



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 3rd April 2018

Location: Holiday Inn
Gorsebrook Road
Wolverhampton
WV6 0PE

Time: 19:00

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	4.4.2018	Changes to the March 2018 minutes in accord with discussions. Minutes to be issued with the usual caveats that they will not be approved until so noted in Committee Minutes. (2.0)	Closed
PW/TR	13.4.2018	A meeting to be established with the Complainant to quantify details and objectives following the complaint submitted to the Group Chair. (3.0)	Open
PW	6.4.2018	A copy of the e-mail detailing the complaint against the Group Chair to be forwarded to Tony. (3.0)	Open
PW	1.5.2018	Discussion to be had with Dave Shenton to see if he would be willing to sit on the Group Committee or act in some other way within the Group (4.2)	Open
CW TR/PW/GF	1.5.2018	Arrangements to be made for Christine to become a signatory on Group bank account. (5.1)	Open
CW	6.4.2018	Completed Bank Application Form to be passed to Paul for submission to Lloyds to enable the creation of a new current account for the Group (5.1)	Open
PW	1.5.2018	Complaint to be progressed with Lloyds regarding their handling of the change to the details of the Group Account(s). (5.2)	Open
GF	6.4.2018	Speak with Ray Kenna to see if he would be willing to audit the Group Accounts for the year to April 2018. (5.4)	Open
GF/CW	13.4.2018	Get together to produce the Group Accounts for submission for audit as required at the AGM in May 2018. (5.5)	Open
TR	6.4.2016	Application to be sent to IAM RoadSmart to have access to DTE given to Christine. (5.6)	Open
RR	1.5.2018	Chris Piper to be contacted after his interest in becoming an Observer (6.2)	Open
PW/JH	1.5.2018	A copy of the "existing" DVD to be found to be updated for use by new Associates. (7.4)	
TR	16.3.2018	Renewal notices to be sent to all Group Members (8.1)	Open
PW	13.4.2018	Chairman's input for Spring Newsletter to be passed to Tony so Spring Newsletter can be issued. (9.0)	Open
PW	1.5.2018	Establish possible venues for a Group Dinner. (11.0)	Open
JH	1.5.2018	Maintain contact with IAM RoadSmart regarding the availability of Nigel Mansell for an Event Evening. (11.1)	Open
NP/PW	1.5.2018	Details for a "Treasure Hunt" to be established and presented for consideration. (11.2)	Open
PW	1.5.2018	Discuss DHL HGV "opportunity" further with David Gallagher. (12.0)	Open

Paul was unable to attend until 20:15, in his absence Tony Robson chaired this meeting.

Tony commenced by welcoming and thanking all attendees.

Paul joined the meeting at 20:00 and contributed to previously opened discussions, for simplicity in these Minutes, his inputs are shown within the various sections.

2 Matters Arising

There was no meeting in February 2018. The Minutes of the Meeting of 6th March 2018 were tabled for approval, however there were a few items within those Minutes that were discussed and were agreed to need to be changed prior to their approval. As this was the case March 2018 minutes remain unapproved and will be considered at the forthcoming May 2018 meeting.

3 Chairman's Report

In the matter of the complaint that had been received from IAM RoadSmart in respect of Paul's "management and control" of the Group Committee it was understood that a detailed e-mail had been received by Paul which included extracts of previous Committee Minutes and other e-mails relating to the complaint.

As of the date of this Meeting there was no clear "objective" in the matter of this complaint. Paul advised that he intended to contact the Complainant directly and suggest a meeting involving himself and one other from the current Committee as well as the Complainant and any "friend" that they might wish to attend that meeting. The agenda would be defined clearly prior to the meeting and would include a clear definition of the outcome that the Complainant has as a result of the complaint made.

Tony offered his services as the second person to attend this meeting with Paul. It was also suggested and agreed that the e-mail detailing the complaint be shared, initially with Tony only, such that a second view could be taken on the matter.

Nigel raised the fact that at the January 2018 Committee Meeting a positive vote of confidence had been given to Paul in his role as Chairman. (In this see Section 3.1 of those Minutes).

Deliberately Left Blank

4 Group Secretary's Report

The Group Scorecard has been received and circulated to Committee Members; principal detail for March 2018 is as follows:

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	0	1.8
3 month Average	1	1.7
Last 12 months	17	23.7

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	45	2.2	130
3 month Average	1	23	2.1	85
Last 12 months	17	12	23.3	42

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	0.8	271
3 month Average	1	143	1.1	207
Last 12 months	13	146	15.3	205

Test Statistics

	12 months	Region Avg
First	7	3.5
Pass	8	10.9
Fail	1	2.1

% Pass

94	87
----	----

Advanced Course Allocated Sales

	Total	Region Avg
Last Month	0	1.6
3 month Avg	1	1.6
Last 12 months	17	23.2

Details continue to reflect really well on Wolverhampton Group especially on the calibre and focus of the Group Observers.

4.1

The Committee was advised that Dave Shenton was to stand down from responsibilities at IAM RoadSmart. Dave has been associated with Wolverhampton Group for a long time and as such it was seen fit that a card should be sent to him from the Group on his retirement. Tony confirmed that this card had been sent.

4.2

It was discussed and decided that an approach should be made to Dave to see whether he would be willing to sit on the Group Committee. To this end Paul agreed that he would have a "chat" with him at some stage and report back.

4.3

The forthcoming changes to the laws regarding data protection were discussed, (GDPR), though not in any great detail it being agreed that fundamentally we should, as a Group, wait for clear direction from IAM RoadSmart prior to taking any definitive actions.

The above said it was generally accepted that with the changes that Member data would likely now be in the purview of IAM RoadSmart and not within the Groups. (Detail held being maintained by IAM RoadSmart on DTE and accessed and used as necessary by the Groups from that single data source. (This item was carried forward pending clarification from IAM RoadSmart)

What was now understood was that, whilst it was important to ensure the accuracy of the DTE data at the time that a new “Member”, (be that Associate or Full), joined the Group that subsequent detail updates were the responsibility of the Member rather than the responsibility of the Group. (In this see Section 4.5 of the Minutes of the Committee Meeting of March 2018)

5 Treasurers’ Report

Current account status is as below:

<u>Group Accounts Statement</u>	
Current Account:	£1,042.57
Social Account:	£97.03
Deposit Account:	<u>£1,552.49</u>
Total:	<u>£2,692.09</u>

The Group Accounts remain in good order. Thanks to the matter discussed in 5.1 below no account is taken, in the details above, of Group Annual Subscription payments made as ready access to details of any BACS payments could not be viewed directly.

5.1

The transfer of the accounts from Graham Foulkes to Christine Westwood is yet to be completed. Paul has been involved in a number of direct discussions with Lloyds in this matter. The reasons for the failure to be able to establish new signatories on the various accounts seems to be one of the “old nature” of the accounts which date back to the formation of the Group when the nominated bank was the Trustee Savings Bank which then became part of Lloyds TSB Group and subsequently, when that was de-merged the Wolverhampton Advanced Motorists Group accounts were transferred to Lloyds.

It has been understood that a new account is to be formed within a few days of the bank receiving the appropriate paperwork, with all the facilities that a new account affords, on-line access to account details and son on. Once this is established then the existing accounts can be transferred, (or at least their content), so that the Group has up to date access with signatories as have been nominated by the Group.

5.2

In the matter above Paul has raised a formal complaint with Lloyds Bank and is expecting a response from them within the forthcoming month. The option to make an additional complaint with the Financial Ombudsman against the management of this transfer of signatories remains but will be determined by the response from Lloyds.

Paul has had a number of discussions with Lloyds Branch in Dudley. There seems to be some “issues” with the Group Accounts held by Lloyds in that the registered details are not in accord with the mandates in place. The matter is being investigated and we have been assured that this will be resolved shortly. (It is believed that this “confusion” of detail arose because of the transition of the account from being originally TSB to being Lloyds TSB and now becoming Lloyds.

5.2

Tony handed over nineteen Group Subscription payment cheques of £12 to Christine. It was known that there are a number of BACS payments that have been made confirming membership however these are not, as of the time of this Meeting, visible.

5.3

Christine questioned whether it was acceptable to confirm receipt of payments received by the Group for whatever purpose by e-mail. This has previously been discussed and agreed. (In this see Section 5.3 of the January 2018 Committee Meeting Minutes).

5.4

Christine raised the issue of the forthcoming Annual General Meeting scheduled for 9th May 2018 and the need for audited accounts for that Meeting.

In this matter Graham agreed that he would speak with Ray Kenna who has historically been good enough to audit Group Accounts though he has indicated that he would like to step down from that position. If he is unwilling to undertake the audit then Paul has already established that he has contact with a Chartered Accountant who would be willing to undertake that task.

5.5

Christine and Grahame to get together within the forthcoming two weeks to generate Group Accounts for submission to the Auditor for presentation at the Group AGM to be held in May 2018.

5.6

Christine requested that she have access to DTE in her position as Treasurer. This was agreed.

6 Chief Observer Report

Taster Drives have been undertaken with:

Paul Berry
Richard Alldritt
Kevin Mills

Tony is aware that these drives have been completed and has passed the details back to IAM RoadSmart for their follow up.

Christine queried the Taster Drive process; this was clarified by Tony in that any such interest should be passed to him so that IAM RoadSmart can be advised; he then passes the details to Roy as Chief Observer who arranges for the drive to be completed and a report generated. The detail that the drive has been completed is fed back to IAM RoadSmart via Tony so that they can progress what would be seen as a positive interest in IAM RoadSmart and the ADT.

6.1

Roy advised that an Observers Meeting had taken place on 20th March 2018. Though not fully attended the meeting went well and the details have been posted on the Group web site.

6.2

Chris Piper has indicated interest in becoming an Observer. Roy to follow up on this.

6.4

Jonathan presented an updated Associate Progress Process Flow Chart, (see Appendix 2 to these Minutes). This included the recently advised change from IAM RoadSmart as to when an Associate can “apply” to be Group Assessed rather than undertake an external Examiner ADT.

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. This following a number of shifts of Associate pairings with Observers in order to support the Associate and reduce travelling time to meet wherever possible.

7.1

It was understood that Francesca Hyett was now nearing being Test Ready and as such Roy and Barry Sadler were liaising to identify when a Pre-Test Drive could be completed. At this time the request has not been made from Barry.

7.3

The following shows the current Associate Member Status

Associate Presentation Attendance

Associate	Observer	Part I	Part II
Deborah Perrens	Alan Bates	x	x
Akiff Janjua	Roger Denley		x
Edward Connett	Mike Leadbeater		
Francesca Hyett	Barry Sadler	x	x
Luana Mazzetta	Nigel Packer		
Sandra Ingram	Paul Williamson		x
Sheila Barnfather	Tony Robson	x	xx
Pam Dawson	Grahame Trusselle		
Robert Harbon	Peter Spillan		
Deborah Judd	Tony Robson		
Mark Joszi	Christine Westwood		

On Hold

Active

Associates Evening Part II is scheduled for 24th April 2018

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 the process of progressing from an Associate to a Full IAM RoadSmart Member.

8 Membership Secretary’s Report

Current position of the Group is:

- 59 Full Members
- 14 Associates
- 3 National Observers (Two of which are LOA’s)
- 9 Local Observers
- 1 Observers under Instruction

8.1

Following on from the discussions arising in Section 5 of these Minutes Christine is to liaise with Tony to establish who, out of the Group Membership, has and has not paid their Annual Group Subscription. Once this detail is clarified Tony will send out a “Renewal Reminder” e-mail.

Further to Section 4.5 of the March 2018 Committee Meeting Minutes Tony emphasized the importance of all Observers having paid their Group Subscriptions.

8.2

It was mentioned, with regret, that we had been advised of the death of Roland Sellors. It was agreed that Roland would be missed by the Group as he had been very supportive through the years including his sterling efforts recently at the Paddy Hopkirk and David Gallagher Event held in January.

Tony confirmed that the Group had sent an appropriate card to Roland’s daughter Judith.

8.3

Nigel advised that following a chat with Luana Mazzetta that JLR provided certain employees with a £200 a year payment for them to use for “self-improvement”. A number of the JLR employees had opted to use that payment to join IAM RoadSmart.

8.4

Jonathan queried whether we could tap into the need for “First Responders” to be either members of RoSPA or IAM RoadSmart and use this as a source for new Associates. This is to be considered.

9 Newsletter Editors’ Report

The Spring Newsletter is to be issued shortly following input from Paul as Chair.

9.1

Tony advised that the closing date for the Summer Newsletter would be 1st May 2018.

10 Web Administrators Report

Jonathan reported activity on Facebook and within our Group Twitter Accounts had been strong through the course of March. In the case of Facebook this was because of the maintained action of David Gallagher keeping the discussions and threads going and in the case of Twitter thanks to Richard Dodd who continually posts on the feed thus increasing our coverage.

10.1

Our website is being maintained up to date and thanks to the live feeds from local “Blue Light Services” on our secondary Twitter Service pushed on the home page of the site, we are maintaining an excellent position with search engines such as Google and Microsoft.

11 Publicity and Events Co-ordinator’s Report

Paul suggested that consideration be given to a Group Dinner. This was discussed and agreed to be a positive suggestion. So as to be able to progress this Paul was tasked with finding possible venues and costs associated with such a dinner so that the opportunity could be presented to the Group Membership.

11.1

Following the success of our Paddy Hopkirk evening it was considered worthwhile our seeing if we could get Nigel Mansell to a future event. Jonathan agreed to see if this could be arranged with IAM RoadSmart. As such an e-mail has been sent to Rodney Kumar at IAM RoadSmart. (See Appendix 3 to these Minutes). As of the date of this meeting no response has been received.

11.2

The possibility of a “Treasure Hunt” was discussed. (Arising from the suggestion by David Gallagher). Nigel advised that he had a contact who ran such things and would speak with him to establish processes and possibly even obtain a copy of the detail of a hunt for consideration.

11.3

The forthcoming Masters Evening Presentation by Steve Ellis scheduled for 11th April 2018 was discussed. Jonathan has sent out invitations to not only all Group Members but also to all Groups local to Wolverhampton, both Riders and Drivers. As of the date of this meeting the following details apply for our Group Members:



11.4

The Group will be attending the Himley Mini Show on May 13th 2018. Support is required for this show.

12 Young Driver Ambassador Report.

David Gallagher was unable to attend the meeting however did submit comments and thoughts for consideration to Paul.

David has been talking with DHL who had indicated that it may be possible to organize an event later in the year relating to HGV's and their danger to other road users. There was little detail available for this meeting however this was considered a good idea and worth pursuing. As such Paul agreed to talk further with David to see if the concept could be fleshed out to an actual event for the Group especially as this would have significance for less experienced drivers.

12.1

David has maintained his contact with West Midland Fire Service and believes that at some stage we will be able to engage them in support of an event within the Group.

13 A.O.B.

There were no matters discussed here.

15 Date of Next Meeting

The next meeting is scheduled for 1st May 2018 at the Holiday Inn, Gorsebrook Road to start at 19:45.

This meeting adjourned at 21:30

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

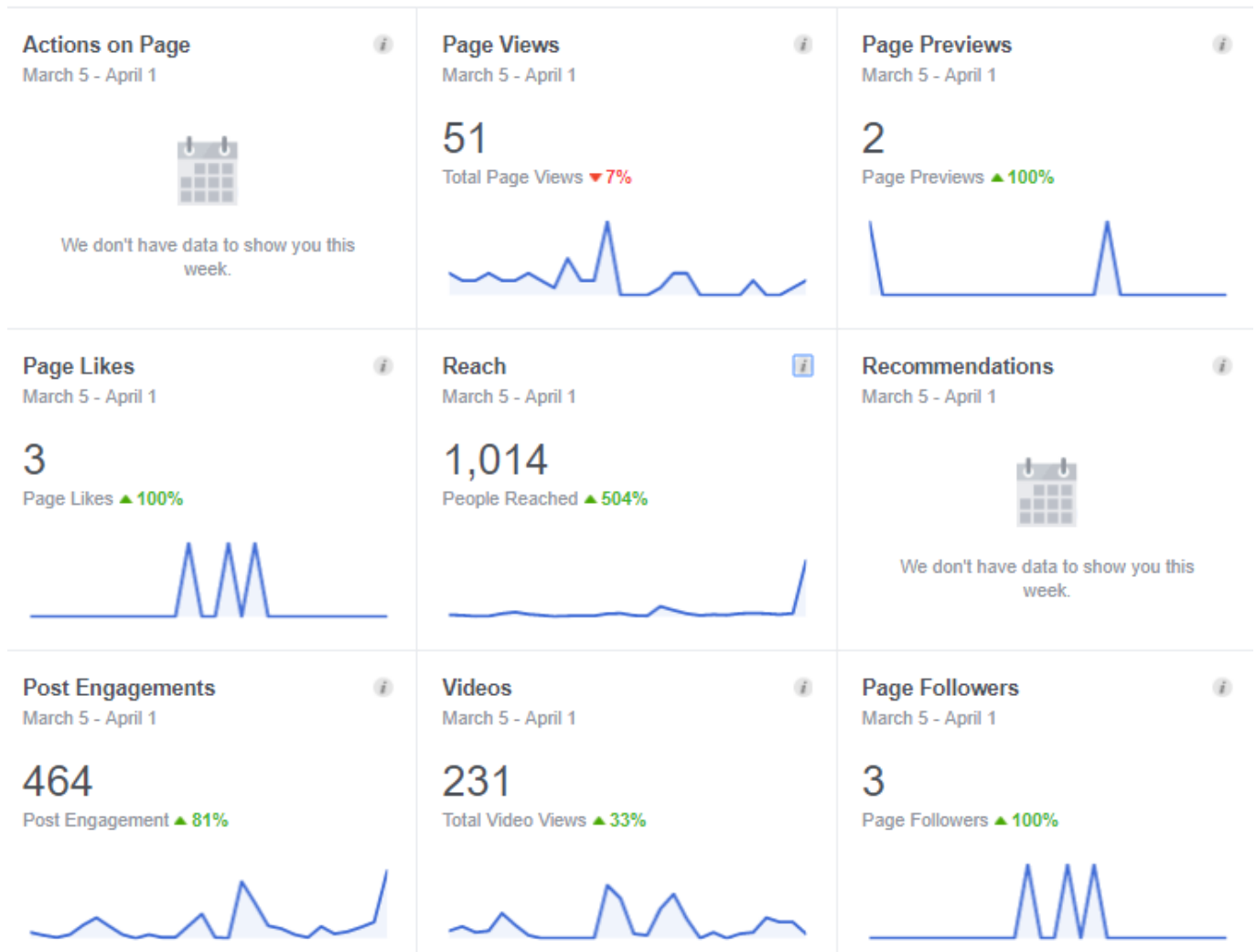
Facebook Details for March 2018

Overview

Results from Mar 06, 2018 - Apr 02, 2018

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.

Organic Paid



Who Saw Us and Followed Us

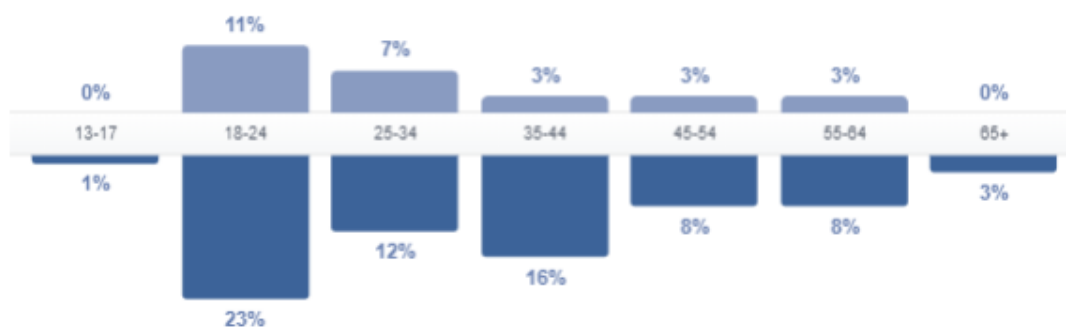
The people who follow your Page

Women

26%
Your Followers

Men

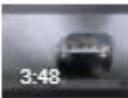



73%
Your Followers



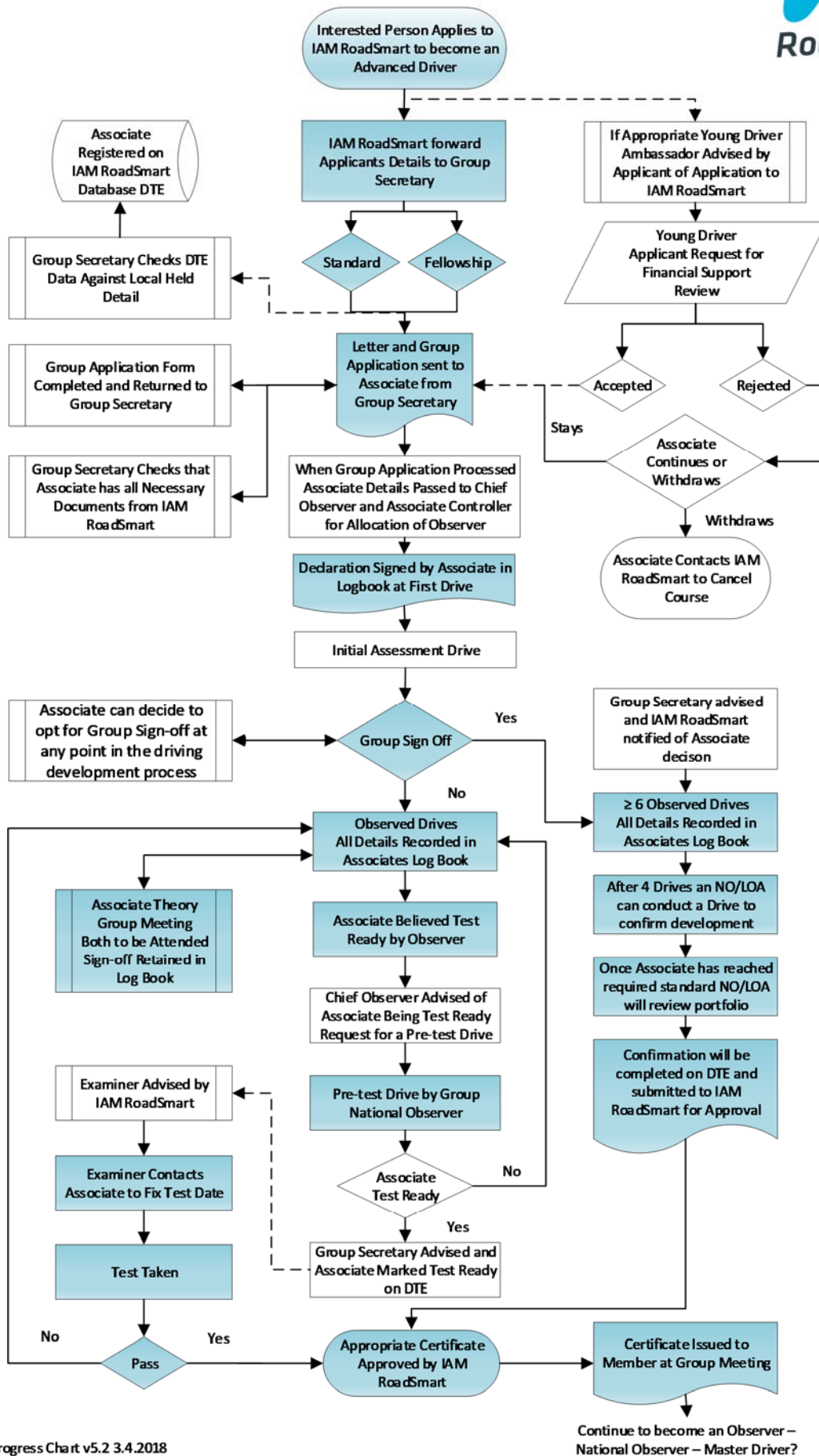
Top Posts Through the Month

Published ▾	Post	Type	Targeting	Reach ⓘ	Engagement
04/02/2018 8:45 pm	 Wolverhampton Advanced Motorists shared Simon Crossley's post.			22	10 1
04/01/2018 3:52 pm	 Happy Easter everyone! as spring is (supposedly) upon us, we thoug			912	62 20
04/01/2018 2:13 pm	 Wolverhampton Advanced Motorists shared Volvo Car UK's post.			48	3 2
04/01/2018 12:14 am	 Wolverhampton Advanced Motorists shared Torzie N Jim Wilkes's po			14	0 0
04/01/2018 12:12 am	 Are you tired of always falling off your bike? Prepared to work on you			37	8 4
03/31/2018 3:04 am	 Wolverhampton Advanced Motorists shared Richard Stacey's post.			24	1 0
03/31/2018 2:38 am	 Wolverhampton Advanced Motorists shared Car Throttle's video.			23	2 0
03/31/2018 2:04 am	 This is a lot of people we know!			28	0 0
03/30/2018 12:18 am	 Wolverhampton Advanced Motorists shared Samantha Scott's post.			19	4 0
03/29/2018 8:42 pm	 Wolverhampton Advanced Motorists shared Car Throttle's video.			27	0 0
03/29/2018 5:47 pm	 Woman injured as bin lorry incident shuts Wolverhampton city-centre			29	2 0
03/29/2018 5:34 pm	 Wolverhampton Advanced Motorists shared LADbible's video.			26	2 3
03/29/2018 1:08 am	 True dedication to VW life			41	0 0
03/27/2018 7:01 pm	 Thoughts?			82	11 7
03/26/2018 8:35 pm	 Wolverhampton Advanced Motorists shared The WaxPack's photo.			19	0 1

Top Videos Through the Month

Video	Published	Minutes Vie...	Video Views
 3:48	● 03/30/18 6:38PM	11	13
 0:12 True dedication to VW life	● 03/29/18 5:08PM	3	13
 0:26	● 03/29/18 9:34AM	3	10
 7:35	● 03/29/18 10:42AM	2	8

Associate Progress Flow



Appendix 3

E-mail sent to Rodney Kumar at IAM RoadSmart in Welwyn Garden City

Rodney,

During January of this year we staged a very successful event in Wolverhampton with Paddy Hopkirk and David Gallagher. (See <https://www.wolvesiam.org/group-news/>). Though there were many more who wished to attend we had to restrict the number of attendees to one hundred because of the insurance limitations at the hotel hosting the event.

In order to ensure that we met our Group obligations and also made the evening worthwhile for all attending we made a charge for the event which did not deter any, as far as we could tell, with people attending from most of the Groups within the Region. The success of this event, and subsequent feedback received, has led us to believe that such evenings are very worthwhile, bonding the Regional Groups and also bringing new potential members to a meeting which has interest to them, as well as substance and significance.

Following on from the “warm up” evening with Paddy Hopkirk and David Gallagher we would very much like to establish an event later this year with Nigel Mansell as the guest speaker. We believe, based on the attendance for Paddy Hopkirk and David Gallagher, that we could get well over two hundred people at such a meeting thus making it very worthwhile from the viewpoint of IAM RoadSmart as well as all of “our” Members in the Region. (I have listed the Regional Groups who would be invited below for your interest).

Knowing that Nigel does not spend all of his time in the UK we are quite happy to flex with his schedule as to when this event could take place. The venue would be in the Wolverhampton/Birmingham area.

Could you contact Nigel and ask if he would be willing to speak at such an event, he would be assured, of course, of a warm welcome and a substantial audience of not only existing IAM RoadSmart Members but also potential Members and, based on the coverage previously given by the press, public visibility for his message(s) regarding driving.

We are not in any way proscriptive about the subject matter for the evening, Paddy talked about his life in Rally-Cross and in business whilst David talked about issues related to Young Drivers, the subject matter is open for Nigel to determine; what we are keen to do is encourage interest from all local Groups and gain additional IAM RoadSmart Members.

Please come back to me with your thoughts on this and hopefully, (I am ever optimistic in such matters), some suggestions as to dates when such an event could be held.

If you need anything more from us to help make this happen then please do come back to me.

Regional Groups

Birmingham Drivers

Herefordshire Advanced Drivers

Kidderminster Riders

Kidderminster Drivers

Lichfield Riders

Lichfield Drivers

North Staffordshire Drivers

Redditch Riders

Redditch Drivers

Shropshire Riders

Solihull Drivers

Stafford Riders and Drivers

Walsall Drivers

Wolverhampton Riders

Wolverhampton Drivers

Worcester and Hereford Riders

Worcester Drivers