



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 9<sup>th</sup> April 2019  
**Time:** 19:45

**Location:** Friends Meeting House  
Summerfield Road  
Wolverhampton  
WV1 4PR

**Present** Paul Williamson (Chair) Christopher Smith Roy Richards  
Jonathan Hughes Geoff Davis Tony Robson  
Graham Foulkes

**Apologies** David Gallagher Richard Dodd Nigel Packer

**Guests**

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	7.5.2019	Query to be raised with IAM RoadSmart regarding the "100 Vouchers" (3.0)	Open
PW/TR	7.5.2019	Order to be placed for RFID Blocker Card (4.1)	Open
GD/PW/TR	7.5.2019	New Deposit and Social Accounts to be established (5.1)	Open
RR/JH	23.4.2019	Observers to be encouraged to attend the forthcoming Observers Evening scheduled for 23 <sup>rd</sup> April 2019 (7.3)	Open
RR/NP	16.5.2019	Efforts to be extended to ensure full attendance at the next Associate Evening scheduled for 16.5.2019 (8.1)	Open
TR/JH	7.5.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.3)	Open
CS/PW	5.3.2019	Insurance cover to be checked regarding numbers "allowable" at Friends Meeting House" (12.1)	

Paul commenced by thanking all Attendees.

### 2 Matters Arising

Chris Smith advised that he had been offered a position outside of the region for a minimum period of six months and that as a result he would not be able to continue his work on the Committee.

### 3 Group Chairman's Report

Mike Webber did a presentation at a Dudley Council arranged Road Safety Initiative for older drivers during the course of March. He had previewed this to the Group Committee and Paul Williamson attended with Mike. There was a reasonable attendance of around twenty-five people and it was understood this was an initiative being run jointly by Dudley, West Bromwich, Walsall and Wolverhampton Councils with presentations being given by a number of organisations interested in road safety. It was unfortunate that the day was not well co-ordinated with various presenters giving

identical messages in just slightly different ways resulting in the safer driving message being somewhat diluted rather than focussed.

It was understood from Mike Webber that “One Hundred Vouchers” had been donated by IAM RoadSmart to the event however it was not understood what these “Vouchers” were for or why they were issued without the knowledge of the local Groups. This is to be investigated through IAM RoadSmart.

#### 4 Group Secretary’s Report

The Group Scorecard has been received and circulated to Committee Members; principal detail for March 2019 is as follows:

##### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	3	2.0
3 month Average	2	2.0
Last 12 months	16	26.6

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	3	8	2.2	19
3 month Average	2	18	2.0	15
Last 12 months	15	16	26.8	23

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	2	95	1.3	176
3 month Average	1	108	1.3	194
Last 12 months	10	178	17.6	212

##### Test Statistics

	12 months	Region Avg
First	4	4.1
Pass	6	12.0
Fail	2	2.5

% Pass

83	87
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##### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	3	1.9
3 month Avg	2	2.0
Last 12 months	17	27.3

Details continue to generally reflect well on Wolverhampton Group though it is of concern that our allocation of new Associates is now well below the Regional averages.

#### 4.1

Following the final agreement of the artwork for the RFID card and an updated quotation from Shenzen Zhonghui it was agreed that we should now move forward with the placing of an order. It was agreed that Paul Williamson would action this. (There was no information regarding the status of this order for these Minutes)

#### 5 Group Treasurers’ Report

At this time the Group has only one active account in which all the Group funds are held.

Current account status as of end of December 2018, is as below:

## Group Accounts Statement

Current Account:	£3,220.67	<b>Cheques Issued for:</b>
Social Account:	£0	No cheques issued
Deposit Account:	£0	
Cheques Issued (0):	£00.00	
<b>Group Balance Total:</b>	<b>£3,220.67</b>	

There are four Group Membership Cheques to be paid into the Account to value of £48.00 total.

The Group Accounts remain in good order.

### 5.1

The Group Accounts remain vested in one account. It is necessary that a Social Account and Deposit Account now be opened and monies transferred as appropriate.

### 5.2

The facility to manage the Group Current Account using on-line banking has now been established. Tony Robson has access to this detail as does Geoff Davis and Paul Williamson; this enables him to track Group Membership Payments due and follow up with those still yet to pay.

### 5.3

The Group Accounts for the period to April 2018 have now been audited and approved and will be returned to the Group files as an audited document prior to the May 2019 Group Annual General Meeting.

## 6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact.

## 7 Group Chief Observer Report

- Chris Player recently took his ADT and passed with a F1rst
- Stuart Blackman recently took and passed his ADT
- Geoff Davies undertook an Assessment Drive which indicated he should have no problem in re-taking his ADT, this should be scheduled shortly
- Graham Foulkes is planning to re-take his ADT following a couple of additional Observed Drives with Roy Richards

### 7.1

Roger Denley has asked whether we would be willing for him to become a National Observer. This was voted on and unanimously agreed. The application will be held pending his completing his mentoring of Mike Webber for his Masters.

### 7.2

David Gallagher, through his activities as IAM RoadSmart Young Driver Ambassador, has become a National Observer.

### 7.3

An Observer Evening is scheduled for 23<sup>rd</sup> April 2019; attendance is to be progressed as recent meetings have not included all of the Observers.

### 7.4

Both Roy Richards and Jonathan Hughes will be attending the IAM RoadSmart Region 4 Spring Forum on Saturday 13<sup>th</sup> April 2019 in Worcester.

## 8 Group Associate Controller's Report

The next Associate Evening, (Part II), is scheduled to be held on 16<sup>th</sup> May 2019.

### 8.1

It was agreed that the attendance at the Associate Meeting on January 17<sup>th</sup> 2019 was very disappointing as only one Associate from the Group attended despite there being ten Associates that had not been to the Part I presentation. In this Roy Richards agreed that he would ensure that further encouragement would be given to ensure better attendance at the next Associate Evening.

### 8.2

The following shows the current Associate Member Status at 9<sup>th</sup> April 2019.

### Associate Presentation Attendance

Associate	Observer	Part I	Part II	Pre-Test
Christopher Smallman		x	x	
David Scarrott	Paul Williamson	xx	xx	
Sarah Cherry	Alan Bates	x	x	
David Smith	Peter Spillan	x		
Taylor Hodges	Nigel Packer			
William Young	Graham Trusselle			
Jonathan Edwards	Nigel Packer			
Chris Player	Mike Leadbeater		x	
Nicholas Manea-Paquet	Roger Denley	x	x	
Steven Wildman	Tony Robson			
Robert Hayden	Mike Leadbeater	x	x	

On Hold

Active

Associates Evening Part II is scheduled for 16th May 2019

### 8.3

Deborah Judd has been allocated to Barry Sadler because of her location. As of the date of this meeting no contact has been made by Deborah a reminder will be sent.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 62 Full Members (Of which 4 showing as Expired Members of IAM RoadSmart)
  - 16 Associate Members (Of which 1 showing as Expired Members of IAM RoadSmart)
- 78 Total Group Membership**  
(This reflects one Member being accorded a refund through ill health)
- 4 of the above are National Observers (Two of which are LOA's)
  - 8 of the above are Local Observers
  - 11 of the Full Members are Fellows (Of which one showing as an Expired Member of IAM RoadSmart)

### 9.1

It was agreed that though he was unable to take an active part in the Group and on the Committee that Richard Dodd should be attributed "Friend of the Group" status.

### 9.2

At the time of this meeting there were forty people who had still to renew their Group Membership.

### 9.3

It was suggested that we should make e-mail contact with local IAM RoadSmart Members who are not currently affiliated with a Group and "encourage" Group association so as to enhance their return on their membership.

## 10 Group Newsletter Editors' Report

The closing date for input for the Summer Newsletter is now 1<sup>st</sup> June 2019.

## 11 Group Web Administrators Report

Jonathan Hughes reported activity on Facebook and within our Group Twitter Accounts had remained fairly stable throughout the last two months.

## 12 Group Publicity and Events Co-ordinator's Report

Events are now planned as follows:

- AGM on 8th May 2019 with Ken Ebbs Police Dog Handler
- British Mini Day on 12<sup>th</sup> May 2019 at Himley Hall
- Surety (Cornmarket Insurance) on 12<sup>th</sup> June 2019
- DVSA with John Sheridan on 10<sup>th</sup> July 2019
- Robbie Downing IAM RoadSmart ASDM 14<sup>th</sup> August 2019
- Ashley Hall IAM RoadSmart Disabled Driver Ambassador 11<sup>th</sup> September 2019
- Examiners Evening with Steve Tyler and Mike Weaver on 9<sup>th</sup> October 2019

## **12.1**

It was agreed that we needed to understand what the insurance cover at Friends Meeting House allowed by way of attendance. (This being important should the Ashley Hall Event draw substantial numbers).

## **13 Group Young Driver Ambassador Report.**

David Gallagher was not able to attend this meeting.

## **14 A.O.B.**

## **15 Date of Next Meeting**

The next meeting is scheduled for 7<sup>th</sup> May 2019. This meeting will be at The Friends Meeting House.

This meeting adjourned at 21:55

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

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