



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 5th February 2019
Time: 19:45

Location: Friends Meeting House
 Summerfield Road
 Wolverhampton
 WV1 4PR

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW/TR	5.3.2019	Order to be placed for RFID Blocker Card (4.1)	Open
GD/PW/TR	5.3.2019	New Deposit and Social Accounts to be established	Open
PW/GD	5.3.2019	Group Accounts to be audited (5.3)	Open
JH	5.3.2019	Observer GDPR Compliance signatures to be finalized (6.1)	Open
JH	20.2.2019	A "Sit-in" on an ADT is to be arranged with Robbie Downing (7.2)	Open
RR	20.2.2019	Roger Denley Application to become a NO to be progressed (7.3)	Open
JH	20.2.2019	Confirmation of booking at Mercure Goldthorn for Associate Evening (8.0)	Open
RR/NP	20.2.2019	Efforts to be extended to ensure full attendance at the next Associate Evening scheduled for 21.2.2019 (8.1)	Open
TR	20.2.2019	Follow up with IAM RoadSmart to find out why details of "Blue Monday" were not communicated effectively with WAM (8.6)	Open
NP	28.2.2019	An editorial about Advanced Driving to be generated for the Wombourne Parish Magazine (8.7)	Open
TR	5.3.2019	Expired DTE Members to be checked and confirmed to ensure that Membership is maintained wherever possible. (9.0)	Open
TR/JH	31.3.2019	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
CS/PW	5.3.2019	Contact is to be made with the Group Examiners to see if they can be booked for a Group Examiners Evening on 10 th April 2019 (12.0)	Open
CS	5.3.2019	A Guest Speaker is to be arranged for 8 th May 2019, the Group AGM (12.0)	Open
CS/PW	5.3.2019	Accommodation is to be booked for Ashley Hall to cover his Group visit on 13 th March 2019 (12.1)	Open
CS/PW	5.3.2019	Insurance cover to be checked regarding numbers "allowable" at Friends Meeting House" (12.3)	

In the absence of Paul Williamson, Tony Robson deputised as Chair for this Meeting.

Tony commenced by welcoming and thanking all attendees.

It was noted that as a result of their being a match at the local ground that parking was very difficult and resulted in Graham Foulkes not being able to park and consequently not being able to attend the meeting. It may be worth considering changing the date or location of any meetings when conflicting with a local football match.

Because of the wish to avoid the heavy traffic it was agreed that this meeting would be kept short, as a result of this it was accepted that some of the details would be abbreviated.

2 Matters Arising

Approval for the Minutes of the Meetings of January 2019 were proposed by Christopher Smith and Seconded by Geoff Davis with agreed minor emendations. (The changes implemented being the addition of Tony Robson under “Apologies” and a change to Section 11 stating now that “No details appended to these minutes”).

3 Group Chairman’s Report

There was no Group Chairman’s Report submitted for these Minutes.

4 Group Secretary’s Report

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	3	2.4
3 month Average	1	2.7
Last 12 months	13	25.9

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	4	26	2.0	17
3 month Average	2	23	2.5	14
Last 12 months	15	19	27.2	36

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	132	1.1	196
3 month Average	1	156	1.3	200
Last 12 months	8	209	16.9	216

Test Statistics

	12 months	Region Avg
First	3	4.1
Pass	4	11.8
Fail	3	2.4

% Pass

70	87
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Advanced Course Allocated Sales

	Total	Region Avg
Last Month	2	2.3
3 month Avg	1	2.8
Last 12 months	14	26.4

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

The Percentage Pass figure of 70% is a function entirely of our very low throughput of Associates within the last twelve months and one individual’s three ADT fails. The details below reflect the details based on this being only one failure and regional average numbers.

Looking at the “Advanced Course Statistics”, you will see that allocations through the last twelve months are only just above 50% of the Regional Average which means that the two “fails” that we have had in the last year is having a more dramatic impact on the “Percentage Pass” figures.

If we made an assumption that we had a similar 27.2-person allocation then the simple math would indicate that our Percentage Pass would be 97.5% and not the 70% showing.

4.1

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

5 Group Treasurers' Report

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

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

Group Accounts Statement

Current Account:	£3,109.53	Cheques Issued for:
Social Account:	£0	No cheques issued
Deposit Account:	£0	
Cheques Issued (0):	£00.00	
Group Balance Total:	£3,109.53	

The Group Accounts remain in good order.

5.1

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

5.2

The facility to manage the Group Current Account using on-line banking has now been established.

5.3

The Group Accounts for the period to May 2018 have yet to be audited. Paul Williamson has identified an accountant who will undertake this task at little cost and will ensure that the details are with that accountant during the course of March 2019. As of this meeting a response has not been received from the Accountant.

6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact.

6.1

There now remains just one Observer who has yet to sign the Group Compliance document, Graham Trusselle. In this Roy Richards has agreed that he will contact Graham and ensure that we receive an acknowledgement from him of his compliance with our Observers GDPR Declaration Document 24.7.2018.

7 Group Chief Observer Report

- Ben Couchman has completed a pre-test drive with Alan Bates and has his test scheduled for 15th February with Steve Tyler
- Joseph Parkes has a Pre-test Drive scheduled with Roy for 6th February 2019
- Geoff Davies undertook an Assessment Drive which indicated he should have no problem in re-taking his ADT, this should be scheduled shortly
- Graham Foulkes is planning to re-take his ADT following a couple of additional Observed Drives with Roy Richards

7.1

Additional “Taster-Drive Tri-folds” were supplied to Nigel Packer who placed them with the local Mazda and Honda main dealers. The Volvo dealer was unwilling to support the placement which was seen as a disappointment. (The Volvo oriented tri-folds can however be used elsewhere at shows or other events).

7.2

Jonathan Hughes advised that he had spoken with Robbie Downing about his sitting in on a number of ADT undertaken locally. To this end Robbie Downing has contacted Steve Tyler, Roy Steventon and Ian Locke to ask if they would be willing to accommodate this.

It is anticipated that contact will come direct from the Examiner as they would need not only to agree to the “sit-in” but also to get the Associates approval prior to the arrangement being implemented. As of the date of this Meeting no response had been received and Jonathan agreed that he would “chase” Robbie Downing in this.

7.3

Roger Denley has asked whether we would be willing for him to become a National Observer. This was voted on and unanimously agreed. Roy Richards will now progress this application.

8 Group Associate Controller’s Report

The next Associate Evening, (Part II), is scheduled to be held on 21st February 2019. In the absence of Paul Williamson, Jonathan Hughes agreed that he would contact Goldthorn Mercure Hotel to confirm that the room was available for the evening.

8.1

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

Intentionally Blank

8.2

The following shows the current Associate Member Status at 5th February 2019.

Associate Presentation Attendance

Associate	Observer	Part I	Part II	Pre-Test
Akiff Janjua	Roger Denley		x	
Christopher Smallman		x	x	
David Scarrott	Paul Williamson	xx	xx	
Ben Couchman	Mike Leadbeater		x	x
Deborah Judd	Barry Sadler			
Sarah Cherry	Alan Bates	x	x	
Taylor Hodges	Nigel Packer			
Stuart Blackham	Nigel Packer			
William Young	Graham Trusselle			
Chris Player	Mike Leadbeater			
Joseph Parkes	Peter Spillan		x	
Nicholas Manea-Paquet	Roger Denley			
Sheila Barnfather	Tony Robson	x	xx	xxx

On Hold

Active

Associates Evening Part II is scheduled for 19th Feb 2019

8.3

Nigel Packer has contacted IAM RoadSmart and has had the Membership of both Akiff Janjua and Deborah Judd extended. (Both issues relating to personal circumstances which made this the correct thing to do).

8.4

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

8.5

Akiff Janjua has also yet to be in contact with Roger Denley, a reminder will be sent.

8.6

Nicholas Manea-Paquet joined IAM RoadSmart on what was understood to be called "Blue Monday", an initiative created by IAM RoadSmart giving Associate Membership for £99.

There was no knowledge of this initiative within the Committee and as such Tony Robson was asked to contact IAM RoadSmart to understand how such an initiative could be created without there being

communication with the Groups and also to clarify whether WAM would still receive the standard £32 from a new Associate Membership.

8.7

The editor of Wombourne Parish Magazine is a member of WAM and has been for a long time and asked if we could produce an article about Advanced Driving, deadline March 4th 2019. The magazine has a distribution of around 1000 so is an ideal opportunity.

9 Group Membership Secretary's Report

Current position of the Group is:

- 61 Full Members (Of which 6 showing as Expired Members of IAM RoadSmart)
- 16 Associate Members (Of which 3 showing Expired Members of IAM RoadSmart)
- **77 Total Group Membership**
(This reflects one Member being accorded a refund through ill health)
- 3 of the above are National Observers (Two of which are LOA's)
- 9 of the above are Local Observers
- 11 of the Full Members are Fellows (Of which one showing as an Expired Member of IAM RoadSmart)

Concern was raised regarding the "Expired" Members showing on DTE. In this action is to be taken to ensure that primarily this detail is correct and that if it is then those Members are encouraged to renew their Membership with IAM RoadSmart.

9.1

It was agreed that because of his connections that we should retain Richard Dodd as having Group Membership status.

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 closing date for input for the Spring Newsletter is now 1st March 2019.

11 Group Web Administrators Report

Jonathan Hughes reported activity on Facebook and within our Group Twitter Accounts had remained fairly stable throughout the last two months. Full details can be seen in the Appendices to these Minutes.

12 Group Publicity and Events Co-ordinator's Report

Events are now planned as follows:

- Ian Marsh from the DVSA on 13th March 2019
- Ashley Hall from IAM RoadSmart on 13th March 2019

- Group Examiners on 10th April 2019 (Yet to be arranged)*
- AGM on 8th May 2019 (No Guest Speaker arranged at this time)*
- Surety (Cornmarket Insurance) on 12th June 2019
- Robbie Downing IAM RoadSmart ASDM 14th August 2019

*Highlighted areas show urgent actions required.

12.1

A query was raised regarding the Group having to pay for accommodation for Ashley Hall if he is an IAM RoadSmart Ambassador. Jonathan Hughes was tasked with clarifying this matter with Pat Doughty.

Following a telephone conversation between Pat Doughty and Jonathan Hughes on 12th February 2019 it was understood that Ashley is not a paid IAM RoadSmart employee and as such we would be asked to support his accommodation. We were commended on booking Ashley for our March Meeting, Pat asked to be kept advised of the attendance and support that was given to that Event.

12.2

It was discussed and agreed that it was unlikely that we would get sufficient support for the Ashley Hall Event that it made it worthwhile booking the Mercure Goldthorn as Friends Meeting House could accommodate around seventy without a problem.

12.3

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

12.4

Attendance at other Events such as the Himley Show were seen as being of critical importance to the Group especially in view of the falling Group Membership. (See Section 14 of these Minutes A.O.B. below).

13 Group Young Driver Ambassador Report.

David Gallagher was not able to attend this meeting.

13.1

It appeared that there had been some communication regarding the Group between David Gallagher and specific Committee Members. Tony Robson was asked to contact David asking that any communications regarding the Group be addressed to all Committee Members using the committee@wolvesiam.org collective e-mail address so that all were aware of any developing matters.

14 A.O.B.

Christopher Smith advised that there was a possibility that he would be given an opportunity to work in the Channel Islands for an unspecified period of time from March 2019. If this opportunity presented itself then he would not be able to continue supporting the Group as a Committee Member.

15 Date of Next Meeting

The next meeting is scheduled for 5th March 2019. This meeting will be at The Friends Meeting House.

This meeting adjourned at 21:30

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

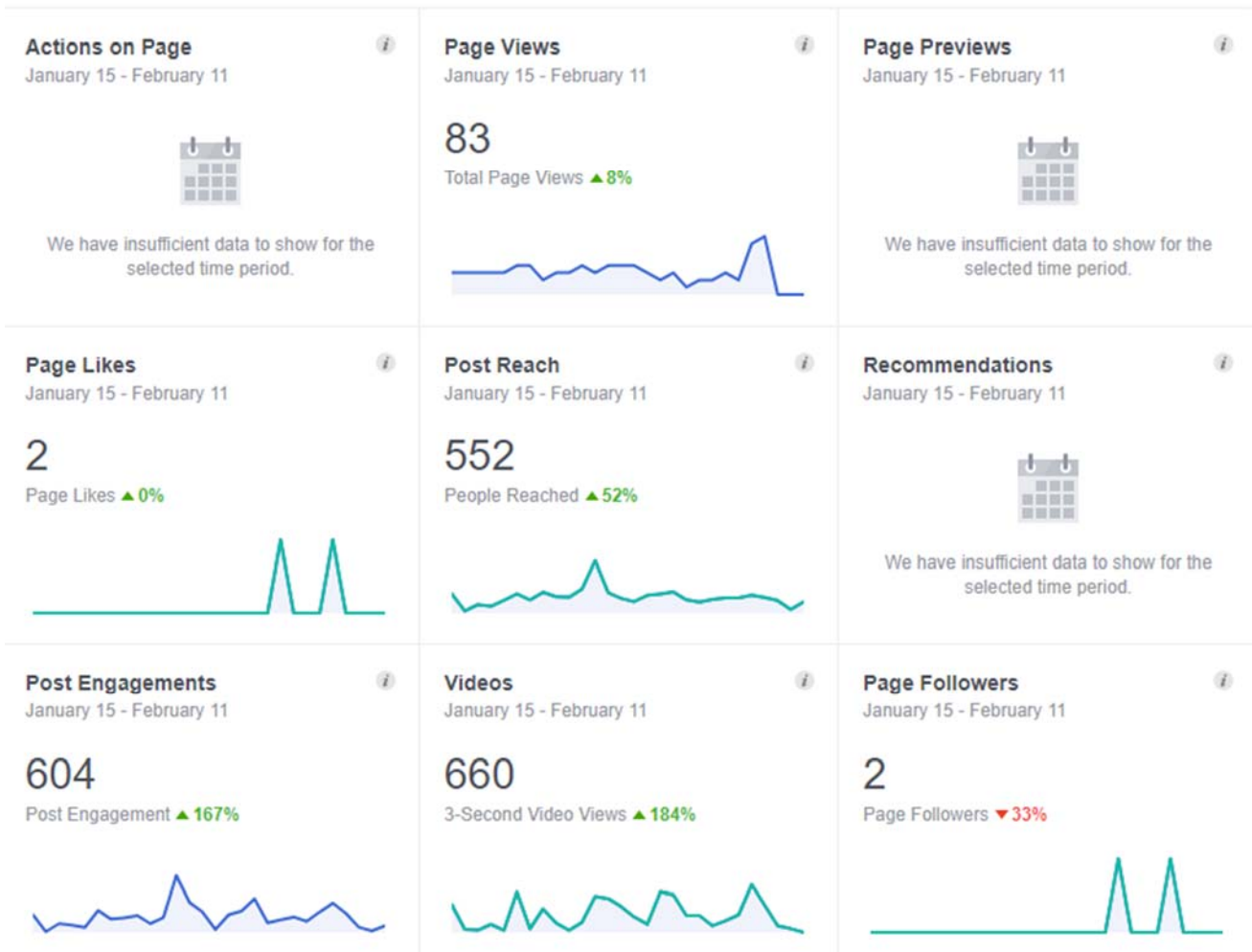
Appendix 1

Metrics for Facebook 15.1.2019 to 11.2.2019

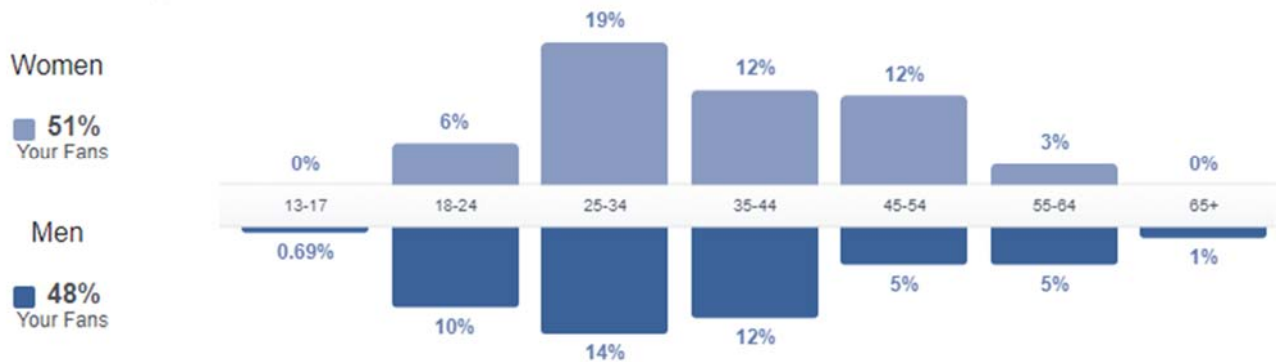
Results from Jan 15, 2019 - Feb 11, 2019

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



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.





Daily data is recorded in the Pacific Time Zone

Video Insights: Jan 1, 2019 - Feb 12, 2019

This quarter

Performance > METRICS FOR ALL YOUR VIDEOS FROM 1/1 - 2/12 COMPARED TO THE PREVIOUS 43 DAYS

561

Minutes Viewed

▲ 55% from previous 43 days

796

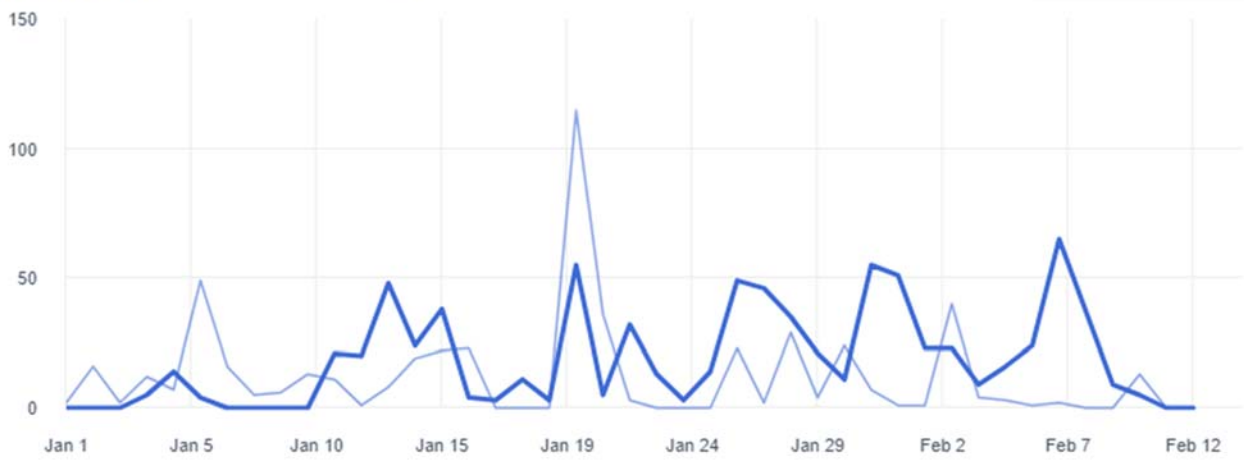
3-Second Video Views

▲ 53.1% from previous 43 days

Jan 1, 2019 - Feb 12, 2019

796 3s Video Views 520 Previous Period

Breakdown: None



Appendix 2

Metrics for Web-site to 11.2.2019






Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2019	221	286	487	5,870	391.64 MB
Feb 2019	46	66	138	2,835	60.21 MB
Mar 2019	0	0	0	0	0
Apr 2019	0	0	0	0	0
May 2019	0	0	0	0	0
Jun 2019	0	0	0	0	0
Jul 2019	0	0	0	0	0
Aug 2019	0	0	0	0	0
Sep 2019	0	0	0	0	0
Oct 2019	0	0	0	0	0
Nov 2019	0	0	0	0	0
Dec 2019	0	0	0	0	0
Total	267	352	625	8,705	451.85 MB

Robots/Spiders visitors (Top 25) - Full list - Last visit

39 different robots**	Hits	Bandwidth	Last visit
bingbot	1,282+112	519.42 MB	31 Jan 2019 - 21:41
Unknown robot identified by bot*	1,221+38	19.84 MB	31 Jan 2019 - 23:42
DotBot	186+759	108.56 MB	31 Jan 2019 - 23:19
Googlebot	215+51	5.75 MB	31 Jan 2019 - 17:19
SeznamBot	141+125	30.52 MB	31 Jan 2019 - 22:35
Sogou web spider	26+113	755.75 KB	31 Jan 2019 - 16:39
Baiduspider	121+1	21.41 MB	31 Jan 2019 - 19:51
Apache-HttpClient	105	95.05 KB	31 Jan 2019 - 23:21
AhrefsBot	74+25	46.67 MB	31 Jan 2019 - 19:37
Unknown robot (identified by hit on robots.txt)	0+84	5.58 KB	31 Jan 2019 - 22:18
Mail.RU Bot	36+44	941.04 KB	24 Jan 2019 - 16:40
Firefox version 10 and lower - various robots	50+23	156.69 KB	30 Jan 2019 - 13:40
BingPreview	71	181.75 MB	20 Jan 2019 - 01:24
CCBot	56+8	28.77 MB	23 Jan 2019 - 18:53
empty user agent string	38	1.05 MB	30 Jan 2019 - 13:40
YandexBot	0+37	2.42 KB	29 Jan 2019 - 18:08
MJ12bot	4+17	48.68 KB	30 Jan 2019 - 02:48
YandexImages	16	3.25 MB	28 Jan 2019 - 12:32
Exabot	1+13	57.17 KB	31 Jan 2019 - 02:59
facebookexternalhit	9+1	90.65 KB	31 Jan 2019 - 18:10
MSIECrawler	6	222.84 KB	19 Jan 2019 - 13:06
Baidu (catchall)	5	47.07 KB	17 Jan 2019 - 23:16
SafeDNSBot	1+4	12.87 KB	23 Jan 2019 - 01:28
Python-urllib	4+1	4.43 KB	23 Jan 2019 - 23:43
crawl	3+1	64.20 KB	24 Jan 2019 - 14:21
Others	14+8	413.42 KB	

* Robots shown here gave hits or traffic "not viewed" by visitors, so they are not included in other charts. Numbers after + are successful hits on "robots.txt" files.

Downloads (Top 10) - Full list

Downloads: 122	Hits	206 Hits	Bandwidth	Average size
 /wp-content/uploads/36th-AGM-May-2017.pdf	21	0	1.90 MB	92.59 KB
 /wp-content/uploads/39-WAM-Newsletter-Autumn-2017.pdf	17	0	15.43 MB	929.14 KB
 /wp-content/uploads/Group-Handbook-2017.pdf	17	0	8.35 MB	503.04 KB
 /wp-content/uploads/12-Spring-2003.pdf	16	0	7.29 MB	466.65 KB
 /wp-content/uploads/Committee-Minutes-October-2017.pdf	16	0	11.13 MB	712.34 KB
 /wp-content/uploads/Taster-Drive-Trifold-Tear-Off-May-2016.pdf	15	0	5.69 MB	388.57 KB
 /wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...	15	0	181.16 MB	12.08 MB
 /wp-content/uploads/9-Autumn-2002.pdf	15	0	6.96 MB	475.02 KB
 /wp-content/uploads/Acronyms-v3-2.3.2017.pdf	15	0	941.82 KB	62.79 KB
 /wp-content/uploads/38-WAM-Newsletter-Summer-2017.pdf	15	0	16.83 MB	1.12 MB

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