



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 6th December 2017

Location: Holiday Inn
Gorsebrook Road
Wolverhampton
WV6 0PE

Time: 19:45

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	7.12.2017	Minor emendation to the issued Minutes of the Meeting of 7 th November 2017 to be made. (Relates to responsibility for an action agreed) (2.0)	Closed
ALL	6.3.2018	Attendees for the Region 4 Forum to be identified. (4.2)	Open
DG/KB	15.12.2017	Facebook Page to be updated to reflect the details of the Paddy Hopkirk Evening. (10.0)	Open
GF/PW/TR	22.12.2018	Change of signatories on the Group Bank Account(s) to be finalized (5.1)	Open
CW	6.2.2018	Details of processes associated with Internet Banking facilities to be established. (5.2)	Open
RR	15.12.2017	Re-contact Stephen Hare with regard to his plans relating to ADT and Masters tests. (6.0)	Open
PW/JH	2.1.2018	It is thought to be beneficial to have an "introduction to ADT" video, in this it is understood that an old format exist which could be updated. This old format to be found and made available for editing. (7.6)	Open
JH	15.12.2017	Establish whether IAM RoadSmart are offering discounted ADT Courses as Gift Vouchers and if they are, can we additionally contribute? (8.1)	Open
JH	15.12.2017	Investigate the costs associated with using Groupon to promote events and attract additional Members to WAMG. (8.2)	Open
JH/DG	Ongoing	Keeping the Facebook Page current and relevant (10.0)	Open
PW	15.12.2018	Establish that the bar at the venue for the 10 th January 2018 Group Meeting will be available to serve refreshments to all attendees.	Open
PW	15.12.2017	Establish whether we can run a Tombola/Raffle at the forthcoming 10.1.2018 Group Meeting. (11.3)	Open
JH	15.12.2017	An updated e-mail regarding the Meeting of 10 th January 2018 is to be sent to all Group Members to ensure that the venue and timing is now clear. (11.4)	Open
PW	15.12.2107	Agenda and presentations for the Meeting of 10 th January 2018 to be established. (11.5)	Open

Paul commenced by welcoming all present to the meeting.

2 Matters Arising

With one minor emendation the minutes of 7th November 2017 were agreed as a true record, proposed by Tony Robson and seconded by Paul Williamson.

Christine joined the meeting during a discussion relating to the Group Evening scheduled for 10th January 2018. During this discussion Jonathan expressed his views following which he felt it appropriate to leave the Meeting; the discussion continued, during which time Kathryn expressed her point of view at which time she similarly felt it appropriate to leave the Meeting.

With only three Committee Members present, the Committee was not quorate, (Group Handbook 2017 v3 Section 4.11). The Committee Meeting was adjourned but was able to recommence a short time later when Jonathan re-joined.

3 Chairman's Report

In respect of the efforts that are being expended and the nature of some communications exchanged throughout the last month, Paul re-emphasised the fact that all Members of the Committee were volunteers and as such, effort expended and time committed should be recognised within that context.

4 Group Secretary's Report

The Group Scorecard dated 1st December 2017 has been received and circulated to Committee Members; principal detail is as follows:

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	0	2.4
3 month Average	1	2.4
Last 12 months	16	24.9

Advanced Course Allocated Sales

	Total	Region Avg
Last Month	0	2.3
3 month Avg	1	2.3
Last 12 months	16	25.0

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.4	38
3 month Average	1	14	2.2	30
Last 12 months	17	14	22.7	24

Test Ready

Last Month	2	320	1.3	193
3 month Average	2	144	1.3	194
Last 12 months	18	167	15.8	202

Test Statistics

	12 months	Region Avg
First	7	3.3
Pass	11	10.2
Fail	0	2.2

% Pass	100	86
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The details continue to reflect really well on Wolverhampton Group especially on the calibre and focus of the Group Observers. It is of particular note that we have maintained a 100% pass rate through the last twelve-month period.

4.1

David Barley, Sean Mullin, Michael Brooks and Kathryn Ball have all agreed to receive their ADT Certificates at the forthcoming Group Evening on 10th January 2018. It is expected that Chris Piper will also agree to receive his Certificate on that night.

4.2

The forthcoming Region 4 Forum is scheduled for 21st April 2018. (Taken from Issue 169 of Inform). A venue is yet to be confirmed. Attendees are required.

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 transfer of the accounts from Graham Foulkes to Christine Westwood is yet to be completed. The only matter outstanding at this time is that Christine needs to become a signatory on the Group Account.

5.2

Christine asked whether it would be acceptable to issue receipts for payments electronically, this was agreed as the majority of Members were now on e-mail. Christine additionally asked whether we would consider the use of Internet Banking for the Group, it was agreed that this should be investigated with the clear caveats that the facility be agreed as being secure.

6 Chief Observer Report (Submitted via Paul Williamson)

A taster drive has been carried out with Stephen Hare who subsequently attended the Associate Evening held on 21st November 2017.

As of this time he has not re-joined IAM RoadSmart. (He was previously a Member as part of the local Motorcycle Group). He has indicated that he wants to go straight to doing his Masters rather than via an ADT feeling that any issues that he has can be resolved during his Master's mentoring. He appeared to be a competent driver on the taster run and I feel not much work needed to get him to ADT standard, but immediately to a Masters would be very different as, amongst other things, his spoken thoughts seemed weak.

Following discussion, it was recommended that contact be made again with Stephen and that he be encouraged again to join IAM RoadSmart and run through the ADT prior to moving on to his

Masters so as to ensure that he has the support of the Group and also gets properly into advanced driving as opposed to advanced riding.

6.1

Pre-test drives were carried out for Kathryn Ball and Chris Piper. Both were subsequently successful on test with Chris gaining a F1rst.

6.2

Local Assessment forms have now been completed for David Gallagher and sent to IAM RoadSmart for on-forwarding to IMI. When the paperwork exercise is concluded David will then be a qualified LO.

6.3

Alan Bates and myself were scheduled for Assessment by Steve Ellis on Monday 4th December 2017.

The Assessments were cancelled by Steve on 2nd December 2017 with a new date of 25th January 2018 now in the diary. It was felt that the late notice of cancellation was somewhat unfair as the reason given was "house move" which surely could not have been unexpected.

6.4

Within the last few days we have received a reminder from IAM RoadSmart regarding the need for all Observers to be IMI Qualified by the end of 2017. Through Tony we have confirmed to IAM RoadSmart that we have been compliant in this regard for the last two years.

7 Associate Controller's Report (Submitted via Tony Robson)

The Observer Associate Status Report maintained by Nigel and Jonathan was circulated reflecting the current actual state of the Associates within the Group.

7.1

We had been allocated a new associate by IAM RoadSmart however he lives in Belbroughton. After looking at the map and seeing it was East of Kidderminster it was decided on a re-allocation. All actions in this have been completed by Tony and he has been passed back to IAM RoadSmart.

7.2

Peter Spillan has associate Luana Mazzetta; as he is away for three successive Saturdays, (being the only day that she can drive with him), I offered to provide cover. She cancelled the first Saturday, however, we are going out for a drive on 9th December 2017.

7.3

Following e-mails being sent, both Tom Grove and Pam Dawson have indicated that they will start drives again in the New Year.

In this Pam Dawson has now re-joined both IAM RoadSmart and WAMG however Tom Grove's membership of both has lapsed.

7.4

Phil Compton had been allocated to Wolverhampton by IAM RoadSmart however as he lives in Walsall this was seen as inappropriate and Tony has now returned his details to IAM RoadSmart with a view that he would affiliate himself to Walsall Group.

7.5

Paul advised that he had taken Sandra Ingram for a drive in Christine's recent absence. It was discussed and agreed that Paul would now take over as Observer for Sandra.

7.6

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 Secretary's Report

Current position of the Group is:

- 60 Full Members
- 8 Associates
- 2 National Observers (Both LOA's)
- 9 Local Observers
- 3 Observers under Instruction

8.1

There was discussion as to how we might increase our Group Membership. There was uncertainty as to whether IAM RoadSmart were offering discount ADT Courses and the question was raised that if they were could we, as a Group, additionally contribute to the discount to make the voucher more attractive as a Christmas gift. In this Jonathan agreed to discuss the matter with Paul Woosley and report back to the Committee.

8.2

It was additionally proposed that we might advertise within Groupon. In this Jonathanh agreed that he would investigate the costs associated with such placement.

9 Newsletter Editors' Report

The Winter Newsletter should be ready for issue by 9th December 2017. (At this time there is only one entry pending inclusion).

9.1

The closing date for entries for the Spring Newsletter is to be 1st February 2018.

10 Web Administrators Report

Jonathan reported that as a result of low activity from within the Group on our Facebook Page that the Reach and Coverage had remained low. Details shown in Appendix 1 to these Minutes.

There was some discussion as to how this might be addressed. No conclusions were drawn during the meeting however it was recognised that for the Group Facebook Page to be “successful” that it did need to be updated both frequently and also regularly.

Though it was understood that David Gallagher was now focussing his attentions outside of WAMG, (in his position as IAM RoadSmart Young Driver Ambassador), that he would be asked if he could allocate some time on a weekly basis to keep the Group Facebook Page current.

10.1

Updates have been posted on the web site throughout the last few weeks to ensure that all Events be current and that the News be relevant 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 (Led by Paul Williamson)

It is seen 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 celebratory events through the year. The primary intention being to attract additional members and celebrate the existing Members support through the years.

11.1

Events have been scheduled through to March 2018 and are now reflected on the Events Diary of the web site.

Specific Dates are As Follows:

10 th January 2018	Group Meeting with Paddy Hopkirk and David Gallagher
14 th February 2018	Group Meeting with Richard Gladman
14 th March 2018	Group Meeting with Robbie Downing and Examiners

11.2

The Mercure Wolverhampton Goldthorn Hotel has been booked, for £100 for the evening, as the venue for the Group Meeting scheduled for 10th January 2018. At this time the booking is for space for 100 people, this being consistent with the fact that we have interest indicated by around 85 as of the date of this Meeting.

It is understood that there will be refreshments available at a bar associated with the venue. This alleviates the need for the Group to provide refreshments for the attendees. Paul was tasked with checking with the hotel that the bar facilities will be available to all on the evening.

11.3

It was agreed that the Meeting on 10th January 2018 could be in part funded with a Raffle/Tombola. This was discussed and agreed. There was some question as to whether we could do this and Paul agreed that he would investigate the “technicalities” to ensure that we were within our charitable remit.

In the matter of this raffle/tombola the Members of the Committee were asked to provide prizes. No value was set on the prizes to be donated. These prizes needed to be available by the beginning of January.

11.4

It was agreed that we should consolidate the attendees list for the Meeting on 10th January 2018 and send a second mailing to advise of the location and that the meeting on that night would start at 19:30. This mailing to include a request to confirm the numbers already advised.

11.5

A detailed agenda is yet to be established for the evening Meeting on 10th January 2018 and Paul agreed that he would liaise with David Gallagher to finalize the agenda and the nature of the presentation(s) to be given.

12 Young Driver Ambassador Report. (Submitted by Paul Williamson)

David Gallagher could not attend the meeting this evening however sent in a report which is attached here as Appendix 2.

Following the time that was allocated to other matters there was no time during this meeting to discuss any of the points raised by David however they are attached for consideration.

It was noted by the Committee that David has requested that he be allowed to step back from direct involvement with WAMG throughout the remaining period of his association with IAM RoadSmart as Young Driver Ambassador. This was discussed and considered to be a sensible approach.

13 A.O.B.

There were no matters discussed here.

15 Date of Next Meeting

The next meeting is scheduled for 2nd January 2018 at the Holiday Inn, Gorsebrook Road to start at 19:45.

This meeting adjourned at 10.10

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

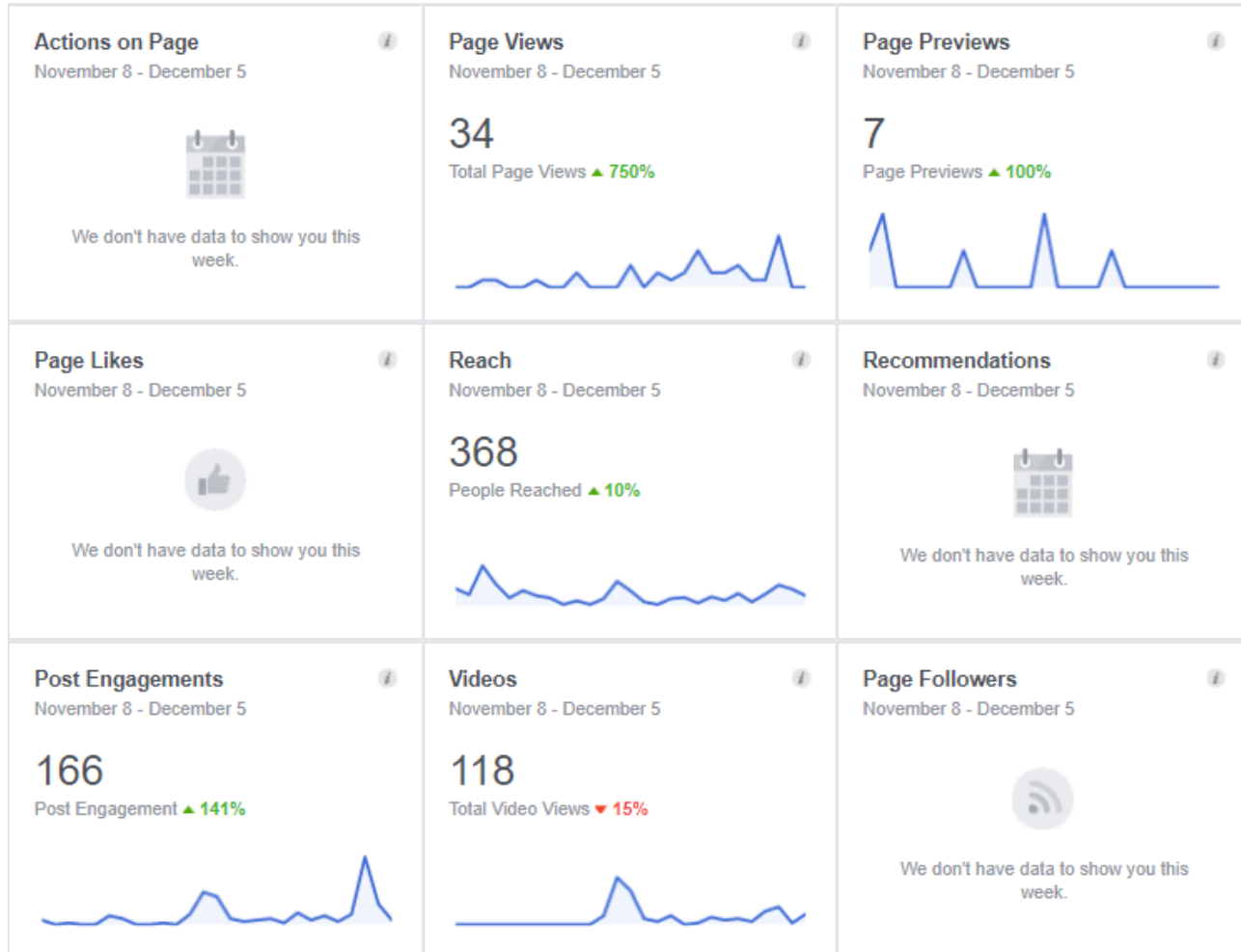
Facebook Details for November 2017

Overview

Results from Nov 09, 2017 - Dec 06, 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.

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Who Saw Us and Followed Us

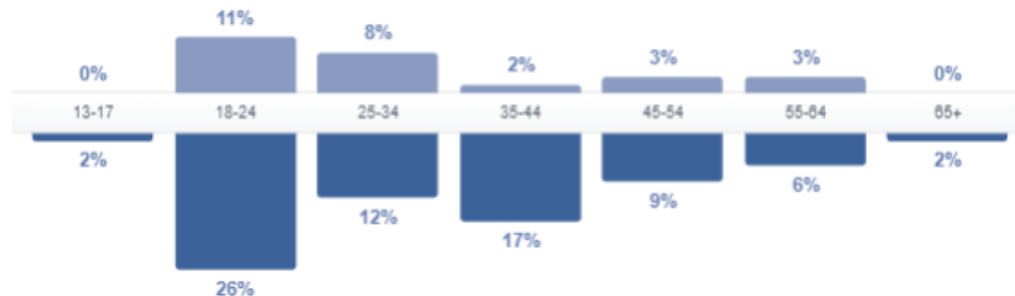
The people who follow your Page

Women

26%
Your Followers

Men
















73%
Your Followers



Top Posts Through the Month

Published	Post	Type	Targeting	Reach	Engagement
12/06/2017 10:48 pm	 Thoughts?			16 	2 0 
12/05/2017 10:20 pm	 Wolverhampton Advanced Motorists shared Travel Tom's			26 	0 1 
12/04/2017 11:28 am	 Interesting, how deadly a road can be, even without any traffic!			27 	2 1 
12/03/2017 2:52 pm	 Massive congratulations to Christopher Piper who passed his			71 	38 19 
12/02/2017 8:40 pm	 Traffic cops do a great deal to keep us all safe out on those			25 	1 1 
12/02/2017 12:47 pm	 Wolverhampton Advanced Motorists shared Car Throttle's			19 	1 0 
12/02/2017 9:54 am	 Wolverhampton Advanced Motorists shared DRIVETRIBE's			26 	1 0 
11/30/2017 12:19 pm	 Christmas present ideas anyone?			29 	4 0 
11/29/2017 11:28 pm	 Wolverhampton Advanced Motorists shared We Are			8 	0 0 
11/29/2017 4:28 pm	 Wolverhampton Advanced Motorists shared We Are			11 	0 0 
11/28/2017 10:29 am	 For the bikers out there!			20 	2 0 
11/27/2017 10:33 pm	 Wolverhampton Advanced Motorists shared DRIVETRIBE's			23 	1 0 
11/26/2017 10:47 am	 Life is to precious to waste through drinking and driving.			25 	3 0 
11/25/2017 12:52 pm	 And we think that the M6 is bad!			23 	2 0 
11/21/2017 1:33 am	 An excellent example of a calm, well communicated commentary			122 	48 4 

Top Videos Through the Month

Video	Published	Minutes Vie...	Video Views
 0:36	12/02/17 1:54AM	3 	11 
 0:16	11/30/17 4:19AM	1 	8 
 1:58	12/05/17 2:20PM	1 	11 
 0:28	12/06/17 2:48PM	1 	2 
 2:28	10/29/17 2:41PM	1 	2 

Appendix 2

David Gallagher Young Driver Report

- I have been working with West Midlands Fire Service who have recently launched Virtual Reality headsets, they would be willing to use them alongside us to reach out to younger drivers. Can we consider a proposal on how WolvesIAM can link with West Mid's fire service to engage with the young drivers of the area with the added help of VR technology?

The video shows the drivers point of view whilst driving to pick up friends for a party, throughout the drive the user has to make decisions (yes or no) and has to look left or right to choose their decision. If they make all of their decisions correctly they get to the party, if they don't, it tells them how they can improve their decision making.

- Could we consider putting on a remembrance service over the festive period to remember those who lost their lives this year on our roads locally? We could link with people who have the same interests as us such as the police, ambulance and fire services (who have provisionally said that they would support this). As it's a sensitive subject any families of those lost to RTC's would need to be contacted via police or undertakers.
I think it would be nice to remember why we all do this and the reasons that we offer further driver training, we may also get support from those with a genuine reason to help willing to come on board and help us with our goal of reducing the numbers of those killed and seriously injured on our roads.

- Facebook...
on the previous meeting's minutes I noted that one of the requests was to advertise the Young & Mature driver ambassadors visit, the event was already live at this point and had been since it was confirmed. Perhaps I could have a list of events to update our Facebook page's diary?

Could we make it a policy to ask associates if they have a Facebook account and could they like our page? It would be nice to be able to announce their test passes on Facebook and seeing their interaction, as we did with Chris Piper.

- Will the committee reconsider the previously altered funded courses for under25's?
Instead of enquiring about the candidate's employment situation, maybe we could offer 50% off all under 25's and refund entirely those achieving a F1RST, that way we encourage ambition and high levels of attainment. Perhaps a trial run of 10 drivers?
If the issue of cost comes into play, maybe we could follow the footsteps of other local groups who found those with the money in their area e.g. fire service/local safety partnership and see if they would assist us with this. We could market it as a New Year 2018 promotion?