



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 6<sup>th</sup> August 2019  
**Time:** 19:45

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

**Present** Paul Williamson (Chair) Roy Richards Nigel Packer  
 Jonathan Hughes Graham Foulkes Geoff Davis (Treasurer)

**Apologies** David Gallagher Richard Dodd Chris Smith  
 Tony Robson (Secretary)

**Guests**

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	3.9.2019	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
JH	9.8.2019	Updated £10 Vouchers to be printed and passed to Nigel Packer (4.0)	Closed
TR	9.8.2019	IAM RoadSmart to be advised that WAM no longer require copy ADT Certificates (4.1)	Open
PW/TR	3.9.2019	Order to be placed for RFID Blocker Card (4.2)	Open
GD	3.9.2019	Charities Aid Foundation interest earning account details are to be clarified (5.1)	Open
GD	3.9.2019	Monies to be transferred from Treasurers Account to Deposit Account (5.2)	Open
GD	3.9.2019	Registration for Gift Aid is to be progressed (5.3)	Open
GD	3.9.2019	The application for a debit card associated with the Treasurers Account is to be submitted to Lloyds Bank (5.4)	Open
JH/TR	9.8.2019	The relevant Group Documents are to be updated as required with the Treasurers Account details (5.5)	Open
PW	3.9.2019	A Taster Drive is to be arranged with Christine Wooten (7.0)	Open
NP/RR	3.9.2019	Contact to be made with all recent ADT Pass Members regarding their becoming Fellow Members (8.3)	Open
TR/JH	3.9.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.2)	Open
ALL	1.9.2019	Submissions for the Autumn Group Newsletter to be ensured. (10.1)	Open
NP	16.8.2019	The format of the two stands at the Himley Classic Car Show to be established (12.1)	Open
PW/TR	16.8.2019	A replacement Pennant Flag is to be purchased in support of the Himley Classic Car Show (12.2)	Open
NP/JH	20.8.2019	Additional Trifold Group Brochures to be made available and distributed to local libraries (12.3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 2<sup>nd</sup> July 2019 were proposed as accurate by Roy Richards and seconded by Nigel Packer.

## 2 Matters Arising from Previous Minutes (Not falling into a specific Section)

There was no business raised falling into this section.

## 3 Group Chairman's Report

Further to Item 12.1 of the April 2019 Committee Minutes it was understood that The Friends Meeting House had insurance coverage for "at least eighty persons" however this was to be clarified exactly with the building management and reported back to the Group Committee.

## 4 Group Secretary's Report

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

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	2.6
3 month Average	2	2.5
Last 12 months	20	27.1

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	2	13	1.2	7
3 month Average	2	16	2.2	6
Last 12 months	18	18	26.5	14

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.5	234
3 month Average	2	155	1.8	214
Last 12 months	14	136	18.8	211

### Test Statistics

	12 months	Region Avg
First	6	4.9
Pass	9	12.7
Fail	2	2.9

% Pass	88	86
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### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	1	1.8
3 month Avg	2	2.3
Last 12 months	21	27.9

Details continue to generally reflect well on Wolverhampton Group.

*(From Committee Minutes May 2019): Following discussions with other Groups at the IAM RoadSmart Regional Spring Forum held on 13<sup>th</sup> April 2019. (full report within News Section of Wolverhampton Group Web-site), it was agreed that we would endeavour to attract interest in the Group by offering a £10 cash reward for any driver who was interested and willing to undertake a "Taster/Assessment" Drive. There would be a particular focus in this on Younger Drivers and as such the initiative is to be managed by David Gallagher, promoted in part through the Group Facebook and Twitter presence.*

To better promote the £10 initiative Jonathan Hughes has generated “£10 Vouchers” for use at forthcoming events. These vouchers are validated through a Committee Member signature and date and remain redeemable for thirty days from that date. When redeemed these vouchers must be used in conjunction with the current issue of the “Receipt for Fuel-Allowance-Paid Documents Declaration Form” currently v1.0 May 2019.



The process having been agreed at the Committee Meeting of 2<sup>nd</sup> July 2019. (full details in Minutes of that Meeting), it was presented at the Group Observers Meeting that was held on 30<sup>th</sup> July 2019 and warmly received by all.

Geoff Davis confirmed that he was now able to make quick BACS payments for any monies handed out by Observers for Taster/Assessment Drives.

In support of the younger and more media-oriented drivers Roy Richards has committed a mobile he held and placed a £10 “Pay As You Go” credit on it. This detail is now added to the Voucher as shown above, should the contacted person wish to text or call rather than e-mailing. (Voucher is held on file as v2.0 4.8.2019).

#### 4.1

The matter of the Group receiving “Copy Certificates” for Associates passing their ADT was discussed. It was seen that recently the following had been the case:

We have received six Certificates from IAM RoadSmart and contacted the Members as to what they want us to do with that Second Certificate. (IAM RoadSmart post an original to the Member direct to their home address). The options presented were:

- The Second Certificate to be presented to the Member at our next Group Evening
- The Second Certificate posted to them
- The Second Certificate disposed of

Regarding the six Second Certificates it took twelve phone calls to establish the following:

- Three of the six requested that the Second Certificate be posted to them
- Two of the six requested that the Second Certificate be presented to them at the next Group Meeting
- One of the six asked that the Second Certificate be destroyed

Following discussion, it was seen that there was little point in the Group receiving a Second

Certificate; should the Member wish to have the Certificate presented to them then this can be arranged by simply asking that they bring their original Certificate with them at the time.

Chasing the Member to establish the action to be taken and then posting certificates takes both time and resource that need not be spent.

With the above in mind it was agreed that Tony Robson should contact IAM RoadSmart and stop them from sending the Group copy certificates.

## 4.2

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.

## 5 Group Treasurers' Report

Current account(s) status as of end of June 2019, is as below:

### Group Accounts Statement

Lloyds Treasurers Account:	£3,077.37	
Lloyds Deposit Account:	£0	
Lloyds Social Account:	£0	
Payments Made (3):	£199.16	
<b>Group Balance Total:</b>	<b>£3,077.37</b>	
		<b>Payments Made To:</b>
		Taylor Swift (ADT Repayment)
		Roy Richards (Phone/Mileage)
		Gemini (Classic Show)

The Group Accounts remain in good order.

## 5.1

Wolverhampton Advanced Motorists now have three Current Accounts registered, a Treasurers; a Social and a Deposit Account. Geoff Davis has established that Lloyds are unable to offer interest on any of these accounts.

With this being the case Geoff Davis has found that there is a Charities Aid Foundation Account which, based on a "Sixty Day Notice" period of any withdrawal, is able to offer 0.9% AER. Following discussion, it was agreed that this option should be explored and providing the following criteria were met; that £2,000 currently held in the Lloyds Treasurers Account should be transferred to this interest earning account.

The criteria that need to be established are:

- That the account details are accessible electronically
- That sums can be transferred both into and from the account to the Group Lloyds Bank Treasurers Account electronically.
- That at least two persons can be registered as having access
- That two signatures, (electronic), are required for any movement of funds
- That, though we may lose interest, that should it be necessary to access funds within a sixty-day period, that this can be done

It was agreed that if this account could be established then there was no further need of the Lloyds Bank Deposit Account and as such this should be closed.

## 5.2

It was discussed and agreed that the Social Account should have £97.03 transferred into it to “return” the monies that were held there prior to the creation of the new accounts with Lloyds Bank.

## 5.3

Further to discussions it was agreed that we should progress Wolverhampton Advanced Motorists registering for Gift Aid such that Group Member Subscriptions were increased for the Group without need to increase the cost to the Member.

Geoff Davis has reviewed the requirements for registering for Gift Aid with HMRC and has found that to register the Group for Gift Aid the following will be required:

- Group Bank Account(s) details
- Group Accounts for the last three years
- Group Officer details including, Officer Name; Address; Officer Employer Name and Address; Date of Birth and National Insurance Number
- Group Charity Registration Number
- Group Charitable Objectives
- Group Governing Documents
- The identification of two or more people who will be legally accountable for the running of the Group

It is clear that this is not going to be an easy pathway however there are no details that are not readily available and as such appropriate submissions will be made.

## 5.4

Geoff Davis has established that a Debit Card can be provided against the Treasurers Account and has obtained the necessary paperwork from Lloyds Bank to apply for this card. It was agreed that this action was urgent and should be actioned as soon as possible.

## 5.5

It was discussed and agreed that any payments into the Group would be made into the Treasurers Account, (30-99-83 84173862), and that these details would be made clear on Group Membership Documents issued to newly joining Group Members and also Membership Renewal Documents. Jonathan Hughes agreed to update the documents concerned.

## 6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact with no notifiable issues raised through the course of July 2019.

## 7 Group Chief Observer Report

- Peter Spillan qualified as a National Observer on 31<sup>st</sup> July 2019 and is now registered with IMI as such.
- Christopher Smith is now registered with IMI to become a Local Observer. He is being mentored in this by Roger Denley; his training in this is progressing well
- Nigel Packer took Haydn Brown for an Assessment Drive in July. The drive was satisfactory however as a result of Haydn eyesight he was unlikely to progress further

- A Taster Drive is to be arranged with Christine Wooton by Paul Williamson
- Following his passing his ADT David Smith has expressed his interest in becoming an Observer. Roy Richards has scheduled an Assessment Drive with him for 9th August 2019. It was discussed and agreed that if this drive was agreed acceptable then David Should be registered with IMI as a Trainee Observer.
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months

## 7.1

Further to the discussions and agreement at the July Committee Meeting Roy Richards now holds four copies of RoadSmart. (One having been passed to Nigel Packer).

## 7.2

Further to the discussions and agreement at the July Committee Meeting Roy Richards now holds five copies of the IAM RoadSmart Observers Handbook. (One of these is for Christopher Smith).

## 7.3

A Group Observers Meeting was held on 30<sup>th</sup> July 2019. There was good attendance with only three of the Observers unable to attend.

At this Meeting the delays currently being seen in the availability of details on DTE were discussed and seen as being unacceptable as it was often up to a week or more before information was made available.

The presentation used at that meeting has been posted on the web site by Jonathan Hughes.

## 7.4

Roy Richards is now maintaining a Group Product Stock Holding List. This will be maintained current by Roy. This list is shown in Appendix 3 to these Minutes.

## 8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 22<sup>nd</sup> August 2019. (A note correcting the previous date of 23<sup>rd</sup> August 2019 has been sent to all Observers via the Observers Forum).

### 8.1

It was agreed that the attendance at the Associate Meeting on 23<sup>rd</sup> June 2019 was less than had been hoped for, though three Associates did attend there were other Associates who should have attended this meeting with their Observer. In this Roy Richards agreed that he and Nigel Packer 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 4<sup>th</sup> August 2019. In order to align the detail with that held on IAM RoadSmart DTE database we continue to show Inactive Associates who are still registered on DTE alongside Active Associates.

It is noted that the DTE detail is falling further out of synchronization with the details known to the Group. This should be monitored closely as DTE is considered the definitive reference for Groups and as such needs to be up to date.

## Group Associate Status

Associate	Observer	Part 1	Part 2	Pre-Test	Test Date
Katie Trusselle	Graham Trusselle		X		
Dalbeer Gill	Roger Denley				
Kevin Griffiths	Chris Smith				
Tiffany Harrison	Alan Bates				
Terence Arthur	Barry Sadler				
David Scarrott	Paul Williamson	XX	XX		
Susan Carter	Mike Leadbeater		X		
William Young	Graham Trusselle				
Chris Smallman		X	X		
Pam Dawson		X			
Sheila Barnfather		X	X	X	

Active
On Hold
Inactive

Associates Evening Part I is scheduled for 22nd August 2019

### 8.3

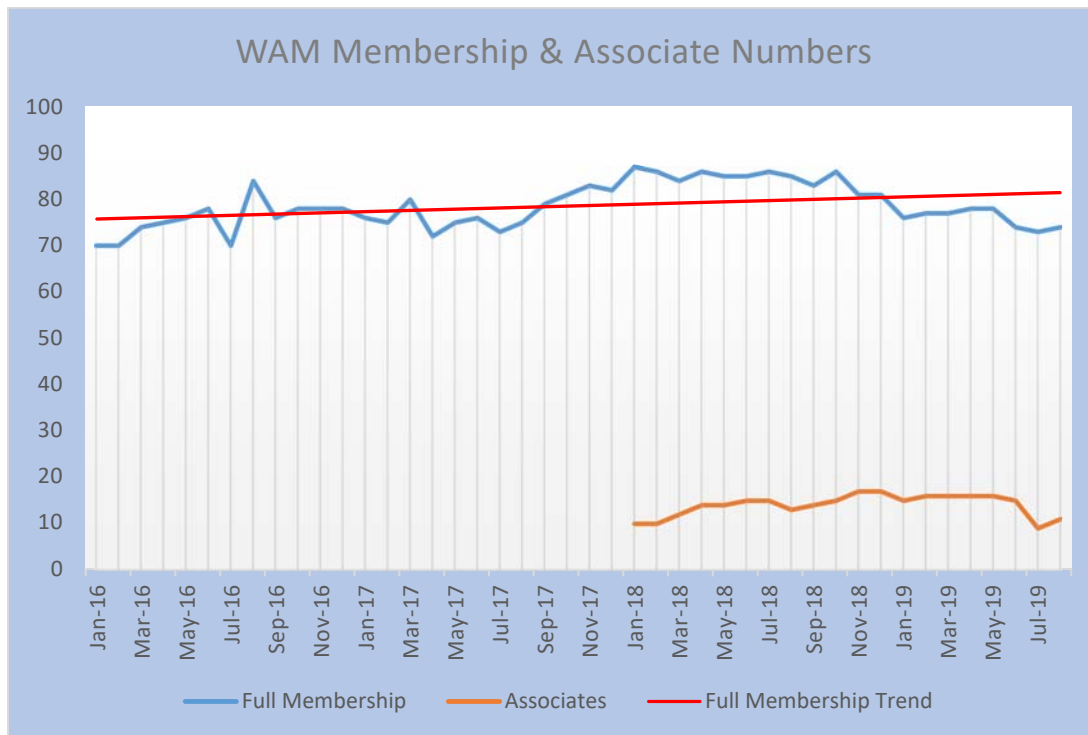
Nigel Packer agreed that he would contact all recent ADT Pass Group Members to encourage their changing their membership to that of Fellowship. It was noted that our level of Fellowship within the Group was higher than the national average as reported by IAM RoadSmart. This was seen as being really positive for the Group.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 63 Full Members (Of which 2 showing as Expired Members of IAM RoadSmart)
- 11 Associate Members
- 74 Total Group Membership**
- 12 of the Full Members are Fellows
- 4 of the Full Members are Masters (All of which are "With Distinction")
- 13 of the Group Members are Observers
- 6 of the 13 are National Observers (Two of which are LOA's)
- 6 of the 13 are Local Observers
- 1 of the 13 is being mentored to become a Local Observer
- 8 of the 13 are Fellows





### 9.1

Concern was expressed regarding the membership levels of the Group which have remained below 100 for a considerable time. (It being felt by IAM RoadSmart that any Group falling below 100 Members was likely to be unable to support itself). As can be seen from the detail in the graph above the trend is up but only very slightly. Increasing Group numbers is a matter that needs to be addressed as was made clear at the recent Spring Forum held in April in Worcester.

In this matter action is being taken with the £10 Assessment Drive Voucher Initiative and also the ongoing support for Younger Drivers who may be finding the IAM RoadSmart Membership fee too much for them to pay. (See Section 4.0 of these Minutes)

### 9.2

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 Summer Newsletter is now complete and will be issued within the next few days.

### 10.1

The closing date for input for the Autumn Newsletter is 1<sup>st</sup> September 2019.

## 11 Group Web Administrators Report

Jonathan Hughes reported activity on the web-site, on Facebook and within our Group Twitter Accounts had been lower than that of June through the course of July 2019. (Full details shown in Appendix 1 and 2 of these Minutes). This was attributed to the holidays diverting people’s attention.



## Web-site detail summary:

Unique Visitors through the month:	1,236	(↓35% against previous month)
Total Visitors through the month:	2,469	(↓48% against previous month)
Total Page Hits through the month:	23,721	(↓29% against previous month)
Total Bandwidth through the month:	2.4GB	(↓45% against previous month)

### 11.1

Facebook interest remains pretty evenly distributed between Male and Female. (Full details shown in Appendix 1 of these Minutes).

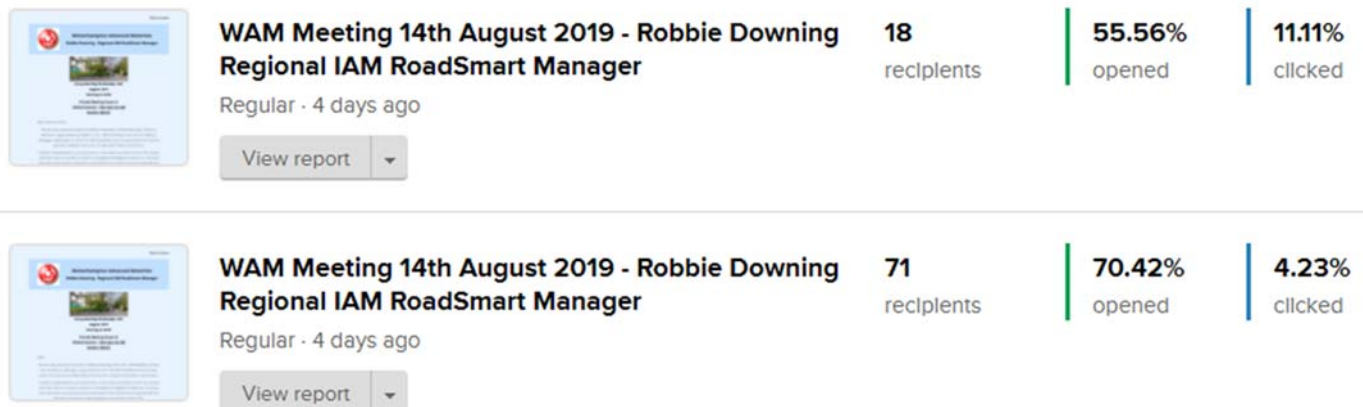
### 11.2

Following recommendations and discussions at the June 2019 Committee Meeting the following changes have been made to the web site:

- The Associates Page has been updated to better reflect the perceived requirements of a Group Associate. (Feedback was requested at the recent Group Observers Meeting to ensure that the information presented was as wanted by Associates) It was discussed and agreed that Nigel Packer would query the recent ADT Pass Group Members to see if they used the web-site and if they did what did they like, dislike and would like to see available.
- The News Item providing Driving Advice continued to be updated on at least a weekly basis to ensure that the information remained fresh and useful to readers.

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

Invitations have been sent to all Group Members and the seventeen local Rider and Driver Groups regarding the Group Event with Robbie Downing to be held on 14<sup>th</sup> August 2019.



The above shows the status of the messages sent out as of 4<sup>th</sup> August 2019.

It was agreed that a further message would be sent to both "Groups" prior to the 14<sup>th</sup> August 2019.

### 12.1

The Himley Classic Car Show is scheduled for 1<sup>st</sup> September 2019. Following discussions via e-mail two adjacent stands have been booked for the show to enable the Group to show Graham Trusselle's classic Triumph Stag and to enhance the presence of the Group.

Terence Arthur and Katie Trusselle have agreed to support the Group on the day and have now been contacted by Christopher Smith to ensure arrangements are co-ordinated.

There is some concern regarding people being available on the Saturday to help put the stand together; this will be clarified by Christopher Smith over the next few days.

Nigel Packer agreed that he would establish the "format and layout" of the stand as there is a possibility that we may be able to have two classic cars on show.

## **12.2**

At some point we have lost one of our Pennant Flags, this needs to be replaced as it forms an integral part of any show that the Group supports. Paul Williamson agreed to action this replacement in time for the Himley Classic Car Show.

## **12.3**

Nigel Packer offered his services in getting Group Trifold Brochures in local libraries; to this end Jonathan Hughes agreed that he would print a further twenty and pass those to Nigel for his action.

## **12.4**

An opportunity has been provided for a Group visit to the Classic Car Restoration Facility at the Jaguar Land Rover Plant in Coventry. A preferential price of £20/pp has been agreed provided that the visit takes place on a Friday afternoon and is scheduled at least four weeks ahead of the date of the visit.

No date has yet been fixed for this visit as with the Summer Holidays starting shortly it is felt that no one will be concentrating their thoughts on Autumn plans at this stage.

## **12.5**

It was discussed and agreed that Richard Gladman should be invited to come to the Group early in 2020 and that additionally Sean Cronin should be invited for some time later in 2020.

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

David Gallagher was unable to attend the meeting.

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

There was no other business raised.

## **15 Date of Next Meeting**

The next meeting is scheduled for 3<sup>rd</sup> September 2019. This meeting will be at the hall associated with St Martin of Tours Church, Dixon Street, Wolverhampton, WV2 2BG.

This meeting adjourned at 21:20

The Minutes of this Committee Meeting will be Proposed and Seconded as being an accurate reflection of the discussions that occurred, at the next Committee Meeting and those details will be covered within Section 1 of the Minutes.

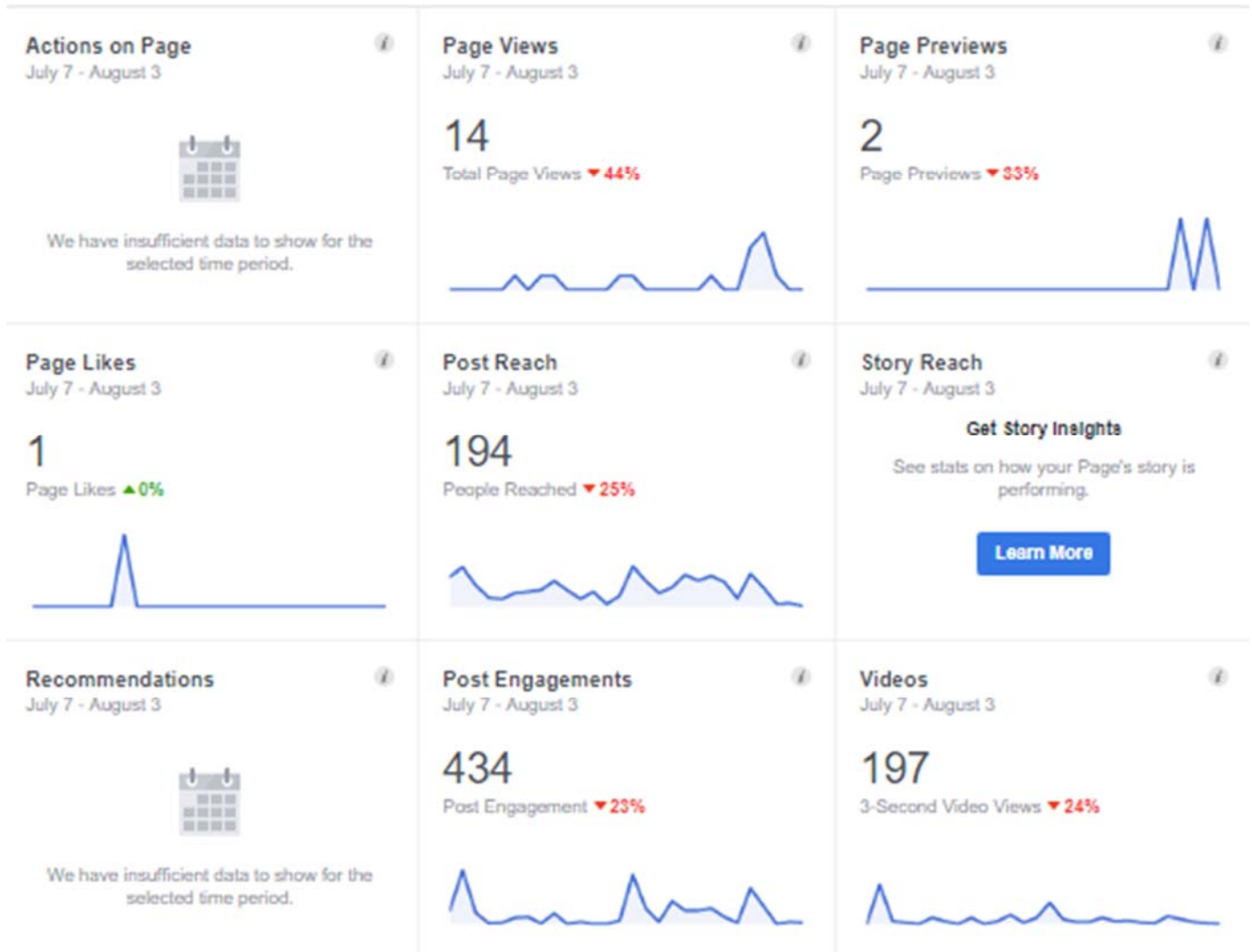
# Appendix 1

## Facebook Activity Through July 2019

Results from Jul 7, 2019 - Aug 3, 2019

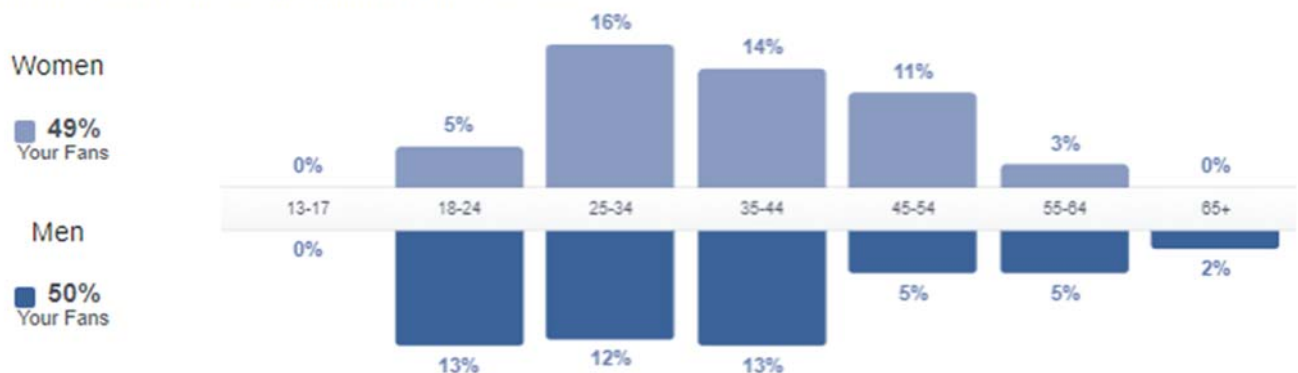
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



## Demographic Through July 2019

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



## Appendix 2

### Web Activity Through to End of July 2019

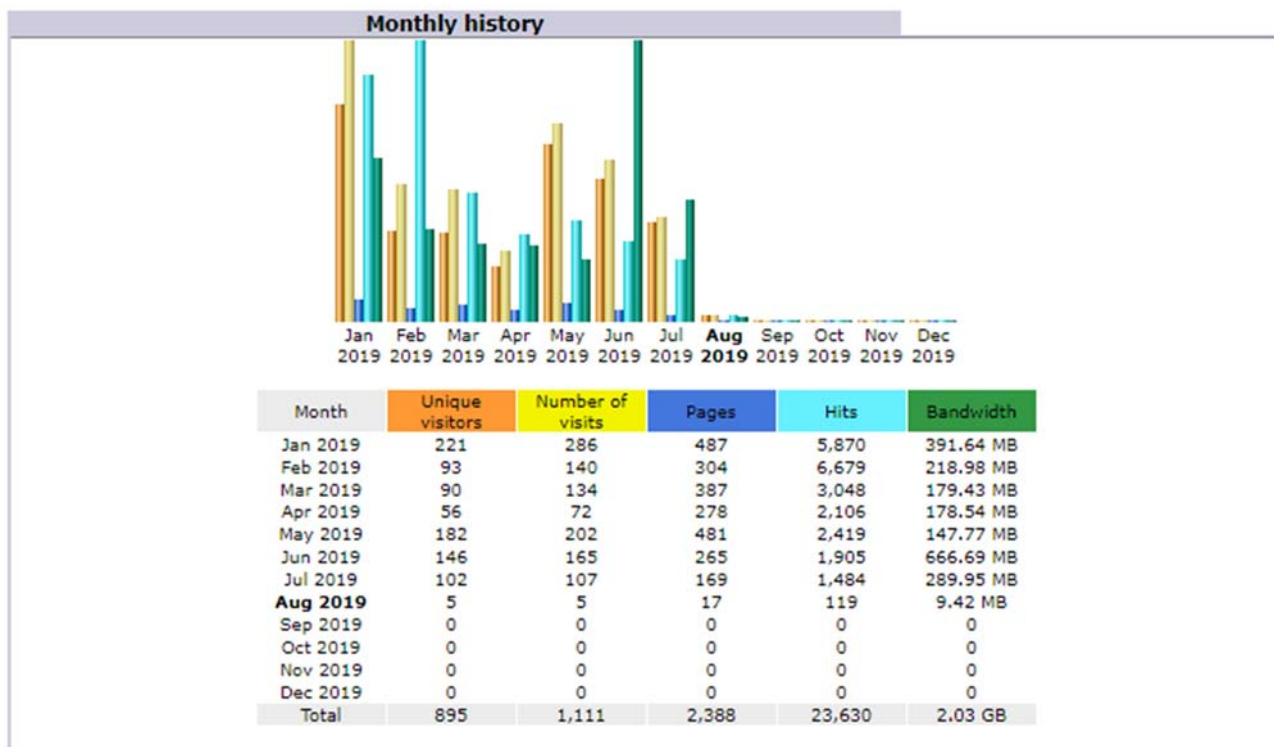
Summary of the detail:

Unique Visitors through the month: 1,236 (↓35% against previous month)  
 Total Visitors through the month: 2,469 (↓48% against previous month)  
 Total Page Hits through the month: 23,721 (↓29% against previous month)  
 Total Bandwidth through the month: 2.4GB (↓45% against previous month)

### Web Site Activity Summary Through to End of July 2019 (HTTP Site)

Summary					
Reported period	Month Jul 2019				
First visit	01 Jul 2019 - 04:03				
Last visit	31 Jul 2019 - 12:21				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	102	107 (1.04 visits/visitor)	169 (1.57 Pages/Visit)	1,484 (13.86 Hits/Visit)	289.95 MB (2774.88 KB/Visit)
Not viewed traffic *			3,555	6,511	1.49 GB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



### Top Downloads July 2019 (HTTP Site)

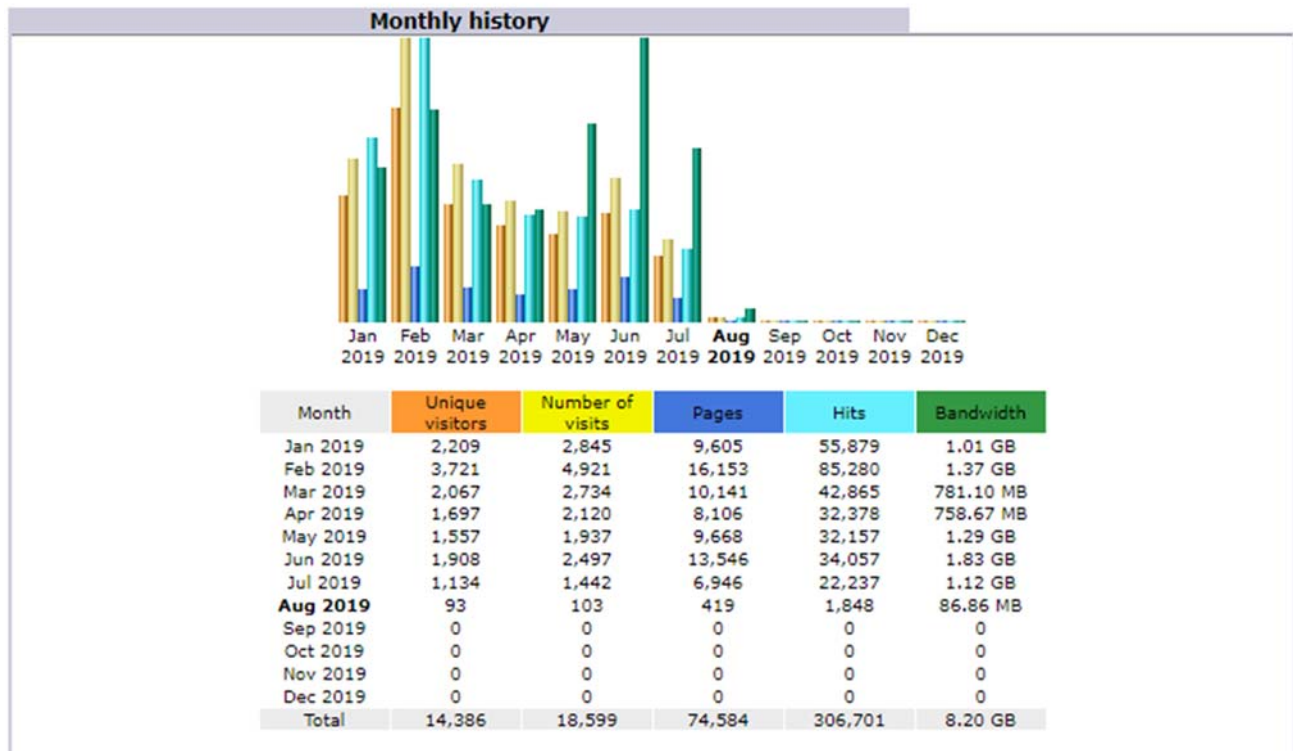
Downloads (Top 10) - Full list						
Downloads: 129			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...		31	0	374.41 MB	12.08 MB
	/wp-content/uploads/Spring-2017-Forum-Presentation-1.4.2017.pdf		27	0	139.02 MB	5.15 MB
	/wp-content/uploads/36th-AGM-May-2017.pdf		26	0	2.47 MB	97.22 KB
	/wp-content/uploads/Taster-Drive-Trifold-Tear-Off-May-2016.pdf		25	0	9.49 MB	388.57 KB
	/wp-content/uploads/Dave-Shenton-Presentation-10.5.2017.pptx		25	0	436.31 MB	17.45 MB
	/wp-content/uploads/39-WAM-Newsletter-Autumn-2017.pdf		22	0	21.21 MB	987.21 KB
	/wp-content/uploads/Smart-Windscreen-Displays.pdf		22	0	2.57 MB	119.53 KB
	/wp-content/uploads/Acronyms-v3-2.3.2017.pdf		21	0	1.29 MB	62.79 KB
	/wp-content/uploads/Group-Handbook-2017.pdf		20	0	9.83 MB	503.04 KB
	/wp-content/uploads/Committee-Minutes-October-2017.pdf		19	0	13.22 MB	712.34 KB



## Web Site Activity Summary Through to End of July 2019 (HTTPS Site)

Summary					
Reported period	Month Jul 2019				
First visit	01 Jul 2019 - 00:04				
Last visit	31 Jul 2019 - 22:41				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	1,134	1,442 (1.27 visits/visitor)	6,946 (4.81 Pages/Visit)	22,237 (15.42 Hits/Visit)	1.12 GB (815.26 KB/Visit)
Not viewed traffic *			14,752	20,556	2.44 GB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



## Top Downloads July 2019 (HTTPS Site)

Downloads (Top 10) - Full list						
Downloads: 154			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/Committee-Minutes-January-2019.pdf		23	0	5.00 MB	222.39 KB
	/wp-content/uploads/ASDM-Masters-Presentation-April-2018.pdf		21	4	22.78 MB	933.09 KB
	/wp-content/uploads/Associate-Presentation-Part-2-January-2019-v...		17	0	216.22 MB	12.72 MB
	/wp-content/uploads/MOT-Presentation-February-2019.pdf		15	0	65.21 MB	4.35 MB
	/wp-content/uploads/Presentation-to-IAM-Groups-Surety-June-2019....		14	0	30.51 MB	2.18 MB
	/wp-content/uploads/Committee-Minutes-October-2018.pdf		13	0	6.38 MB	502.49 KB
	/wp-content/uploads/Notes-of-Region-4-Meeting-at-Worcester-13.4....		13	0	1.84 MB	144.75 KB
	/wp-content/uploads/41-WAM-Newsletter-Autumn-and-Winter-2018.pdf		13	2	9.90 MB	676.16 KB
	/wp-content/uploads/Committee-Minutes-December-2017.pdf		12	0	4.70 MB	400.67 KB
	/wp-content/uploads/Committee-Minutes-September-2018.pdf		12	0	6.44 MB	549.44 KB

## Appendix 3

### Wolverhampton Advanced Drivers Current Stock Held

Item	Stock Held	To Be Issued	Balance Left
<b>General Items</b>			
Group Bags	3	0	3
ID Tags Red	5	0	5
Clip on Type Tags	10	0	10
Blue Lanyards	30	0	30
<b>Polo Shirts</b>			
XXL	1	0	1
XL	2	0	2
L	3	0	3
M	3	0	3
S	1	0	1
10S (LADIES)	1	0	1
<b>Documents</b>			
Roadcraft (2013)	5	1	4
Observer Handbook	5	0	5
Chris Gilbert DVD	4	0	4
Run-sheet Pads	5	0	5

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