



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 10th December 2019
Time: 19:45

Location: Friends Meeting Hse
 Summerfield Road
 Wolverhampton
 WV1 4PR

Present	Paul Williamson (Chair) Geoff Davis (Treasurer)	Roy Richards	Jonathan Hughes
Apologies	David Gallagher Tony Robson (Secretary)	Richard Dodd Graham Foulkes	Nigel Packer Christopher Smith

1 Action Items

Who	Target Date	Action	Status
PW	7.1.2020	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
JH	20.12.2019	Contact the West Midland PCC David Jamieson regarding support for Young Drivers. (4.2)	Open
JH/PW	7.1.20120	New WAM posters to be generated based around the templates showed at Worcester on 30.11.2019 (4.2)	Open
JH/RR	18.2.2020	Role Play Challenges to be generated for the forthcoming Observer Evening. (4.2 & 7.0)	Open
PW	7.1.2020	Order to be placed for RFID Blocker Card (4.3)	Open
GD	7.1.2020	Registration for Gift Aid is to be concluded (5.1)	Open
JH/RR	18.2.2020	Replacement Identification Tags are to be generated for all Group Staff Members (7.1)	Open
JH	4.2.2020	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
JH	23.12.2019	Postal communication is to be sent to all Group Members who have not opened the Subscription Management e-mail by 23.12.2019. (9.3)	Open
PW	4.2.2020	Contact is to be made with those persons identified in Appendix 3 who did not open the Newsletter e-mail to ensure that we find ways of better communicating with these people (10.0)	Open
ALL	1.2.2020	Submissions for the Winter/Spring Group Newsletter to be ensured. (10.1)	Open
JH	4.1.2020	New formats for the Newsletter to be explored. (10.2)	Open
JH	4.1.2020	A new FAQ Section is to be added to the Group Web-site (11.2)	Open
JH/PW	4.1.2020	Group Evening Presenters are to be contacted to establish dates and availability. (12.1)	Open
CS/JH	7.1.2020	Visit to Classic Car Collection at Jaguar Land Rover to be arranged (12.2)	Open
NP	7.1.2020	Tri-fold Taster Drive Pamphlets to be placed at all local Libraries (12.3)	Open
PW/NP	4.2.2020	Group Show Kit to be fully listed and bought up to usable standard for 2020 use. (12.4)	Open
NP	4.2.2020	Tri-fold Group Brochures to be placed in local libraries to maintain presence. (12.3)	Open
ALL	7.1.2020	A decision is to be made regarding the process of funding and encouraging Young Driver Membership. (4.2, 9.1, 13.0, Appendix 3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 5th November 2019 were proposed as accurate by Geoff Davis and seconded by Paul Williamson.

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. The on-site caretaker is now investigating this matter.

It was confirmed that following the request from Robbie Downing that a meeting with Robbie and the key members of the Group Committee would take place prior to the Group Evening scheduled for 8th April 2020. Full details of this meeting will be released at a later stage when confirmed by Robbie.

4 Group Secretary's Report

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

New Joiners		
	Group	National Average
Last Month	3	2.3
Same period last year	0	1.1
<i>Based on allocation date to group in DTE</i>		
Enrolments		
	Group	National Average
Enrolled Last Month	3	2.5
Time to enrolment (Days)	65	12.2
Waiting enrolment	2	3.3
<i>Based on enrolment date in DTE. Enrolment is the process by which a group acknowledges allocation of an associate via DTE, and which triggers payment to the group</i>		

Associates	
Training in Progress	13
Last 12 months average days from enrolment to test ready	123
<i>Associates with a course linked to the group - shown under OS Test ready lists in DTE</i>	

Test Statistics		
	Last Month	National Average
First and Pass	0	1.4
Fail	0	0.2
<i>Based on results submitted date and if course associated to group</i>		

Details continue to reflect well on Wolverhampton Group.

(From Committee Minutes May 2019): Following discussions with other Groups at the IAM RoadSmart Regional Spring Forum held on 13th 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.

The Group continues to promote Taster/Assessment Drives through the use of the £10 Voucher initiative.

4.1

Our Regional ASDM, Robbie Downing, is promoting an initiative for all Region 4 Groups to create good practice and interact, engage and associate with each other to create partnerships and make the Region more effective.

To promote and discuss this, a forum was held at the Young Farmers Club in Worcester on 30th November 2019. Roy Richards and Jonathan Hughes attended. Full detail of this meeting are shown in Appendix 3 to these Minutes.

4.2

Following discussion, the following actions and considerations were drawn from the Region 4 Meeting held on 30th November 2019.

- That Jonathan Hughes would contact the West Midlands Police and Crime Commissioner's Office, David Jamieson, to establish if, like Gloucester Advanced Motorists, we could have support for new younger Associates.

The consideration with this would be that instead of making payment to the Associate at the end of their Advanced Driving Test when they passed that they would be covered completely so long as they took the test and that payment was not contingent on their passing. (In this see Appendix 3 of these Minutes).

- That we would establish a range of new posters per those designed by Solihull Advanced Motorists and now available as templates from IAM RoadSmart.

Consideration would be given to our obtaining some additional "Poster Panels" and that these panels would be used at all Group Meetings and not just shows and exhibitions. It was agreed that we were losing promotional opportunities by not providing "support" materials at all Group Meetings.

- That we would engage with Observers more proactively following the suggestions from Redditch and Bromsgrove Advanced Motorists. It was felt that the Continuous Personal Development programmes being used by R & B Advanced Motorists were excessive however the use of role-play and reciprocal "test-drives" was useful and should be introduced into the existing quarterly meetings.

4.3

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 August 2019, is as below:

Group Accounts Statement

Lloyds Treasurers Account:	£2,765.14	Payments To:
Lloyds Social Account:	£97.03	3 x Friends Meeting House
Group Balance Total:	£2,862.17	

Payments Made in Month (2):	£72.00
(Included in above balances)	

Scheduled Payments (1):	£23.99	HostPapa for "wolvesiamrs.org"
(Not included in the above balances):		

The Group Accounts remain in good order.

Following discussion, it was agreed that the Group Cheque Book should be held by Geoff Davis as Group Treasurer

5.1

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.

Reference: [//gov.uk/claim-gift-aid/gift-aid-declarations](https://gov.uk/claim-gift-aid/gift-aid-declarations)

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 are now in process.

In this matter the Subscribing Member needs to positively confirm that they are happy with such application being made on their behalf albeit that there will be no interaction between themselves and HMRC. In this the following details the way in which such confirmations can be made:

Reference: [//gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid](https://gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid)

A Gift Aid declaration must:

- State the donor's full name and home address. (Linking to Membership Number is adequate in this matter)
- Name the Charity
- Identify the gift or gifts to which the declaration relates (for example, a particular donation or all donations)
- Confirm that the identified gift or gifts are to be treated as Gift Aid donations

In order for a Gift Aid declaration to be valid, the charity must give and be able to demonstrate it has given an adequate explanation to the donor of the personal tax implications associated with making the Gift Aid donation including the responsibility to pay any difference. This explanation can be included on a Gift Aid declaration but can also be made separately.

Gift Aid declarations can be given in writing (including by email, fax, or text message) or orally (in person or by telephone). A declaration can cover a single donation or any number of donations.

When read now in conjunction with details within October 2019 Committee Minutes and Section 9.2 of these Minutes it was discussed and agreed that as it is now possible for us to adopt the directions given by IAM RoadSmart and engage with new and existing Group Members without the need for forms to be completed beyond that detail already available on DTE.

6 Group GDPR Compliance Officers Report

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

7 Group Chief Observer Report

- The next Group Observers Meeting is scheduled to take place on 18th February 2020
- A Taster Drive is to be arranged by Paul Williamson with Robert Pucknell.
- A Taster Drive with Jim Baker is scheduled to be taken by Roy Richards on 15th December 2019
- Christopher Smith has now completed his Local Observer Training; the paperwork was submitted and accepted by IAM RoadSmart on 4th December 2019. Chris should receive his Certification within the next few weeks
- David Smith is now registered with IMI to become a Local Observer. He continues being mentored in this by Peter Spillan; his training in this is progressing well
- Pre-test drives were conducted for both Terence Arthur and also Frank Beach. Test dates have now been established for both with Terence on 16th December and Frank on 20th December. Both tests to be undertaken by Steve Tyler
- Roy Richards Fellows Re-test is scheduled to be undertaken by Steve Tyler on 20th December 2019
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months

7.1

Following discussion, it was agreed that Staff Identity Tags should be updated for everyone and that they should all be dated to be valid for one year from February 2020, (the first Observers Meeting of the year). This to make maintenance of the details easier.

7.2

Group National and Local Observer Status

Contact ID	Observer Name	IMI Local Assessor Car	Last Completed Course	Last Completed Date	Next Assessment Date	Membership Status
00488608	Jonathan Hughes	Yes	Internal NO LOA Observation QA Car	11/10/2017	11/10/2020	Current
00242290	Roy Richards	Yes	Internal NO LOA Observation QA Car	25/01/2018	25/01/2021	Current
00308212	Alan Bates		IMI National Observer Programme Car	25/01/2018	25/01/2023	Current
00519628	David Gallagher		IMI National Observer Programme Car	10/03/2019	10/03/2024	Current
00535728	Roger Denley		IMI National Observer Programme Car	29/05/2019	29/05/2024	Current
00075090	Peter Spillan		IMI National Observer Programme Car	31/07/2019	31/07/2024	Current

Roy Richards had been advised that his NOLOA Requalification was due in January 2020 which was contrary to the detail above. On querying this matter with IAM RoadSmart it was established that this was an administrative error and has now been corrected with January 2021 being correct.

7.3

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

8 Group Associate Controller's Report

The next Associate Evening, (Part II), is scheduled to be held on 21st January 2020.

8.1

The following shows the current Associate Member Status at 10th December 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.

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Group Associate Status

Associate Name	Observer Name	Evening Part 1	Evening Part 2	Run Count	Months Count	Status
Anna Gregory	Roger Denley			0	0	
David Scarrott	Paul Williamson	xx	xx	12	16	→
Frank Beach	Mike Leadbeater	x		5	2	
Giles Evans	Tony Robson	x		0	2	
James Cardus	Peter Spillan			2	5	↑
Jason Vassell	Chris Smith	x		0	1	
Katie Trusselle	Graham Trusselle		x	3	7	→
Kyle Bradshaw	Alan Bates			0	1	
Martyn Smith	Alan Bates			0	0	
Paul Swan	Mike Leadbeater	x		0	1	□
Ravi Kumar Suman	Barry Sadler			0	0	□
Simon Ward	David Smith	x		1	2	↑
Stephen Read	Mike Leadbeater			0	0	□
Steve Mintchev	Roger Denley			0	0	□
Terence Arthur	Barry Sadler	xx	x	12	7	
William Young	Graham Trusselle			4	2	→
Chris Smallman		x	x			
Dalbeer Gill		x	x			
Pam Dawson		x				
Sheila Barnfather		x	x			

Active
On Hold
Inactive

Test Ready
Near Test Standard
Approaching Ready
Needs Development

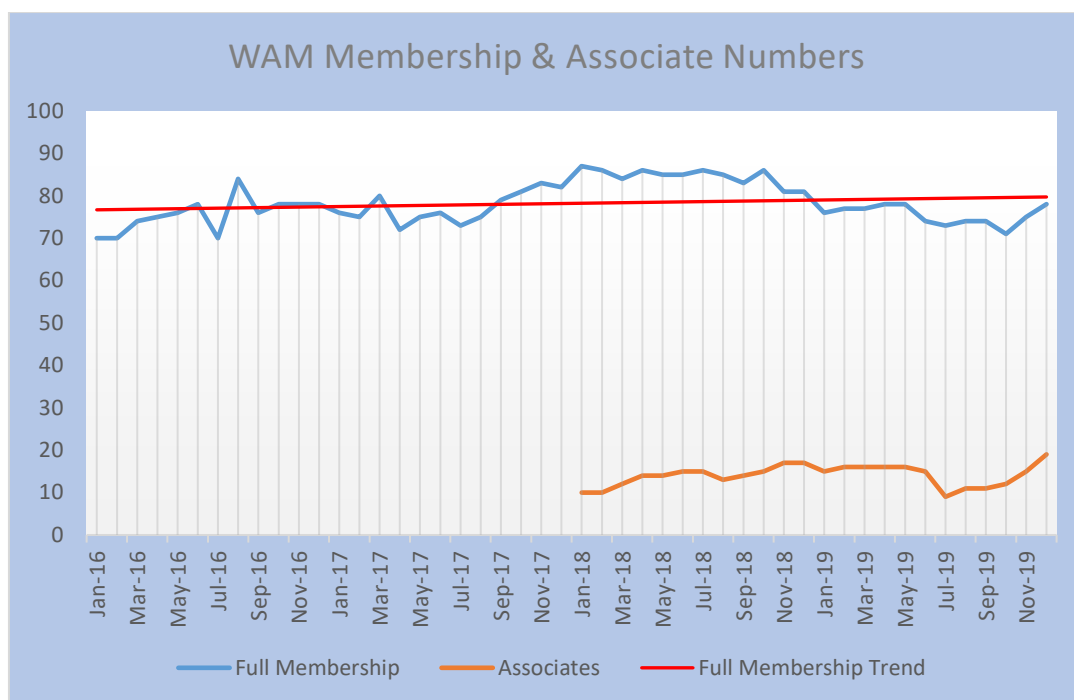
Associates Evening Part II on 21st January 2020

9 Group Membership Secretary's Report

Current position of the Group is:

- 59 Full Members (Of which 4 showing as Expired Members of IAM RoadSmart)
 - 2 of the IAM RoadSmart Expired Members are Group Social members
 - 19 Associate Members (One of whom has recently stopped their drives)
 - **78 Total Group Membership (National Average is 232.2 Members/Group)**
-
- 13 of the Full Members are Fellows
 - 3 of the Full Members are Masters (Both of which are "With Distinction")
 - 5 of the Group Members are Social Members (Of these two are Group Members only)

- 14 of the Group Members are Observers
- 6 of the 14 are National Observers (Two of which are LOA's)
- 7 of the 14 are Local Observers
- 1 of the 14 is being mentored to become a Local Observer
- 9 of the 14 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 less likely 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. (This carried forward from previous Minutes).

9.3

Further to discussion at the November 2019 Committee Meeting, (Section 9.3), regarding the aligning of the Group membership renewal being aligned to IAM RoadSmart subscription renewal dates a draft letter has been circulated by Jonathan Hughes to the Committee for comment.

Following various inputs and recommendations the letter, (shown in Appendix 5 of these Minutes), was issued to the Group Membership on 15th December 2019.

Those who have not opened or read the message by Monday 23rd December will have a copy of the letter posted to them.

10 Group Newsletter Editors' Report

The Group Autumn Newsletter has now been issued as of 31st October 2019.

This Newsletter issued via MailerLite so that details can be obtained as to which Group Members are not opening their e-mail messages. The consideration being that there are a number of people within the Group Membership who are not "tech-savvy" and may be missing information that is issued by the Group.

These people are being contacted by Paul Williamson to establish whether we need to maintain contact with them through different means.

10.1

The closing date for input for the Winter/Spring Newsletter has been moved to being 1st February 2020.

10.2

New formats for the Newsletter are to be explored. If possible, this should be within MailerLite to enable greater functionality and interactivity with Group Members. (MailerLite being a cloud based multi-functional platform enabling such capability)

11 Group Web Administrators Report

Jonathan Hughes reported a drop in web-site activity through November though Facebook engagement had improved slightly. (Full details shown in Appendix 1 and 2 of these Minutes). There was no clear indication as to why this should have been the case.

Web-site detail summary:

Visitors through the month:	2,910 Visitors	(↓21% against previous month)
Pages Viewed through the month:	8,666 Pages	(↓39% against previous month)
Hits through the month:	66,774 Hits	(↓34% against previous month)
Bandwidth through the month:	1.14Gb	(↓31% against previous month)

11.1

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

11.2

It was agreed that a Frequently Asked Questions section is to be added to the Associates Area of the web-site; this to support New Associate.

12 Group Publicity and Events Co-ordinator's Report

The following events are currently scheduled:

- 8th April 2020 – Robbie Downing and Shaun Cronin ASDM Meeting at Friends Meeting House (Meeting with Committee prior to Group Evening Event)

12.1

It was discussed and agreed that the following people should be invited to the Group during 2020:

- Trevor Poxon in either June or July 2020
- Group Examiners in either June or July 2020, (dependant on the above)
- Richard Gladman in either September or October 2020
- West Midlands Police Collision Investigation Unit

- West Midlands Police Dog Handling Unit

In the matter of Trevor Poxon, Jonathan Hughes agreed that he would make contact and establish when Trevor could attend, we can then schedule other visits around that date.

12.2

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.

It was discussed and agreed that this should be scheduled for some time around May 2020.

12.3

Nigel Packer has agreed that he will visit the sixteen libraries in the area to place a few Group Taster Drive Tri-folds on the library desk.

12.4

At the Himley Classic Car Show it was identified that there were some missing or damaged components in the Group "Show Kit". It was agreed that in the first instance we should inventory the kit as held and repair or replace items as required for activity through 2020.

12.5

Chris Smith advised that as a result of ongoing personal and work commitments he was unable to continue in his position as Events Manager. (Appendix 4 to these Minutes)

This was seen as a great shame as Chris had been able to maintain an ongoing and cohesive series of events through the course of his incumbency. It was agreed that the Committee should formally thank Chris for his efforts and hope that he would maintain his close contact with the Group through his activities as an Observer.

At the time of this meeting there was no individual to take up the specific role of Events Manager. This is a role that does need to be filled as soon as possible.

13 Group Young Driver Ambassador Report.

Though he was unable to attend the meeting in person David Gallagher provided some feedback and comment as below:

I was wondering if we could discuss the Group offer for the under 26's. Frustratingly it's not something that many seem to have taken up or engaged with but I think that's probably more on us for our advertising of it than the nature or detail of the offer. I'm in the process of creating a publication for young drivers in the West Midlands and will be including all offerings from various automotive businesses to young drivers, including IAM Groups.

I know in the past that a quota had been suggested that we could perhaps make the offer available for a certain number of people and advertise it "whilst places last". I don't want to include this offer in a publication if it's likely to be scrapped but I do feel it may help guide more youngsters towards us. Are you happy for me to include this if it's made clear that it's whilst funding lasts?

Other groups have also been encouraging young drivers who they entice by allowing referrals and, for every driver they recommend to the group they get £xx back when the driver passes their test. Maybe something worth considering for Wolverhampton Advanced Motorists?

In this the content of the Region 4 Meeting on 30th November 2019 was discussed, (see Appendix 3 to these Minutes). Dependant on the support that we may get from the PCC the Group may radically alter its approach to Young Driver support.

14 A.O.B.

There was no other business.

15 Date of Next Meeting

The next meeting is scheduled for 7th January 2020 This meeting will be at the Friends Meeting Hall

This meeting adjourned at 21:45

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.

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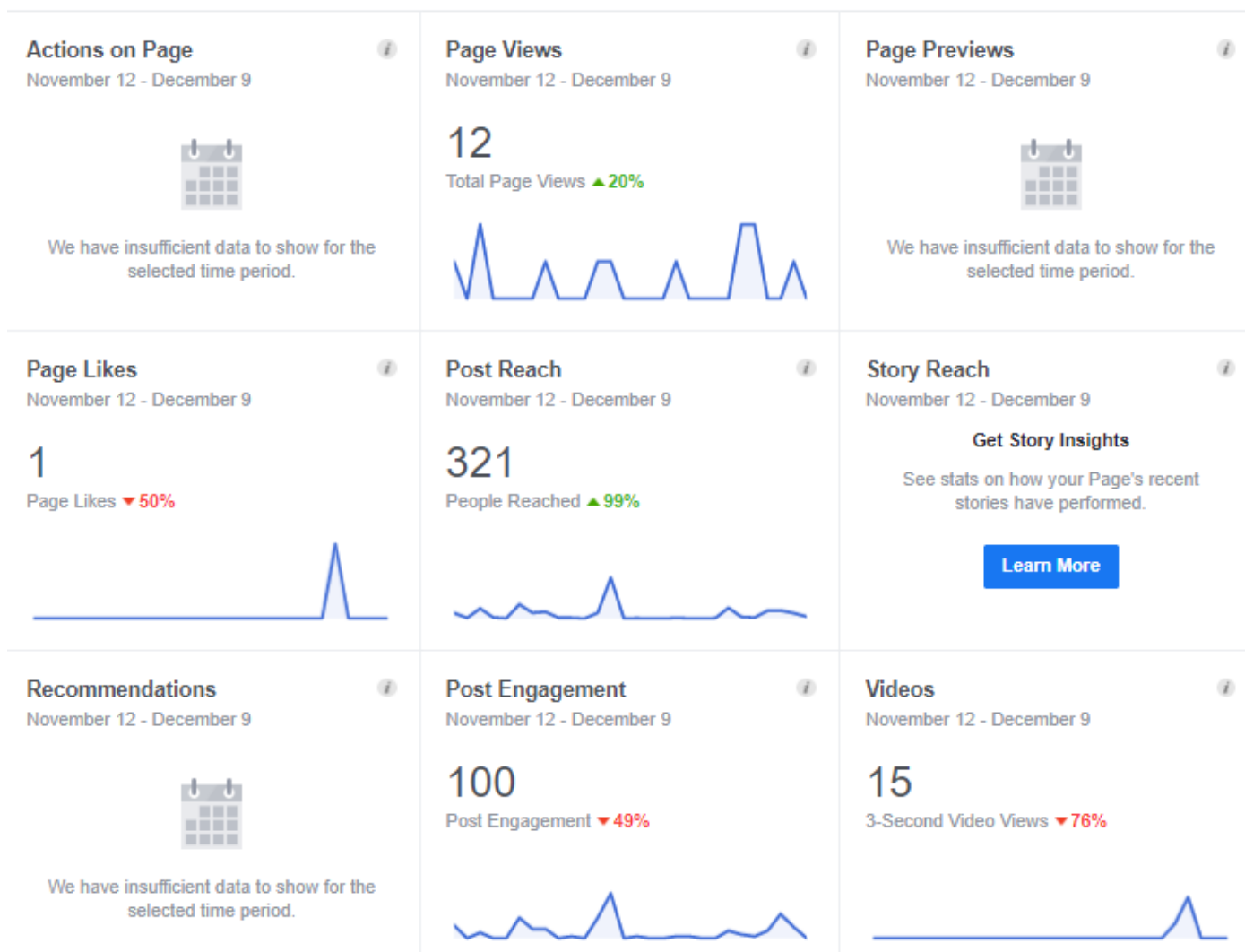
Appendix 1

Facebook Activity Through November 2019

Results from Nov 12, 2019 - Dec 9, 2019

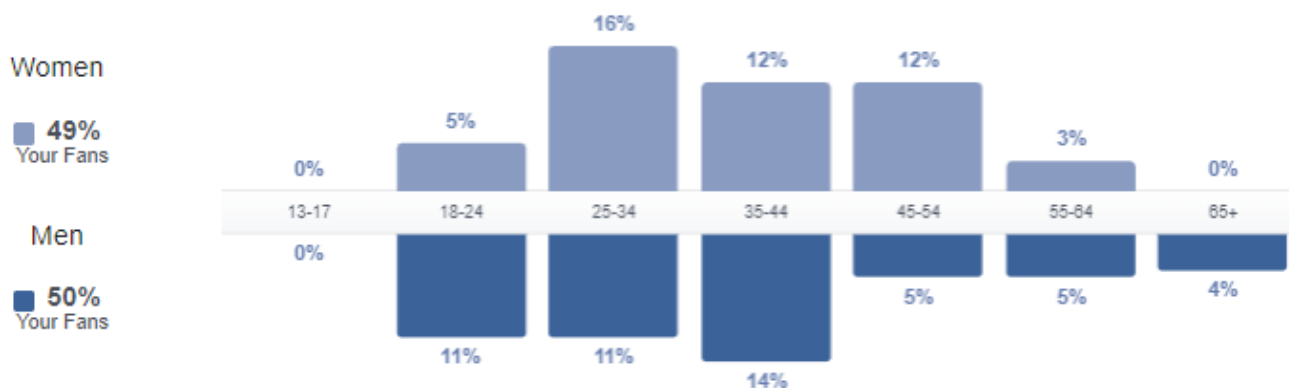
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



Facebook Demographic Through November 2019

The number of people who saw any of your posts at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.



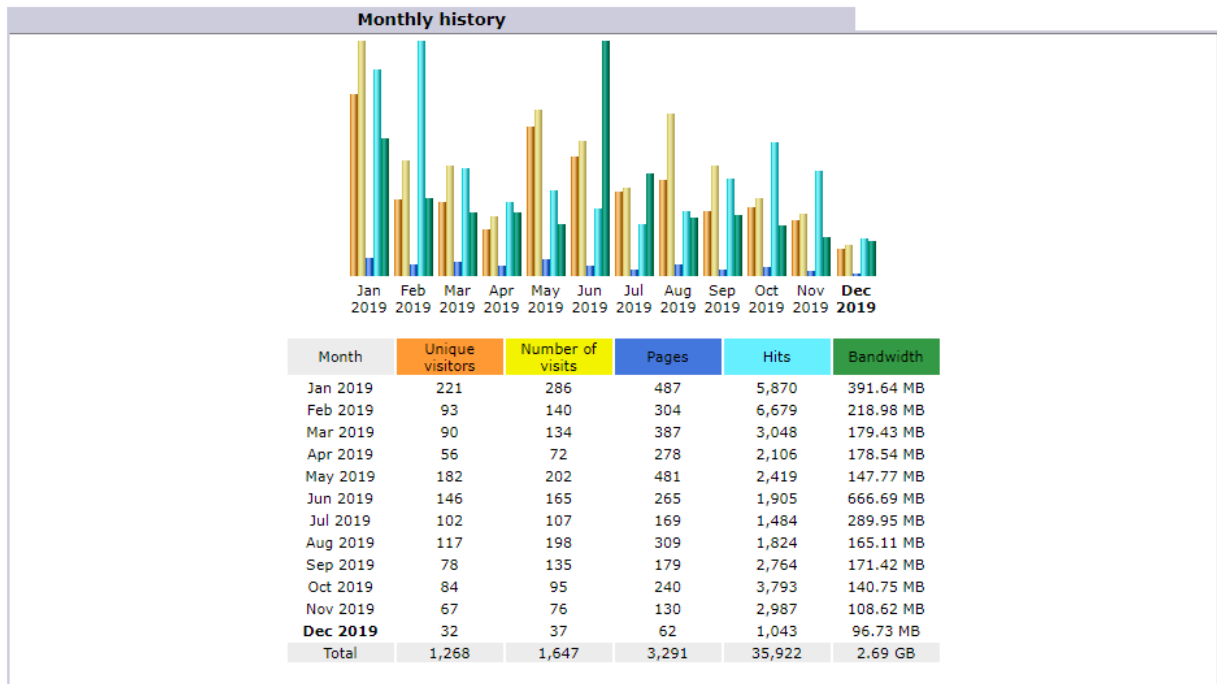
Appendix 2

Summary Web Activity Through to End of November 2019

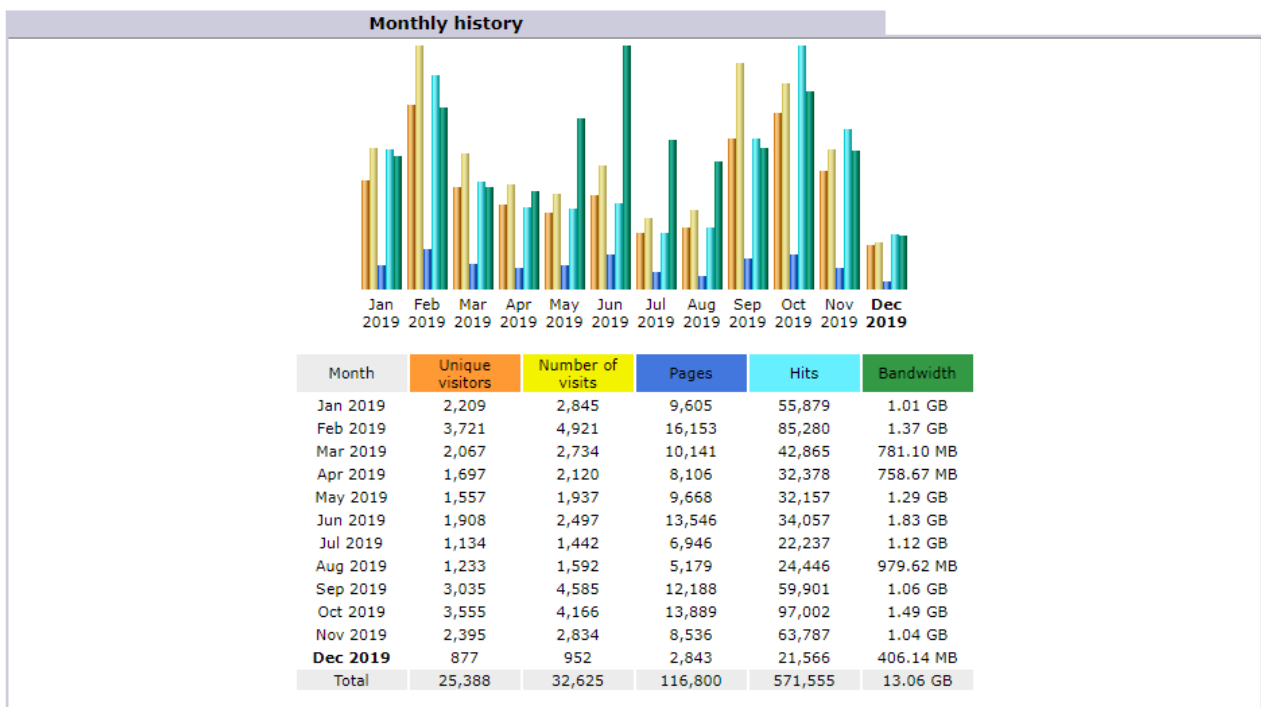
Summary of the detail:

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Hits through the month:	66,774 Hits	(↓34% against previous month)
Bandwidth through the month:	1.14Gb	(↓31% against previous month)

Web Site Activity Through to End of November 2019 (HTTP Site)



Web Site Activity Through to End of November 2019 (HTTPS Site)



Appendix 3

Worcester Neighbourhood Coffee Morning 30th November 2019

(These are the notes as circulated to the Committee following the Meeting)

Robbie Downing
Roy Richards
Dr. Jonathan Hughes

Meeting intended to be an informal meeting to share ideas and thoughts, an exchange of best practice amongst Groups within Area 4. (Attendee details will be circulated to all Area 4 Groups)

Robbie Downing - New Sign-ups

Best process is to sign up at shows and events using tablet or mobile phones. This makes it immediate and clears the link straight away. Group discount capability can be allocated a code via Paul Woozley but the discount comes out of the Group £31:00 allocation unless the discount originates from IAM RoadSmart.

Robbie Downing - Group Audits

The Strategy Team interpreted the information from the detail submitted by the Group. (Self-assessment). There is going to be a review of the detail that has been submitted, (a "Deep-Dive"); this should be in Q1 of 2019. An e-mail has been sent to Robbie as of 30th November 2019.

Robbie Downing - Masters Pricing

Remains as £299 for the expected six sessions with an additional three being at £75. If unsuccessful and for re-tests then the price is £149 with active Master's Mentor's re-tests being free of charge.

Robbie Downing - Generic E-mail Addresses

It is preferred that all Groups use generic e-mail addresses rather than personal ones. (Relevance to GDPR compliance). This has been done by WAM and is clear with both title and also by name "@wolvesiam.org". In accord with this recommendation as of this Meeting all Staff Members of the Group have now been identified via their Group Position e-mail addresses.

It is understood that the forthcoming new DTE structure to be issued during the course of 2020 will have the opportunity to accommodate both a preferred and also a secondary e-mail thereby allowing both the Staff and also the Personal e-mail address.

Solihull Group – Posters (Group Promotion) - Oliver

Marketing and recruitment reductions drove the Group to more effective marketing. The A3/A2 Posters worked really well for them. The format as shown below, were focused on the Group and relevant to the locale of the Group. The intention is to get people engaged and at least interested. These posters have all been sent to IAM RoadSmart, (Kate Tong), and will be issued to all Groups within the next few months as "generic format" for local personalization.

The recommendation is that Facebook does benefit through the use of the "paid for" profile enhancement activities that are available. Perhaps this is an action that we need to undertake within WAM?

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Redditch and Bromsgrove – Observer CPD - David

Continuous Personal Development of the Local Observers within the Group. Consistent, confident and effective capability of the Observers.

At the quarterly Observer Meetings there is an exchange of ideas regarding the Observers current Associates; there is additionally a Review Process both paperwork and role-play; (this is a distillation of the IMI NOA paperwork).

Questions sessions and knowledge of the Highway Code could be a part of the checks and measures used.

A copy of the documents used by David at Redditch and Bromsgrove Group were requested.

Gloucestershire – Funded Young Drivers – Rod

Funded by the Gloucestershire PCC with funding for 20 places per year through the next four years. Under 26 years old and unable to pay for the course themselves. Safer driving is a priority for all the PCC's and funding "should" be available. We should take action with regard to this within WAM.

The course is paid for by the Group via the above but with a £50 deposit which is refundable on taking the test, (not necessarily passing).

Information is delivered through leaflets left in surgeries, libraries, schools and colleges. There is also "promotion" through the local traffic police who hand out leaflets for people stopped having committed misdemeanours during their driving.

Herefordshire – Recruitment - Nigel

Run Driver Recruitment Days twice a year including visiting local businesses and leaving leaflets about Taster Drives and also the advantages of Advanced Driving; also visit local Car Auction sites. Activities primarily one of communication.

Herefordshire Group use local magazines even if the entries do require a financial contribution for that entry; many of these magazines will have reduced rates for local charities. The larger newspapers and magazines do **not** seem to produce results; certainly not in rural Group regions like Herefordshire. Perhaps Wolverhampton would be different in this as an urban environment.

Stafford – Stafford Group Activity – Les

Following the successful completion of the Driver Observer Course it is now intended to “create” a Rider Observer Course.

Ran an initiative with a Blind Driver Day which proved very successful. This in conjunction with the Staffordshire Association for the Blind and St. Dunstan’s. All drivers got a Certificate to say they had driven a car; for many, a lifelong ambition. Gained a lot of free local press coverage. (An initiative that we could run at WAM)?

Stafford also ran a “Hill Climb” event at Oakington to commemorate the original hill climbs of the 1920’s. This was run in association with Lichfield Group and the Bentley Owners Club providing opportunities for the drivers of the cars to “show off” and also take a passenger.

Participated in a Police Open Day. The Police do run open days which are well attended and worth being a part of. WAM should look to Wolverhampton Police to establish if they have a day scheduled for 2020. Good to talk with people when they are interested, catch them when they are focussed; this is where the immediate sign-up is important.

Intending to run a “Come and Try” session in 2020 with the attraction being the provision of bacon butties and a cup of coffee. Should we consider this for WAM in 2020?

Roy Richards & Dr. Jonathan Hughes

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Appendix 4

From: Chris Smith <chris.trident.training@gmail.com>
Sent: 10 December 2019 07:54
To: iam Committee <committee@wolvesiam.org>
Subject: Meeting

Hi All,

My apologies again for not being able to attend tonight but I am still recovering from a bout of flu while also attempting to deliver some online training on EST, starting at 2-10pm. My work schedule for next year has many of my teaching deliveries in the US on EST so going forward it is becoming increasingly difficult for me to maintain my IAM Committee responsibility.

With this in mind I feel it is only fair that I stand down from the committee from January 2020 and want to thank you for the opportunity to contribute over the last. I am happy to continue delivering Local Observations during the day and will attempt to make Observer/Associate meetings as and when available, if this is acceptable.

I will pass forward any information I have on speakers provisionally booked for next year.

Regards

Chris

Deliberately Blank

Appendix 5

The detail was personalised to each Member within the Group showing the date and value of their renewal.

[View in browser](#)



Wolverhampton Advanced Motorists **Change to Group Membership Fee Management**

Dear Jonathan

For a very long time now we have been levying our Group Fees in one hit for everyone in March and have realised that this is confusing for many of our Members as well as causing challenges for our Group Treasurer.

As of January 2020, we will be issuing a detailed invoice for our Group Fees to each of you at the same time as your IAM RoadSmart annual fee becomes due; this so that you can deal with both at the same time though sadly, you will have to make two separate payments.

For those of you who will be invoiced in January, February and March your fee for the forthcoming twelve months will be reduced proportionally as you have already paid until the end of March 2020; for those of you with IAM RoadSmart renewals after the start of April 2020 your first invoice under this new scheme will reflect the additional months to the time of renewal; doing things this way means that no one will be out of pocket.

So, what does this mean for you? Jonathan, you will be invoiced in August 2020 for £16.00 which will cover your Group Membership until the time of your IAM RoadSmart Membership renewal in 2021. If you believe that that this value is incorrect then please contact us immediately so we can resolve the discrepancy for you.

New Members of the Group who have their first year Membership covered by their initial fee to IAM RoadSmart will not initially be impacted by this change.

Though we received a mandate from our Members at the last AGM to allow us to increase fees, we are pleased to advise you that we will be maintaining our current £12:00 annual fee through 2020 as we will be taking advantage of our having registered for Gift Aid and therefore able to extend the value, to the Group, of your contribution.

We would suggest that in order to make the process as easy as possible that, as and when you receive your invoice, that you make a Bank Transfer to us. In this full detail will be provided on the invoice. We will of course continue to accept cheques though can no longer accept cash payments.

We are making this change to ensure that we are keeping up with best practice and in making our Group more efficient.



Wolverhampton Advanced Motorists

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nearby IAM RoadSmart Group.

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