



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 15th January 2019
Time: 19:30

Location: Friends Meeting House
Summerfield Road
Wolverhampton
WV1 4PR

Present Paul Williamson (Chair) Nigel Packer Roy Richards
Jonathan Hughes

Apologies Richard Dodd Graham Foulkes Geoff Davies
Christopher Smith David Gallagher

Guests

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH/PW/TR	5.2.2019	Order to be placed for RFID Blocker Card (4.1)	Open
GD/PW/TR	5.2.2019	New Deposit and Social Accounts to be established	Open
PW/GD	5.2.2019	Group Accounts to be audited (5.3)	Open
JH	5.2.2019	Observer GDPR Compliance signatures to be finalized (6.1)	Open
TR	5.2.2019	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 (9.1)	Open
JH/CS	5.2.2019	Maintain contact with IAM RoadSmart regarding the availability of various possible speakers (12.2)	Open

Paul commenced by welcoming and thanking all attendees.

In view of the small number of attendees, and the absence of both the Group Secretary and the Group Treasurer, though this Committee Meeting was quorate, under published Group Guidelines, the meeting was kept brief pending a fuller attendance at a later meeting.

2 Matters Arising

Approval for the Minutes of the Meetings of November 2018 were proposed by Nigel Packer and Seconded by Roy Richards

3 Group Chairman's Report

The recent Group Meeting at which Pat Doughty gave a presentation regarding IAM RoadSmart resulted in a number of questions being raised regarding the support and responses provided by Surety. Pat was unable to fully answer these questions and directed us to raise the questions with Surety when they visit the Group in either March or April of this year. (Details yet to be confirmed).

3.1

The forthcoming Associates Meeting is scheduled for Thursday 17th January 2019 at the Mercure Goldthorn Hotel. (This detail has already been uplifted to the Group Web-site).

4 Group Secretary's Report

Tony Robson was unable to attend this meeting.

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	0	1.0
3 month Average	1	2.5
Last 12 months	13	25.8

Test Statistics

	12 months	Region Avg
First	3	4.1
Pass	3	11.4
Fail	2	2.2

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	2.4	15
3 month Average	1	25	2.3	14
Last 12 months	12	17	26.9	39

% Pass	75	88
--------	----	----

Advanced Course Allocated Sales

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.1	214
3 month Average	1	165	1.5	206
Last 12 months	8	203	17.1	214

	Total	Region Avg
Last Month	1	5.3
3 month Avg	2	2.9
Last 12 months	14	27.0

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

The Percentage Pass figure of 75% is a function entirely of our very low throughput of Associates within the last twelve months.

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 24.6 person allocation then the simple math would indicate that our Percentage Pass would be 96.2% and not the 75% showing.

4.1

Following the final agreement of the artwork for the RFID card and an updated quotation from Shenzhen 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.

4.2

Following the action previously agreed we have now received additional IAM RoadSmart Polo Shorts and have stock as follows available:

- 3 off XL
- 3 off L
- 3 off M
- 1 off S
- 1 off Ladies Size 10

4.3

Following the action previously agreed we now have ten copies of the Chris Gilbert Advanced Driving DVD. These will be issued to Observers in accordance with the requests previously made.

5 Group Treasurers' Report

Geoff Davies was not able to attend this Meeting

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:	£3,176.74	Cheques Issued for:
Social Account:	£0	No cheques issued
Deposit Account:	£0	
Cheques Issued (0):	£00.00	
Group Balance Total:	£3,176.74	

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 February 2019. As of this meeting a response has not been received from the Accountant.

5.4

Copies of all account statements through 2018 have been passed to Tony Robson to validate Group Membership payments. (In this see Membership Secretary Report).

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.

7 Group Chief Observer Report

- During the course of November and December we had three passes and one test fail:
 - Mark Joszt
 - Mike Webber (F1rst)
 - Robert Pike (F1rst)
- Ben Couchman has completed a pre-test drive with Alan Bates and is now listed as Test Ready on DTE.
- Geoff Davies undertook an Assessment Drive which indicated he should have no problem in re-taking his ADT.
- Graham Foulkes is planning to re-take his ADT shortly.

7.1

Additional "Taster-Drive Tri-folds" are required. It was agreed that these should reflect, Honda, Mazda and Volvo to reflect the three dealerships in which they are to be placed.

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.

8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 17th January 2019

8.1

The following shows the current Associate Member Status at 14th January 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	
Deborah Judd	Tony Robson BS			
Deborah Perrens	Alan Bates	x	x	
Sarah Cherry	Alan Bates		x	
Taylor Hodges	Nigel Packer			
Stuart Blackham	Nigel Packer			
William Young	Graham Trusselle			
Chris Player				
Joseph Parkes	Peter Spillan		x	
Sheila Barnfather	Tony Robson	x	xx	xxx

On Hold

Active

Associates Evening Part I is scheduled for 17th Jan 2019

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)
- 15 Associate Members (Of which 3 showing Expired Members of IAM RoadSmart)
- 76 Total Group Membership**
- 3 of the above are National Observers (Two of which are LOA's)
- 9 of the above are Local Observers
- 10 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

As of the date of this meeting eleven Group Members have failed to renew their Membership to the Group. This is identified as a matter for concern and is to be addressed by calling and following up with those people to ensure that this is not an error on their part because of our inability to "chase" for payment earlier in the year.

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 Winter/Spring Newsletter is 1st February 2019.

11 Group Web Administrators Report

Jonathan reported activity on Facebook and within our Group Twitter Accounts had improved through November and December compared to October. Full details are available in Appendix 1 to these Minutes.

11.1

Access and use of the web-site has improved over the course of November and December, as can be seen in Appendix 2 to these Minutes.

12 Group Publicity and Events Co-ordinator’s Report

Chris Smith was unable to attend this meeting.

13 Group Young Driver Ambassador Report.

David Gallagher was not able to attend this meeting.

14 A.O.B.

There was no AOB raised that hasn’t been placed in another specific location within these Minutes.

15 Date of Next Meeting

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

This meeting adjourned at 21:45

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Last Page of Minutes