



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 7th August 2018
Time: 19:30

Location: Holiday Inn
 Gorsebrook Road
 Wolverhampton
 WV6 0PE

Present Paul Williamson (Chair) Tony Robson Roy Richards
 Jonathan Hughes Nigel Packer Christopher Smith
 Geoff Davis

Apologies Richard Dodd David Gallagher

Guest

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW/JH	4.9.2018	A resolution is to be established regarding the complaint that has been lodged with the Group by a Group Member (3.0)	Open
ALL	4.9.2018	Discussion to be undertaken regarding Group Member concerns about Surety Insurance quotations management (3.1)	Open
GD TR/PW/GF	17.8.2018	Arrangements to be made for Geoff to become a signatory on Group bank account (5.1)	Open
PW/GD/GF	4.9.2018	Group Accounts to be audited (5.2)	Open
JH	4.9.2018	Observer GDPR Compliance signatures to be finalized (6.0)	Open
JH/RR	4.9.2018	Pre-test drives to be undertaken with all Committee Members intending to retake their ADT. (7.2)	Open
JH	28.8.2018	The Associate Presentation to be re-worked to include details of Group and IAM RoadSmart structure as well as Complaints Procedure (8.1)	Open
JH	4.9.2018	A Bulletin Board Forum is to be established for Group Observers (11.2)	Open
JH	4.9.2018	Links and details from HMSO Publications to be placed on the Group web site to enhance the usefulness of the site to all (11.3)	Open
JH	4.9.2018	A new Quiz is to be placed on the web site replacing the existing version (11.4)	Open
JH/CS	1.9.2018	The Himley Classic Car Show is booked. Details to be circulated to the Group Members (12.0)	Open
JH	4.9.2018	Quotations to be obtained for RFID Blocker Card (12.1)	Closed
JH	Ongoing	Maintain contact with IAM RoadSmart regarding the availability of Nigel Mansell for an Event Evening (12.2)	Open
JH/NP	7.9.2018	E-mail to be sent to all Group Members regarding the Treasure Hunt scheduled for September 2018 (12.3)	Open
CS	4.9.2018	Contact to be made with local Radio Stations to promote the Group (12.4)	Open

Paul commenced by welcoming and thanking all attendees.

2 Matters Arising

Approval for the Minutes of the Meetings of July 2018 were proposed by Nigel Packer and Seconded by Tony Robson.

3 Group Chairman's Report

In the matter of the complaint that had been received from one of the Group Members via IAM RoadSmart there has been no substantial development since the meeting that took place between the Complainant, Paul and Nigel in early May.

A conference call involving Amanda Smith and Robbie Downing from IAM RoadSmart, Jonathan and the Complainant had been scheduled for 13th August 2018 by Robbie Downing following a lengthy discussion between Robbie and Jonathan at the end of July. An update will be provided following that call. (On 9th August 2018 an e-mail was sent to Jonathan by Robbie Downing advising that this conference call had been cancelled further extending the resolution).

3.1

During April and May concerns were raised about the responses that various Group Members had received from Surety regarding their insurance renewal quotations. The consensus was that the feedback and communication process with Surety was not as good as it could be or perhaps should be. Paul has spoken with Robbie Downing but received the standard responses regarding their trying to price match.

It was anticipated that this matter would be discussed at this Committee Meeting however time was limited so it was again carried forward to the September Meeting to determine next actions to be taken.

Deliberately Left Blank

4 Group Secretary's Report

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	2.3
3 month Average	1	2.3
Last 12 months	17	23.4

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	4	2.4	55
3 month Average	1	4	2.4	45
Last 12 months	17	12	24.7	46

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.3	241
3 month Average	1	434	1.4	215
Last 12 months	14	190	15.3	206

Test Statistics

	12 months	Region Avg
First	6	3.8
Pass	8	10.8
Fail	1	2.2

% Pass	93	87
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Advanced Course Allocated Sales

	Total	Region Avg
Last Month	1	2.1
3 month Avg	1	2.3
Last 12 months	17	23.6

Details continue to reflect really well on Wolverhampton Group especially on the calibre and focus of the Group Observers with >40% of all passes being F1rst's through the last twelve-month period.

5 Group Treasurers' Report

Geoff presented the Group accounts.

Current account status as of June 2018 is as below:

Group Accounts Statement	
Current Account:	£1,679.45
Social Account:	£97.03
Deposit Account:	£1,552.49
Cheques Issued (0)	£0
Total:	£3,328.97

The Group Accounts remain in good order.

5.1

The opening of a Treasurers Account with Lloyds has now been completed. (30-99-83 84173862)

5.2

The Group Accounts for the period to May 2018 have yet to be audited. Paul has agreed to pick this up and have the accounts audited by a Chartered Accountant contact that he is aware of. It was agreed that this should be completed as soon as possible.

6 Group GDPR Compliance Officers Report

At the Group Observers Meeting held on 24th July 2018 a short presentation on all aspects of GDPR as it is to be implemented within the Group was given by Jonathan.

A signature acknowledging the detail was obtained from all but three of the Group Observers, those not attending that meeting. These signatures will be obtained by Jonathan at the earliest opportunity.

6.1

It was re-confirmed that all Group Documentation now has a GDPR Compliance Message associated with it.

7 Group Chief Observer Report

- Robert Harbon took his ADT and passed during the course of July.
- Chris Smith took his ADT and passed during the course of July.

7.1

An Assessment Drive was given by Roy Richards for Beryl Goold. Beryl is a long-standing Member of IAM RoadSmart and gave the Group a donation of £50 in thanks for the support she had been given. (The cash was passed to Geoff Davis for deposit to the Group Account).

7.2

A brief discussion took place with regard to all Committee Members re-taking their ADT if they hadn't done so within the recent past.

In this it was agreed that Jonathan would go for a pre-test drive with Tony Robson and Nigel Packer and that Roy Richards would go for a pre-test drive with Geoff Davis and Grahame Foulkes. These drives to be undertaken if possible prior to the next Committee Meeting.

It should be noted that Jonathan, (Masters), Roy, Richards and Chris have all taken tests within the last year and that David is currently doing his Masters.

7.3

It was agreed that details of the Group and IAM RoadSmart structure should be incorporated into the Associate Presentations and the Observer Presentations.

8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 28th August 2018.

8.1

The following shows the current Associate Member Status:

Associate Presentation Attendance

Associate	Observer	Part I	Part II
Akiff Janjua	Roger Denley		x
Christopher Smallman		x	x
David Scarrott	Paul Williamson	x	xx
Deborah Judd	Tony Robson		
Deborah Perrens	Alan Bates	x	x
Edward Connett	Mike Leadbeater	x	
Taylor Hodges	David Gallagher		
Luana Mazzetta	Nigel Packer	x	x
Mark Joszt	Nigel Packer		
Pam Dawson	Grahame Trusselle	x	x
Sandra Ingram	Paul Williamson		x
Robert Pike	Alan Bates		
Sheila Barnfather	Tony Robson	x	xx

On Hold

Active

Associates Evening Part I is scheduled for 28th August 2018

8.2

With regard to Akiff Janjua it is understood that he is currently experiencing issues with his car. He has a relative in Birmingham who is willing to allow the use of his vehicle and as such it has been suggested that Akiff either transfers to Birmingham Group or places his Associate Activities on hold until he has his own vehicle back on the road again.

8.3

No further information has been received from Edward Connett. Nigel has agreed to continue to try and contact him, (it is understood that this "absence" is most likely due to a change in Edward's home circumstances).

9 Group Membership Secretary's Report

Current position of the Group is:

- 60 Full Members
- 13 Associate Members
- 5 Expired Members (Showing on DTE)

- 3 of the above are National Observers (Two of which are LOA's)
- 9 of the above are Local Observers

10 Group Newsletter Editors' Report

The closing date for the Autumn Newsletter was 1st July. Tony pressed for submissions from The Chief Observer and the Group Chair to complete the Newsletter.

11 Group Web Administrators Report

Jonathan reported activity on Facebook and within our Group Twitter Accounts had improved a little compared to June. Full details are available in Appendix 1 to these Minutes.

11.1

Current web site details were presented. These are shown in Appendix 2 to these minutes. Of key importance is the number of "new" visitors each month showing that our site is being seen as a source for motoring detail.

11.2

Following discussion, it was agreed that a Bulletin Board, (Forum), should be implemented to further engage the Observers within Group activities. It would be necessary for this BB to be secure which is placing complications on its implementation.

11.3

It was discussed and thought wise to enhance the web site by adding links through to additional HMSO Materials such as The Highway Code. Consideration as to how to do this will be given by Jonathan prior to the next Committee Meeting.

11.4

It was agreed that we should update and renew the Quiz that's on the Group web site.

12 Group Publicity and Events Co-ordinator's Report

The Himley Classic Car Show has been booked for 2nd September 2018. At this time there is a shortage of support for the stand at the show. This needs to be addressed prior to the date.

12.1

Following discussion, it was seen appropriate that as a memento of the Groups fortieth anniversary be produced for all Group Members. The decision was made that, subject to acceptable pricing, that an RFID Blocker Card be produced as this would give opportunity for promotion of the Group as well as being an item of use for the Members.

Artwork has now been agreed for the provision of an RFID Card and pricing is to be obtained for the card.

12.2

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. In this Jonathan continues to liaise with Rodney Kumar at WGC; indications are that

we are waiting for Nigel's PA to make the appropriate arrangements so as to be able to advise us of possible dates.

12.3

Nigel Packer has established all of the necessary parameters for a Treasure Hunt to take place on 9th September 2018. A second e-mail is to be sent to all Group Members reminding them of the event and seeking additional Teams.

12.4

Chris raised the possibility of getting the Group coverage on local radio stations. This was agreed as being a positive thought and it was recommended that Chris liaise with Paul to gain insight into previous activities in this direction.

12.6

Further to the thought being raised at the July Committee Meeting Jonathan spoke with Chris Gilbert and with Mike Lovelock and found that neither of them were now giving talks or presentations.

12.7

It was agreed that there would be a dinner for Committee Members on 23rd August 2018. Paul is to finalize the venue and advise.

13 Group Young Driver Ambassador Report.

No input was received from David for this Meeting.

14 A.O.B.

There was no AOB raised.

15 Date of Next Meeting

The next meeting is scheduled for 4th September 2018 at the Holiday Inn, Gorsebrook Road to start at 19:45.

This meeting adjourned at 22:15

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

Facebook Details for July 2018

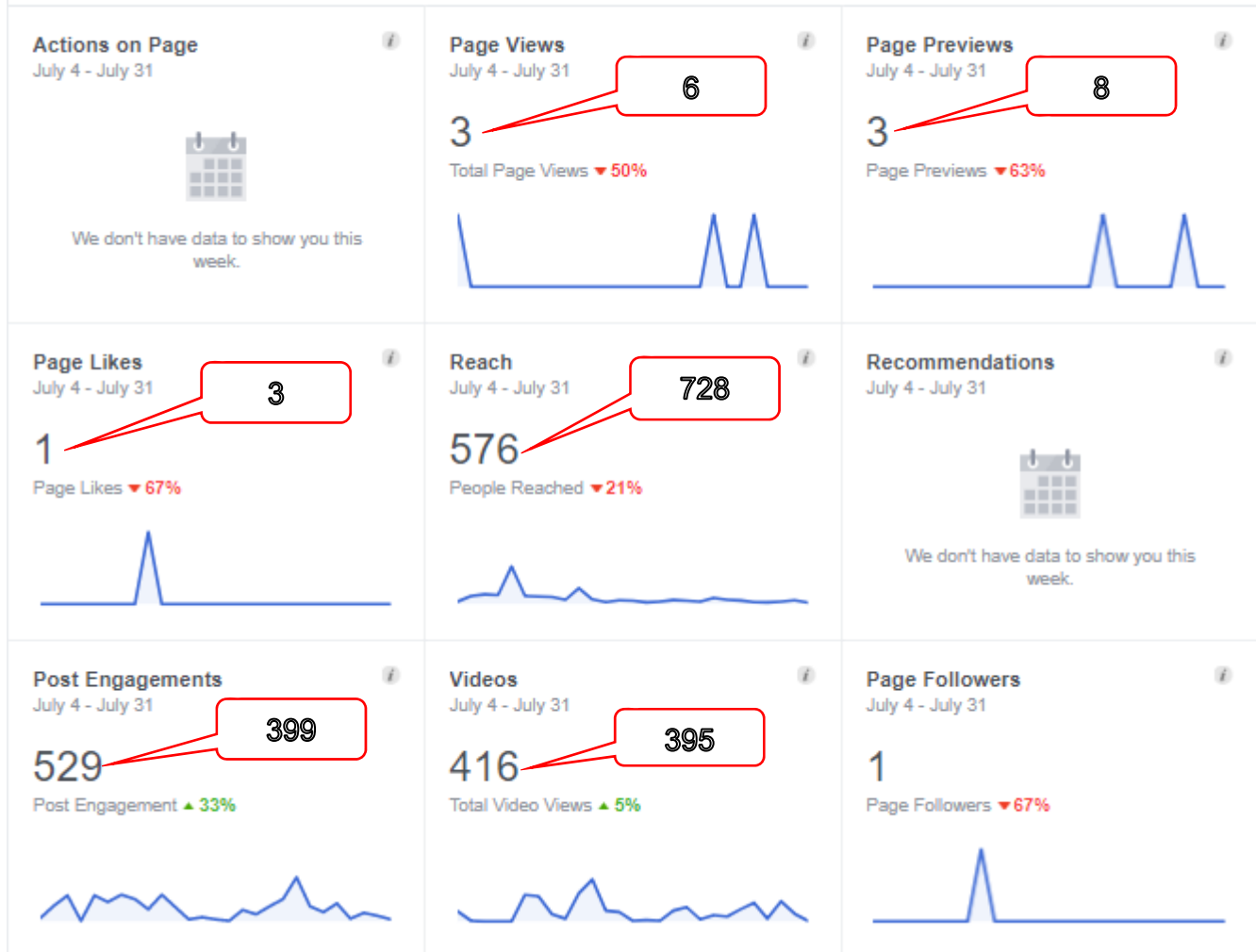
Overview

Balloons show last month's numbers

Results from Jul 05, 2018 - Aug 01, 2018

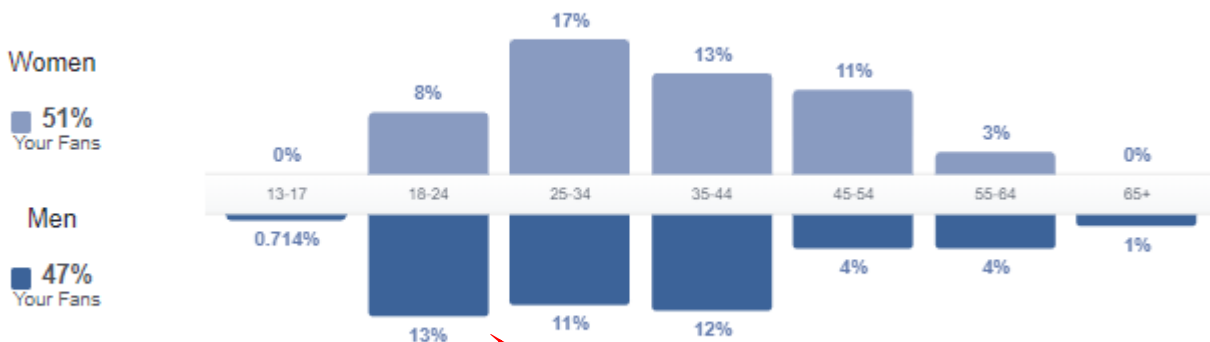
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



Who Saw Us and Followed Us

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



49% of viewers are under 34 years old

Top Posts Through the Month

Published	Post	Type	Targeting	Reach	Engagement
08/02/2018 3:23 am	Wolverhampton Advanced Motorists shared a video.	Video	Global	4	0 0
08/02/2018 12:44 am	Wolverhampton Advanced Motorists shared a video.	Video	Global	10	3 0
08/02/2018 12:03 am	That's a person there, not just a bike.	Image	Global	7	10 0
08/01/2018 6:07 pm	A happy Yorkshire day to our northern friends :)	Image	Global	5	0 1
07/31/2018 6:28 pm	Has your favorite circuit made the list?	Image	Global	2	2 0
07/30/2018 6:06 pm	What it's all about! Tag your life-long road buddy. Maybe you	Image	Global	4	1 0
07/30/2018 12:42 am	Allow us to introduce you to IAM RoadSmart's 'Driver	Image	Global	6	0 1
07/30/2018 12:25 am	Wolverhampton Advanced Motorists shared a video.	Video	Global	4	0 0
07/30/2018 12:22 am	Wolverhampton Advanced Motorists shared a photo.	Image	Global	1	0 0
07/29/2018 5:23 pm	Wolverhampton Advanced Motorists shared a video.	Video	Global	7	9 0
07/29/2018 1:24 pm	That struggle at a car park barrier or toll booth	Image	Global	6	1 2
07/27/2018 11:24 am	Wolverhampton Advanced Motorists shared a video.	Video	Global	7	5 0
07/27/2018 2:38 am	Let's share the word and get Iceland Foods driver Vince the	Image	Global	11	24 6
07/26/2018 7:27 pm	Wolverhampton Advanced Motorists shared a post.	Image	Global	1	0 0
07/26/2018 4:47 pm	Remember ambulance guy from our previously shared video?	Image	Global	8	0 0

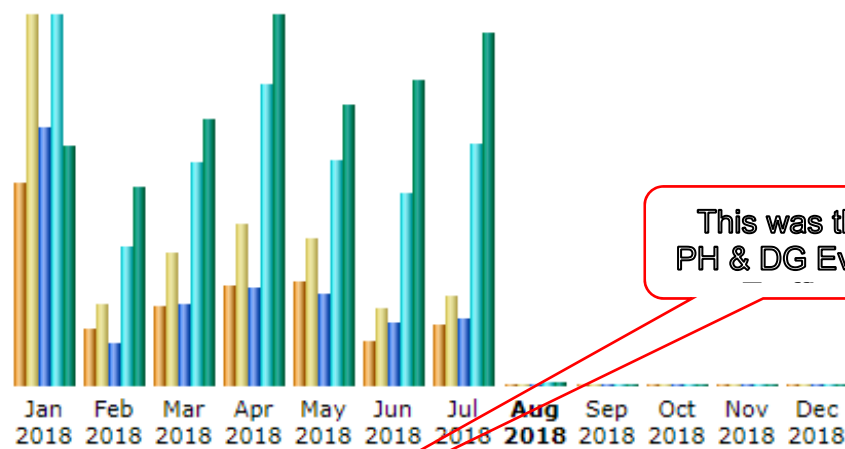
Video Activity Through the Month



Appendix 2

Web-Site Details to July 2018

Overview



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2018	1,791	3,284	11,300	16,232	411.97 MB
Feb 2018	507	718	1,858	6,054	343.38 MB
Mar 2018	711	1,176	3,575	9,774	460.14 MB
Apr 2018	892	1,432	4,278	13,168	637.27 MB
May 2018	913	1,301	4,037	9,895	482.63 MB
Jun 2018	389	684	2,769	8,454	524.58 MB
Jul 2018	535	792	2,962	10,594	608.74 MB
Aug 2018	11	12	38	134	5.35 MB
Sep 2018	0	0	0	0	0 MB
Oct 2018	0	0	0	0	0 MB
Nov 2018	0	0	0	0	0 MB
Dec 2018	0	0	0	0	0 MB
Total	5,749	9,399	30,817	74,305	3.39 GB

This was the PH & DG Event

Unique visitors rising slowly. BB may assist through August.

Pages Visited

Pages-URL (Top 25)	Viewed	Average size	Entry	Exit
/wp-login.php	11	2.88 KB	6	5
/wp-content/plugins/bwp-minify/min/	8	12.23 KB		1
/	7	16.69 KB	4	3
/group-events-diary/	3	9.70 KB	1	2
/wp-json/wp/v2/	3	49.69 KB		
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontaweso...	2	35.11 KB		
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso...	1			
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontaweso...	1	88.29 KB		
/news/driving-skills/	1	28.66 KB	1	
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso...	1	95.73 KB		1

Page visits dropped substantially through July however this is probably because of holidays.

Trackers (Spiders and Crawlers) Who Visited (A Key Indicator of our Importance)

	Hits	Bandwidth	Last visit
bingbot	222+6	18.78 MB	01 Aug 2018 - 22:03
SeznamBot	32+26	6.98 MB	01 Aug 2018 - 20:04
Googlebot	34+2	796.13 KB	01 Aug 2018 - 21:34
Firefox version 10 and lower - various robots	9	429.17 KB	01 Aug 2018 - 19:43
BingPreview	8	5.93 MB	01 Aug 2018 - 12:57
YandexBot	2+4	66.97 KB	01 Aug 2018 - 14:22
Sogou web spider	2+3	52.78 KB	01 Aug 2018 - 05:59
DotBot	2+2	94.25 KB	01 Aug 2018 - 18:17
Googlebot-Image	2	173.66 KB	01 Aug 2018 - 19:39
linkdexbot	2	28.61 KB	01 Aug 2018 - 12:59

We are dropping 'bot activity. This could be because of the lack of changes to the home page of the site or because the recent GDPR rules have forced the 'bot managers to change the parameters that they are using to index the site. We will test this through August 2018 and see the results in September 2018.

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