Inputs required from all events attended or managed for web site inclusion (10.1)	Open
KB	3.10.2017	Review possible locations for an early New Year Dinner for all Members. (11.0)	Open
KB/DG	14.10.2017	Draft invitation to the Paddy Hopkirk "Event" to be scheduled for 10 th January 2018. (11.2)	Open
KB	7.11.2017	Talk with local HGV Training companies to establish if they could accommodate a Group visit with hands-on involvement. (11.2)	Open
KB	7.11.2017	An e-mail is to be drafted for circulation to WAMG to establish interest in the BMW Mini visit. (11.3)	Open
PW	7.11.2017	All show materials to be checked and identified to ensure that we have the right materials at any future events. (11.4)	Open
JH	7.11.2017	A chase regarding the CEWW accounts to be sent to Les McDowell. (13.0)	Open
TR	24.10.2017	Tony to raise an order for Run Sheets from IAM RoadSmart. (14.1)	Closed
TR/JH	14.10.2017	The WAM GMF to be updated to ask if a Membership Card is required by the Group Member. (14.2)	Closed

Paul commenced by welcoming all present to the meeting.

2 Matters Arising

Following two minor emendations, the minutes of 5th September were agreed as a true record, proposed by Roy Richards and seconded by Nigel Packer.

Jonathan to make the changes to the previous minutes and update the copy currently on the web site. The changes required changed no material matters within the minutes as had been posted.

3 Chairman's Report

Further to the direction from previous meetings the Polo Shirts that had been ordered were made available and passed to those who had requested them. The balance of the shirts ordered were passed to Roy for his distribution at the forthcoming Observers Meetings scheduled for 24th October 2017.

4 Group Secretary's Report (Presented by Paul from notes supplied by Tony)

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	2	2.7
3 month Average	3	2.2
Last 12 months	18	24.8

Advanced Course Allocated Sales

	Total	Region Avg
Last Month	2	2.6
3 month Avg	3	2.0
Last 12 months	18	24.7

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	5	2.4	25
3 month Average	2	7	2.1	28
Last 12 months	16	15	23.3	23

Test Ready

Last Month	3	50	1.3	186
3 month Average	2	114	1.7	206
Last 12 months	17	152	16.2	200

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

Following discussions at various times between Jonathan Hughes and Amanda Smith, (Head of Field Service Delivery) and Robbie Downing, (Region Four Area Service Delivery Manager), the full process associated with the Group Sign-off of Associates was detailed. This is shown within the document at Appendix 2 of these Minutes.

It was noted that this detail is at variance with the detail contained within the Draft Process Document v1 shown and available on the IAM RoadSmart Website. This is because the process is currently operating as a Pilot Scheme; Wolverhampton Group being one of three groups within Region four and one of twenty-nine groups nationally who are supporting the pilot. When the scheme is finally rolled out, (should that happen), then the likelihood is that the details contained within the IAM RoadSmart Control Document will then come into force.

It was noted that this process was to include that each Run Sheet completed by an Associate going for Group Sign-off MUST be sent to Robbie Downing as soon as possible after that run has been completed. This is to ensure that the process is being followed as expected and that the management of the Associate is progressing. (All twenty-nine groups are being monitored in this way).

4.3

Changes to personnel responsibilities within the Committee have now been reflected onto DTE as well as on the Group website. The current Newsletter reflects and details these changes as well.

5 Treasurers' Report

Current account status is as follows:

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

5.1

The current account has been bolstered by a transfer of monies from the deposit account. (£500). This was needed in order to support the recent purchases that have been made by the Group to support the additional events and also to provide the polo shirts for the Groups Active Members. (Previous Minutes from July and September 2017 detail).

5.2

Christine is to take over as Group Treasurer. She will liaise directly with Graham to get a full handover of the details as necessary. As of this meeting that transfer had not completed.

5.3

Christine will additionally liaise with existing signatories of the Group bank account so as to become a signatory on that account. (Existing signatories are Paul, Graham and Tony as Officers of WAMG).

5.4

IAM RoadSmart remittances for three new Associates, to value £93.00, were passed to the Group Treasurer, (Graham Foulkes/Christine Westwood), via Nigel Packer.

6 Chief Observer Report

Pre-test drives were undertaken with Peter O'Brien and Malcolm Hill both of whom subsequently passed their tests.

Sean Mullin took his test and passed with a F1rst.

6.1

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 11th October 2017.

6.2

Following his approval at the September 2017 Committee Meeting Peter Jordan is now showing as a Local Observer Trainee.

It is understood that Sue Jordan is also interested in becoming an Observer. Roy is to follow up with her in this as it would be good to have an additional female Observer within the Group.

6.3

The following entry was made in the September 2017 Minutes: *"Following Paul advising the Committee that David Gallagher had been appointed as the IAM RoadSmart Young Driver Ambassador Roy asked whether David was going to continue to be able to remain on the Committee, act as an Observer, (Trainee Observer), and also be active within the Group as Young Driver Ambassador. In this Paul agreed that he would discuss the matter with David and report back to the Committee within the next few days. (This is especially important as David currently has Chris Piper as an active Associate)"*.

David reported to the Committee that he felt that despite his other roles with IAM RoadSmart that he was going to be able to continue to support Wolverhampton Group including that of working with Kathryn Ball in the role of Events Management.

Mention was made of the 15th December 2017 deadline for David to complete his LO training and submit details to IMI. This was not felt to be unreasonable by David and the Committee was assured of his attention to the time requirements.

6.4

Roy reported that he and Jonathan attended the WI Special Event managed by IAM RoadSmart at Gaydon on 16th September and that the day went exceptionally well with over half of the sixty attendees from WI signing up for their ADT.

6.5

Roy reported that Mike Leadbeater had re-taken his ADT and had passed as a Fellow Member of IAM RoadSmart.

6.6

Alan Bates has indicated that he would be interested in progressing his skills towards becoming a National Observer. This was fully supported by the Committee and Roy was asked to ensure that the appropriate forms be submitted by Alan to IMI in this regard.

6.7

Richard Dodd has requested information from the Group regarding his undertaking a PCV, (PSV), ADT. The matter had been clarified in that any Observer could provide the guidance though it was likely that the test would be undertaken by one of the specialist examiners from IAM RoadSmart.

Details have been passed back to Richard and the Group is now positioned to provide support for him as and when required. Paul is to liaise to establish if and when Richard is likely to progress this matter.

6.8

Roy requested that in accordance with the Group Handbook that he be given access to DTE. There was no problem with this being granted and as such Jonathan was asked to liaise with his contact, (in this case Dipen Shah), at IAM RoadSmart to facilitate the matter.

Paul requested he additionally be given access on the basis that he could then cover should that ever be necessary. He did agree that in his position as Chair he had little need to interact with DTE other than perhaps in a supervisory role.

7 Associate Controller's Report

The Observer Associate Status Report was circulated reflecting the current actual state of the Associates within the Group. Though it had been discussed that Associates who had stopped progressing their ADT, for whatever reason, should be deleted from the form it was seen as valuable that the information remain in place though the statement "Stopped" would be replaced by the term "Closed" being a more accurate reflection of the situation.

7.1

A Taster drive was undertaken by Alan Bates with Deborah Perrens who has now joined IAM RoadSmart and has been allocated to Wolverhampton Group.

7.2

A final decision has yet to be made regarding Chris Piper following the input from David Gallagher. (See 6.3 above).

7.2

The Associate Observer Allocation Document now shows the "Active" Associates and also the "Stopped" Associates, that is, those who are not effectively progressing their training. It was agreed that there should be a pro-active approach to those who had stopped progressing their training and who were still Members of both IAM RoadSmart and also WAMG.

7.3

Following the discussion at the September Meeting regarding Francesca Hyett, Barry Sadler has spoken with her and she has renewed her IAM RoadSmart Membership. There being no issue within the Group she will continue to be supported towards her taking the ADT at some stage in the future..

7.4

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** (Presented by Paul from notes supplied by Tony)

DTE details have all been updated and information regarding the Group held on DTE is now correct.

8.1

Current position of the Group is:

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

9 **Newsletter Editors' Report** (Presented by Paul from notes supplied by Tony)

The Autumn Newsletter has been completed and issued.

9.1

It was agreed that the closing date for input for the Winter Newsletter should be 1st November 2017.

10 **Web Administrators Report**

Jonathan reported that as a result of the lack of direct activity by David the Facebook activity throughout the month has dropped substantially.

It is known that social media functions such as Facebook do require active and direct involvement in order to keep them busy. David agreed that he would allocate more time throughout the coming months to ensure that the Facebook page remained interesting and effective for the younger drivers within the area.

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 40th 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 10th 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).

Kathryn and David agreed to generate a draft invitation to pass to Jonathan so that this can be sent to all the Group Members and also to contacts at all local Groups to establish their likely interest and possible headcount of attendees so that we can plan an appropriate venue for the event.

11.3

WAMG visit to the BMW Mini at Cowley in Oxford was discussed. It was seen that this may be beyond the distance that people were willing to travel however was still being seen as viable at this time pending feedback regarding interest from the wider Membership of the Group.

Numbers are limited to fifteen in total and it was thought that possibly a minibus could be hired though at the moment the indicated costs for that were >£150 for the day. It was understood that there may be some opportunity to reduce this by using IAM RoadSmart benefits.

In this Kathryn is to generate a draft invitation for Jonathan to send to the Group Membership to gauge interest so that possible dates can be set.

11.4

It is understood that the Group Events Materials may be inadequate in certain areas. The various Group owned items need to be bought together to establish their suitability for future events especially now that we are occasionally supporting two events simultaneously.

12 Young Driver Ambassador Report.

David Gallagher is keen to promote his position as IAM RoadSmart Young Driver Ambassador in conjunction with the “iconic” Paddy Hopkirk. There have been discussions about the possible options for the two “diverse” age groups to run concurrent events with challenges between Younger Drivers and Older Drivers and so on. Nothing is detailed at this time however this was seen as a potentially very useful “tool” to promote the Group within its Fortieth Anniversary Year of 2018.

12.1

There was some discussion about involving Schools and Colleges/Universities locally utilizing our links with the local Fire Services and their involvement in Road Safety Days. This was seen as a good idea though proposals needed to be fleshed out and established to determine exactly what was required and what WAMG could get from such involvement.

13 Region 4 CEWW Forum

No relevant additional comments over those presented at the June 2017 Committee Meeting. Jonathan to continue to progress the various open issues with Les McDowell following the feedback received and presented at the August 2017 Committee Meeting.

14 A.O.B. (Presented, in part, by Paul from notes supplied by Tony)

Kathryn raised the point that a wider franchise should be extended to such meetings as those for Observers and the Committee. It was made clear that there was an open invitation for anyone who was interested to contact us should they want to come to a Committee Meeting however that Observers Meetings were generally fairly focussed and though not exclusive, would not be of particular interest to the wider Group Membership and would not generally be suitable for Associates to attend.

14.1

Tony raised the point that Observer Run Sheets are available from the IAM RoadSmart Toolkit free of charge in A5 format in packs of fifty.

- Why do we currently download and print from our website?
- Should we get enough to give to Observers at next Observer Meeting plus spares?

The matter was discussed and it was agreed that we should obtain “official” copies from IAM RoadSmart and maintain a stock for Observer use. (The form maintained on the Group web site was a back-up only in the event of need).

14.2 (This item updated after Committee following feedback from IAM RoadSmart)

Tony has established with IAM RoadSmart that there is no need for the Group to maintain Group Membership Cards. As a result of this it was agreed that we should change the WAM GMF to ask whether the Group Member required a Membership Card as part of their Group Association. A copy of the updated WAM GMF, now at version 3.3 October 2017 is attached as Appendix 3.

15 Date of Next Meeting

The next meeting is scheduled for 7th November 2017 at the Holiday Inn, Gorsebrook Road to start at 19:45

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:

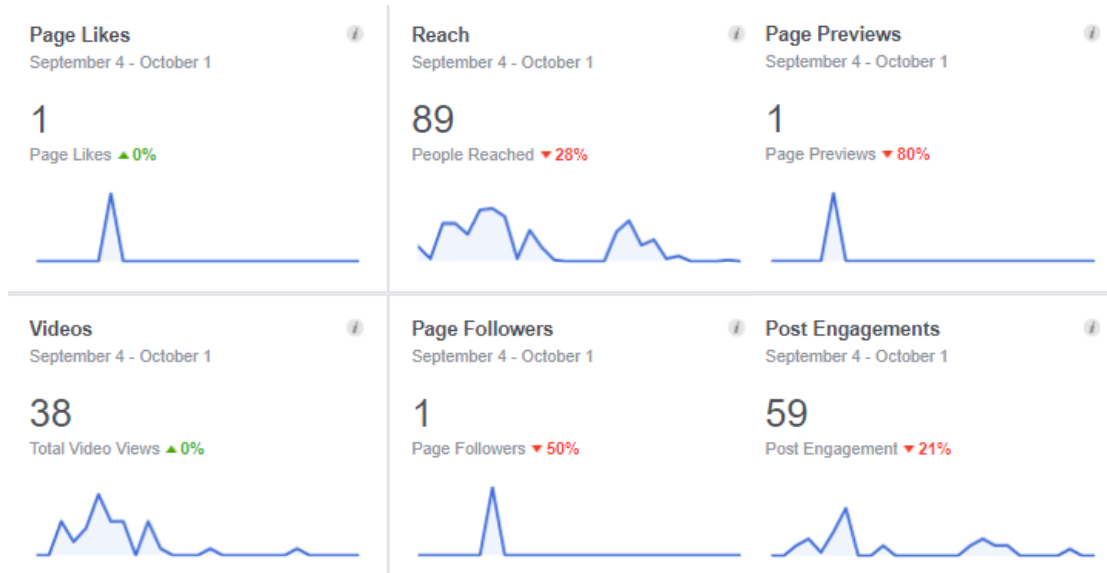
Appendix 1

Facebook Details for September 2017

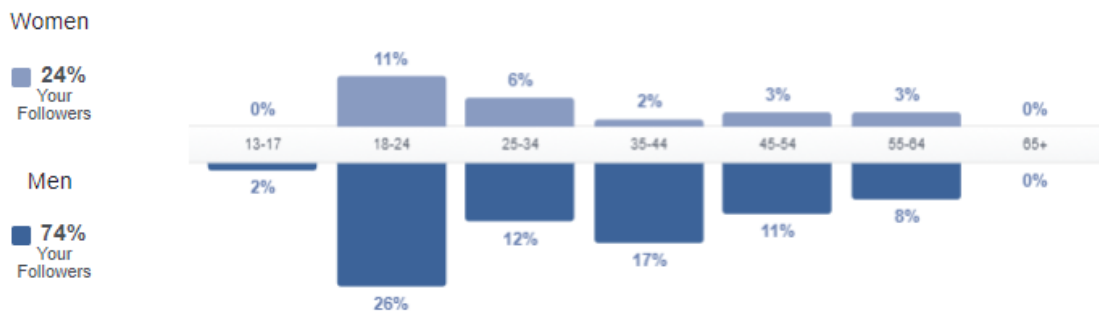
Overview

Results from Sep 05, 2017 - Oct 02, 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.




Who Saw Us and Followed Us

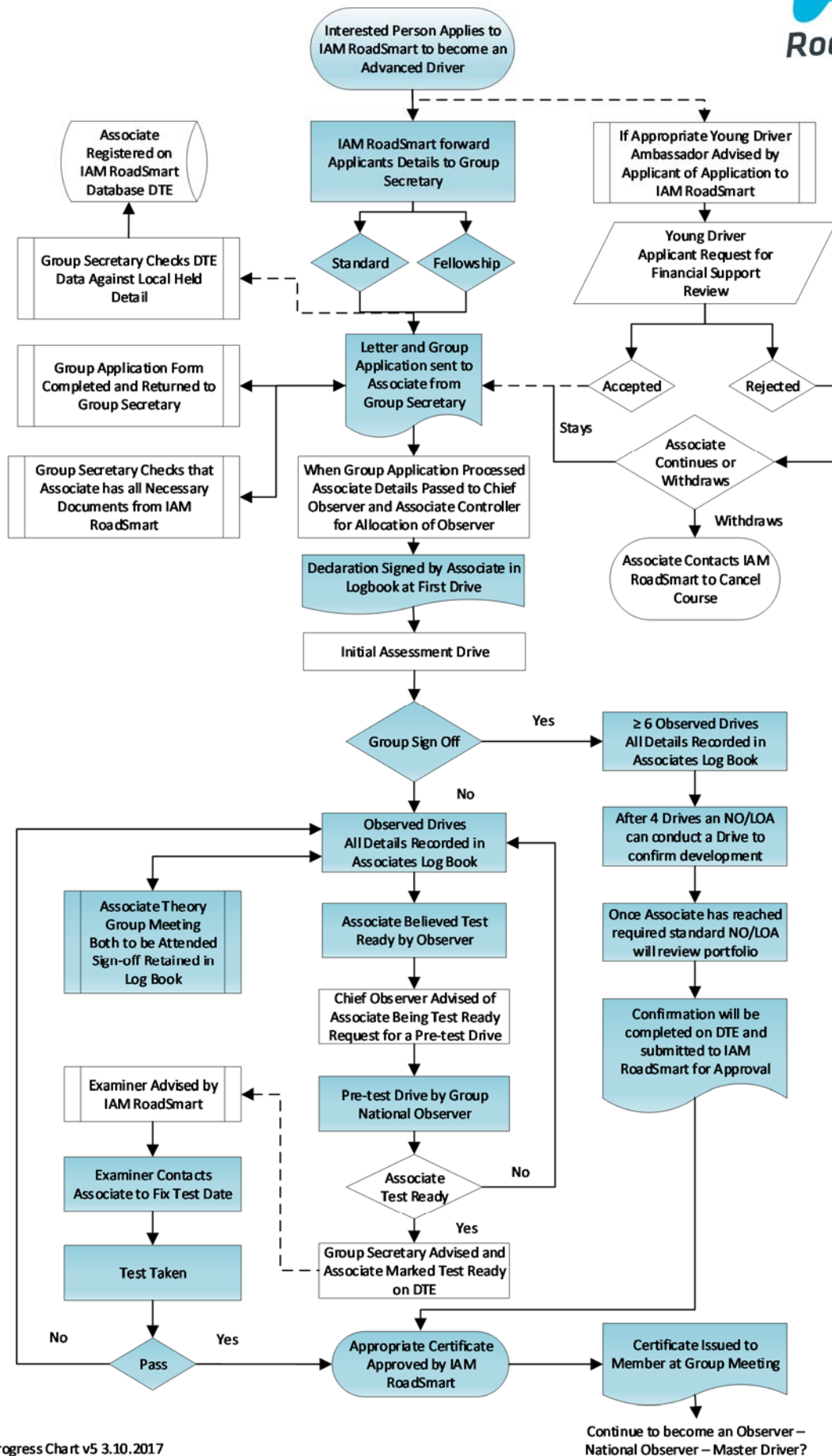


Country	Your Followers	City	Your Followers	Language	Your Followers
United Kingdom	56	Wolverhampton, Engla...	15	English (UK)	40
India	2	Sedgley, England, Unit...	9	English (US)	18
France	1	London, England, Unit...	4	Greek	2
Greece	1	Dudley, England, Unite...	3	Spanish	1
Italy	1	Tipton, England, United...	3	French (France)	1
Mexico	1	Wednesbury, England, ...	3	Hungarian	1
Philippines	1	Bangalore, Kamataka, ...	2	Polish	1
Portugal	1	Birmingham, England, ...	2	Portuguese (Portugal)	1
Romania	1	Brierley Hill, England, ...	2	Romanian	1
United States of America	1	Walsall, England, Unite...	2		

Top Posts Through the Month

Published ▾	Post	Type	Targeting	Reach		Engagement	
09/24/2017 2:08 am	 Wolverhampton Advanced Motors shared Dudley Police's post.			25		5 0	
09/22/2017 3:34 pm	 Love driving? Maybe you'd be interested...			31		1 0	
09/21/2017 12:09 pm	 Wolverhampton Advanced Motors shared Willow Veterinary Clini			23		4 0	
09/21/2017 12:07 pm	 What are your thoughts to this advert being banned. A spirited drive			11		0 0	
09/14/2017 5:28 pm	 Know your car!			16		0 0	
09/14/2017 12:22 pm	 When it's safe to do so and conditions allow, you can take a straight			19		0 0	
09/14/2017 12:07 pm	 Posted originated for the Malvern area but still very relevant to those			11		0 0	
09/12/2017 2:40 am	 Wolverhampton Advanced Motors shared DriveMag's post.			10		0 0	
09/11/2017 3:37 pm	 West Midlands based... Anyone up for some spooky fun with their car			33		1 5	
09/10/2017 7:38 pm	 A new product potentially coming from Tesla. What are your thoughts			36		1 1	
09/10/2017 7:25 pm	 Could you remember these pretty basic road safety questions? These			33		1 0	
09/10/2017 12:50 pm	 Better than some humans!			29		1 1	
09/10/2017 12:12 pm	 Wolverhampton Advanced Motors shared Only Motors's photo.			16		0 0	
09/09/2017 11:58 am	 Wolverhampton Advanced Motors shared DRIVETRIBE's post.			19		0 0	
09/09/2017 1:58 am	 Wolverhampton Advanced Motors shared Staffs Fire Prince's Tru			12		0 0	

Associate Progress Flow





Wolverhampton Advanced Motorists Group Membership Application



Delete as applicable where marked with an asterisk

I wish to apply for Full/Associate* Membership of the Group

Vehicle Category: Car Manual/Car Automatic/Electric Vehicle/Hybrid Electric Vehicle*

Modifications to vehicle (including those for disabilities)

Title:(Mr, Mrs, Miss, Ms, etc.) Surname: Forename(s):

Preferred Name: Address:

..... Post Code:

Tel. No: E-Mail Address:

Date of Birth: Occupation:

When are you available for guidance? Daytime/Evening/Weekends **Group Membership Card Required? Yes/No***

ASSOCIATE Member Fee: for Drivers, this is £12.00 and is due on 1st April if your first Membership Year ends without an Advanced Test pass. (First year Membership being covered by your IAM-RS Advanced Driving fee)

FULL Member Fee: £12.00 Group Member No. IAM-RS Member No.

I enclose a Cheque/Postal-Order/Cash for £ Cheque/Postal-Order No (Cheques made payable to "Wolverhampton Advanced Motorists" or "W.A.M." with your Group Membership No. on the reverse side)

Please Note: The function of the Observer shall be limited to making comment or giving advice so as to help the Associate improve their standard of driving. If you are the driver of the vehicle, you are deemed to be in control of that vehicle and are responsible for that vehicle at all times. Associates within WAMG are required to attend our two regularly scheduled Associate Evenings and as many Group Evenings as possible. In this see the Events Diary which is posted on our web site (www.wolvesiam.org) and also the Group Quarterly Newsletter.

Are you registered disabled? Yes/No*

Within the last three years have you been disqualified or received penalty points as a result of a court conviction or a fixed penalty notice? Please also give details if the offence occurred more than three years ago, and the order of the court became effective within the last three years, or the period of disqualification expired within the last three years.

Offence Period of disqualification if applicable Date of Conviction

Penalty Points Fine List of any proceedings pending

Details of Incident(s)

I confirm that the vehicle(s) that I shall be driving shall be suitably insured, taxed and will have a current MOT certificate (if applicable) as per the current issue of the IAM-RS Declarations Form. I will remain fully responsible for the safe driving of the vehicle(s). I will advise the IAM-RS and Group Officers directly in writing of any/all changes both in the foregoing detail and my driving documents. As a 'Full/Associate Member' I also confirm that I am a current valid member of the IAM (Welwyn Garden City) and quote my membership number above. I accept the current IAM-RS and WAM Group Rules.

Signed: Date:

Please forward moneys and this completed form to:

Wolverhampton Advanced Motorists Group (Membership Secretary)
133 Elston Hall Lane,
Wolverhampton
WV10 9HD

WAM GVF v 3.3 October 2017

(Wolverhampton Advanced Motorists Group 3081 Registered Charity No. 1053330)

