



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 3rd July 2018

Location: Holiday Inn
Gorsebrook Road
Wolverhampton
WV6 0PE

Time: 19:30

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW/JH	7.8.2018	A resolution is to be established regarding the complaint that has been lodged with the Group by a Group Member (3.0)	Open
ALL	7.8.2018	Discussion to be undertaken regarding Group Member concerns about Surety Insurance quotations management (3.1)	Open
TR	6.7.2018	Change Christine Westwood status as Observer and Staff Member on DTE (3.2)	Closed
TR	6.7.2018	Change status of Geoff Davis to that of Treasurer on DTE (3.2)	Closed
JH	6.7.2018	Update the status of Christine Westwood and Geoff Davis on web site and on servers regarding e-mail (3.2)	Closed
GD TR/PW/GF	7.8.2018	Arrangements to be made for Geoff to become a signatory on Group bank account (5.1 and 5.2)	Open
PW/GD/GF	7.8.2018	Group Accounts to be audited (5.3)	Open
NP	7.8.2018	Contact to be made with David Scarrott regarding his next actions (7.2)	Open
NP	7.8.2018	An Observer to be allocated for Robert Pike (8.3)	Open
NP	7.8.2018	Contact to be made with Edward Connett to establish his way forward (8.4)	open
PW	7.8.2018	Establish possible venues for a Group Dinner. (12.0)	Open
JH	7.8.2018	Quotations to be obtained for RFID Blocker Card (12.1)	Closed
JH	Ongoing	Maintain contact with IAM RoadSmart regarding the availability of Nigel Mansell for an Event Evening. (12.2)	Open
JH	7.8.2018	E-mail to be sent to all Group Members regarding the Treasure Hunt scheduled for September 2018. (12.3)	Open
PW/DG	7.8.2018	Discuss possibility of making an "Introductory Video" with local Mini Dealership. (13.1)	Open

Paul commenced by welcoming and thanking all attendees.

2 Matters Arising

Approval for the Minutes of the Meetings of June 2018 were proposed by Tony Robson and Seconded by Roy Richards.

3 Group Chairman's Report

In the matter of the complaint that had been received from one of the Group Members via IAM RoadSmart there has been no substantial development since the meeting that took place between the Complainant, Paul and Nigel in early May.

It was agreed that this matter needed to be resolved, Paul continues to work on establishing a solution that is agreeable to all parties concerned.

3.1

During April and May concerns were raised about the responses that various Group Members had received from Surety regarding their insurance renewal quotations. The consensus was that the feedback and communication process with Surety was not as good as it could be or perhaps should be. Paul has spoken with Robbie Downing but received the standard responses regarding their trying to price match.

It was anticipated that this matter would be discussed at this Committee Meeting however time was limited so it was again carried forward to the July Meeting to determine next actions to be taken.

3.2

Paul advised the Committee that for various personal reasons Christine Westwood would no longer be able to support the Group in either of her roles as a Committee Member and an Observer.

Geoff Davis was asked if he would be willing to take on the role of Group Treasurer, this was agreed.

Deliberately Left Blank

4 Group Secretary's Report

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	2.3
3 month Average	1	2.3
Last 12 months	17	23.4

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	4	2.4	55
3 month Average	1	4	2.4	45
Last 12 months	17	12	24.7	46

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.3	241
3 month Average	1	434	1.4	215
Last 12 months	14	190	15.3	206

Test Statistics

	12 months	Region Avg
First	6	3.8
Pass	8	10.8
Fail	1	2.2

% Pass	93	87
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Advanced Course Allocated Sales

	Total	Region Avg
Last Month	1	2.1
3 month Avg	1	2.3
Last 12 months	17	23.6

Details continue to reflect really well on Wolverhampton Group especially on the calibre and focus of the Group Observers with >40% of all passes being F1rst's through the last twelve-month period.

5 Group Treasurers' Report

Geoff was unable to present the current account status however it is known that there is little change from the detail presented in June; these figures are presented below.

Current account status as of June 2018 is as below:

Group Accounts Statement	
Current Account:	£1,659.69
Social Account:	£97.03
Deposit Account:	£1,552.49
Cheques Issued (2)	£116.50
Total:	£3,192.71

The Group Accounts remain in good order.

5.1

The opening of a Treasurers Account with Lloyds remains incomplete.

5.2

Geoff has been asked to explore the possibility of opening an account with a bank other than Lloyds.

5.3

The Group Accounts for the period to May 2018 have yet to be audited. Paul has agreed to pick this up and have the accounts audited by a Chartered Accountant contact that he knows. It was agreed that this should be completed as soon as possible.

6 Group GDPR Compliance Officers Report

All Observers and Committee Members have been contacted directly to ensure that they are aware of the requirements of GDPR; in effect, that unless necessary for their function within the Group then no details should be retained by that person with regard to any other person within the Group.

In cases where details do have to be retained then those details are to be maintained in a secure manner. Password protected directories on PC's and secure storage in the case of hard copy documents.

No positive feedback has been received from Group Observers, this will be dealt with at the forthcoming Observers Meeting scheduled for 17th July 2018. (Subsequently rescheduled to 24th July 2018).

6.1

It was confirmed that all Group Documentation now has a GDPR Compliance Message associated with it.

7 Group Chief Observer Report

- Alan Bates has conducted a Pre-test Drive with Chris Smith
- Roy Richards had the Pre-test Drive with Pam Dawson cancelled. This is yet to be re-scheduled.

7.1

Following Taster Drives with the following people it is anticipated that they will both be joining IAM RoadSmart.

- George Leonowicz

No further action can now be taken until these people join IAM RoadSmart.

7.2

- Francesca Hyett took her ADT and passed. She has agreed to be presented with her Certificate at the 8th August 2018 Group Meeting.

7.3

Group Observers Evening is scheduled for 24th July 2018. Roy and Jonathan to meet to prepare on 5th July 2018.

8 Group Associate Controller's Report

The Associate Evening held on 26th June 2018 was reasonably well attended with Part II of the Presentation being delivered.

8.1

The following shows the current Associate Member Status:

Associate Presentation Attendance

See 8.2 Below

Associate	Observer	Part I	Part II
Akiff Janjua	Roger Denley		x
Christopher Smallman		x	x
Christopher Smith	Roger Denley	x	x
David Scarrott	Paul Williamson	x	xx
Deborah Judd	Tony Robson		
Deborah Perrens	Alan Bates	x	x
Edward Connett	Mike Leadbeater	x	
Francesca Hyett	Barry Sadler	x	x
Luana Mazzetta	Nigel Packer	x	x
Mark Joszi	Nigel Packer		
Pam Dawson	Grahame Trusselle	x	x
Robert Harbon	Peter Spillan		x
Sandra Ingram	Paul Williamson		x
Robert Pike			
Sheila Barnfather	Tony Robson	x	xx

On Hold

Active

Associates Evening Part I is scheduled for 21st August 2018

8.2

With regard to Akiff Janjua it is understood that he is currently experiencing issues with his car. He has a relative in Birmingham who is willing to allow the use of his vehicle and as such it has been suggested that Akiff either transfers to Birmingham Group or places his Associate Activities on hold until he has his own vehicle back on the road again.

8.3

With regard to Robert Pike he has yet to be allocated an Observer.

8.4

No further information has been received from Edward Connett. Nigel has agreed to continue to try and contact Edward.

8.5

Following Christine Westwood stopping her activities as an Observer Nigel Packer has agreed to take Mark Joszi as his Associate.

8.6

Paul Williamson has agreed to take on David Scarrott as his Associate

9 Group Membership Secretary's Report

Current position of the Group is:

- 59 Full Members
- 15 Associate Members
- 5 Expired Members (Showing on DTE)

- 3 of the above are National Observers (Two of which are LOA's)
- 9 of the above are Local Observers

10 Group Newsletter Editors' Report

The closing date for the Autumn Newsletter was 1st July. Tony pressed for submissions from The Chief Observer and the Group Chair to complete the Newsletter.

11 Group Web Administrators Report

Jonathan reported activity on Facebook and within our Group Twitter Accounts had reduced through the course of June compared to May. Full details are available in Appendix 1 to these Minutes.

11.1

Current web site details were presented. These are shown in Appendix 2 to these minutes. Of key importance is the number of "new" visitors each month showing that our site is being seen as a source for motoring detail.

12 Group Publicity and Events Co-ordinator's Report

Paul suggested that consideration be given to a Group Dinner. This was discussed and agreed to be a positive suggestion. So as to be able to progress this Paul was tasked with finding possible venues and costs associated with such a dinner so that the opportunity could be presented to the Group Membership. (Carried forward from May Committee Minutes)

12.1

Following discussion, it was seen appropriate that as a memento of the Groups fortieth anniversary be produced for all Group Members. The decision was made that, subject to acceptable pricing,

that an RFID Blocker Card be produced as this would give opportunity for promotion of the Group as well as being an item of use for the Members.

Artwork has now been agreed for the provision of an RFID Card and pricing is to be obtained for the card.

12.2

Following the success of our Paddy Hopkirk evening it was considered worthwhile our seeing if we could get Nigel Mansell to a future event. Jonathan agreed to see if this could be arranged with IAM RoadSmart. In this Jonathan continues to liaise with Rodney Kumar at WGC; indications are that we are waiting for Nigel's PA to make the appropriate arrangements so as to be able to advise us of possible dates.

The "Mini Association" that worked so well with the Paddy Hopkirk and David Gallagher Evening was agreed should be carried forward to Nigel Mansell with Renault and that, as and when dates were agreed that contact should be made with the local main dealer to see if we could additionally engage them as Rybrook Mini Wolverhampton had been in January.

12.3

Nigel Packer has established all of the necessary parameters for a Treasure Hunt to take place in September 2018. A second e-mail is to be sent to all Group Members reminding them of the event and seeking additional Teams.

12.4

Chris Smith has been able to secure Danny Parkes who was Head of the West Midlands Police CCTV Group to talk to us on 11th July 2018.

12.5

Ideas were presented regarding possible Group Speakers; these included:

- The West Midlands Police Collision Investigation Unit
- West Midlands or South Staffordshire Fire Service
- West Midlands Transport Executive
- First Responders
- Flying Instructors
- First Aiders
- ADI's (There are a number within the Group)

12.6

Jonathan said that he would talk with Chris Gilbert to see if he would be willing to give a talk to the Group as it was known that he and Mike Lovelock were meeting with Barry Sadler on 19th July 2018.

13 Group Young Driver Ambassador Report.

No input was received from David for this Meeting.

14 A.O.B.

- Jonathan pointed out that there were still Committee and Observer Members who had not taken their ADT or a Re-Test within the last five years and that we should lead by example. In this Roy is to proactively follow up with all Committee Members and Observers.
- Tony advised that there was now an effective GDPR Declaration on the Group Newsletter.
- Jonathan clarified that the “conversion” of an ADT Pass to being that of a Fellow Member could be back dated up to three years.

15 Date of Next Meeting

The next meeting is scheduled for 7th August 2018 at the Holiday Inn, Gorsebrook Road to start at 19:45.

This meeting adjourned at 22:05

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

Facebook Details for June 2018

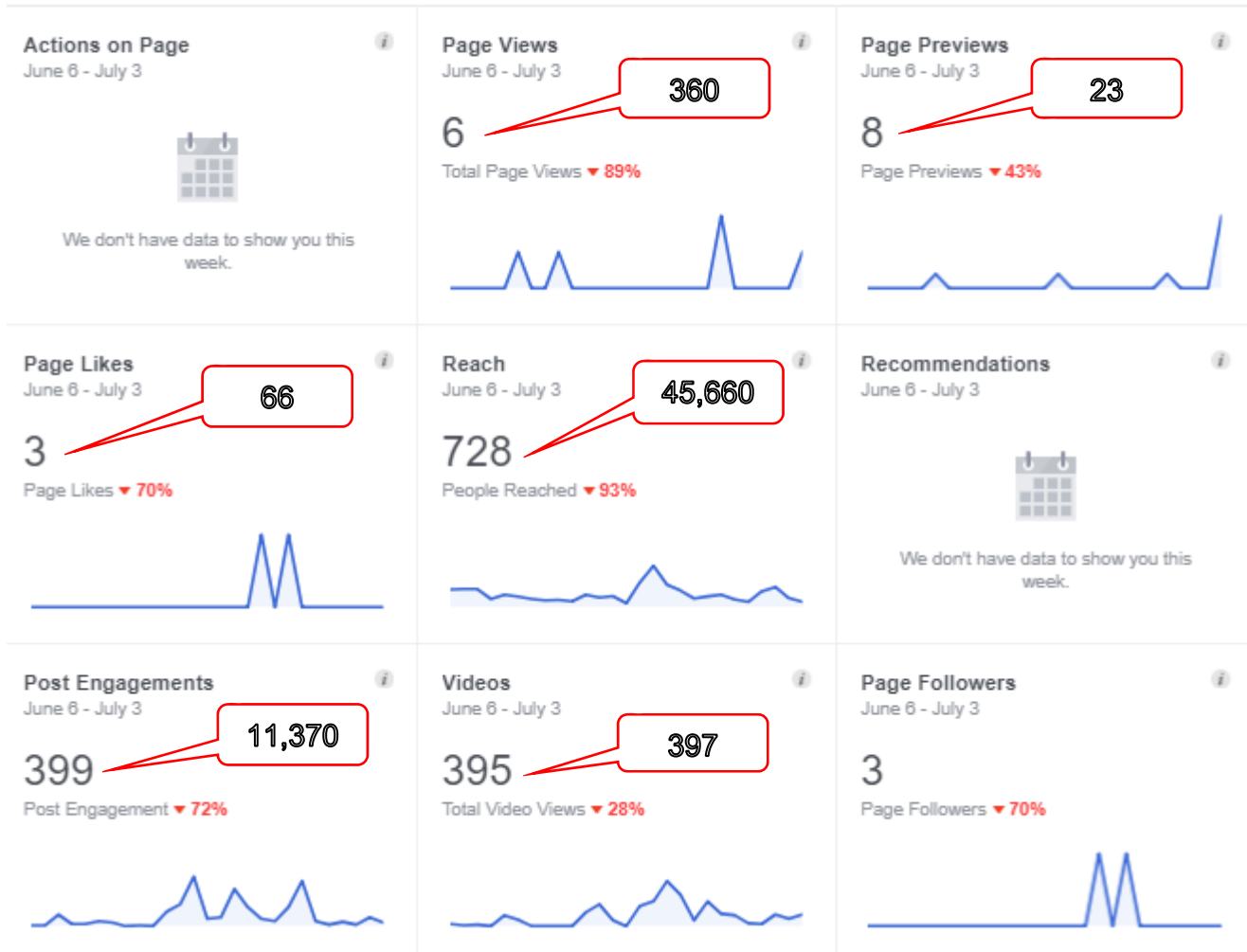
Overview

Results from Jun 07, 2018 - Jul 04, 2018

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.

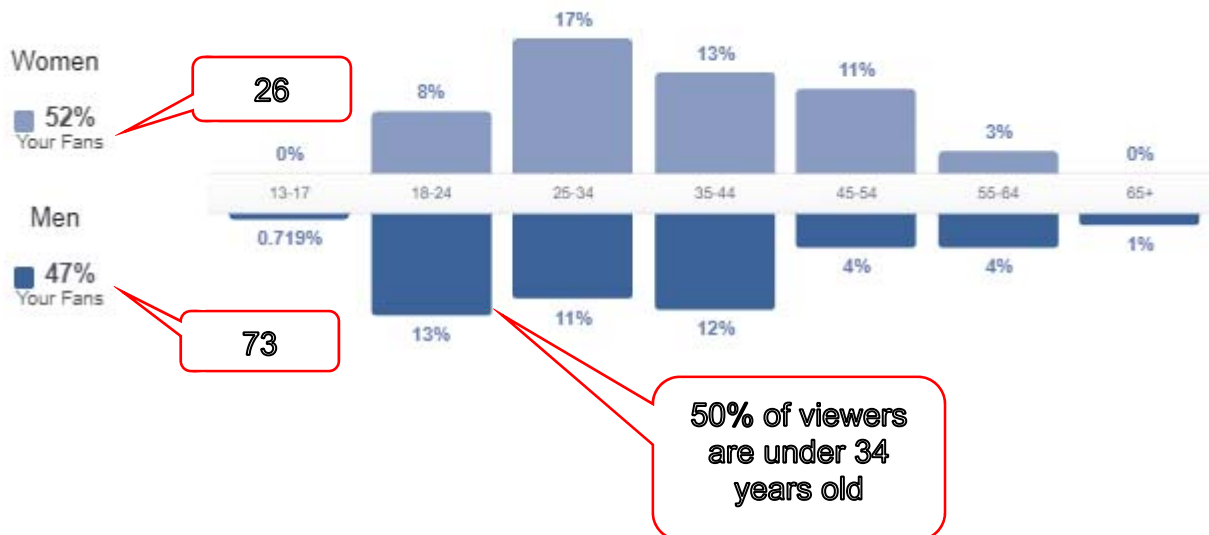
Organic Paid

Balloons show last month's numbers



Who Saw Us and Followed Us

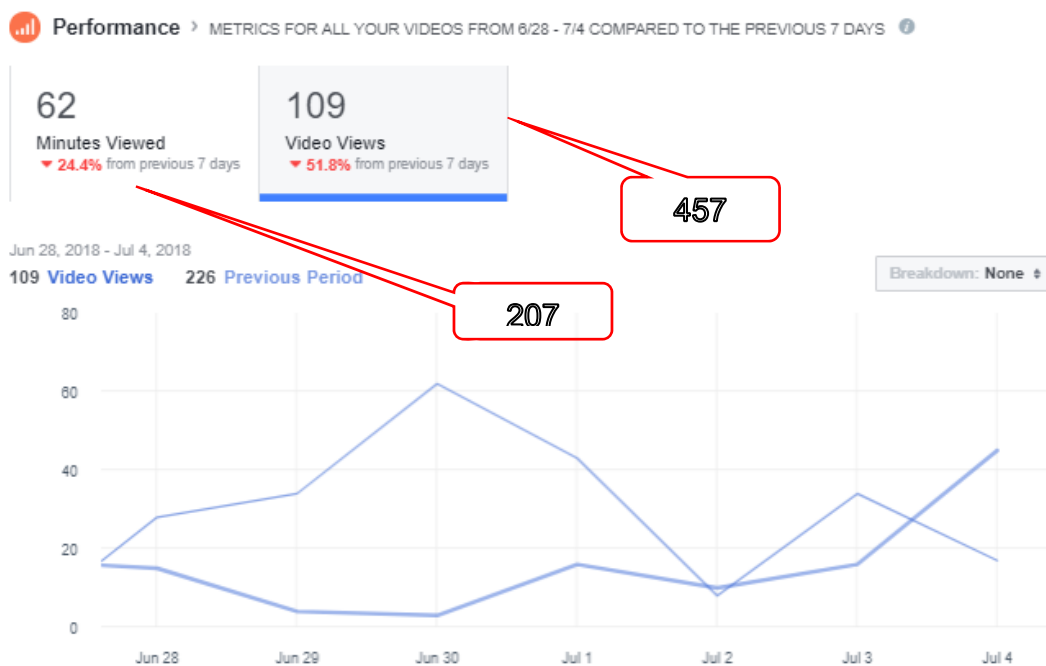
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Top Posts Through the Month

Published	Post	Type	Targeting	Reach	Engagement
07/04/2018 12:47 pm	Wolverhampton Advanced Motorists shared a video.	Video	Public	5	130
07/04/2018 12:44 pm	Wolverhampton Advanced Motorists shared a video.	Video	Public	7	70
07/02/2018 4:02 pm	Wolverhampton Advanced Motorists shared a post.	Image	Public	11	80
07/01/2018 11:12 pm	Wolverhampton Advanced Motorists shared a video.	Video	Public	7	30
07/01/2018 2:50 am	Honda Blackbird CBR1100xx e Bay	Link	Public	48	10
07/01/2018 1:40 am	hmm interesting... what are your thoughts?	Text	Public	3	00
06/28/2018 4:10 pm	Wolverhampton Advanced Motorists shared a video.	Video	Public	5	30
06/27/2018 5:01 pm	Faith in humanity restored	Image	Public	16	330
06/27/2018 4:09 pm	Wolverhampton Advanced Motorists shared a post.	Image	Public	8	21
06/27/2018 1:34 am	DOGS DIE IN HOT CARS	Image	Public	11	141
06/27/2018 12:53 am	Wolverhampton Advanced Motorists shared a post.	Image	Public	10	191
06/27/2018 12:32 am	Could you manage Europe's ultimate road trip?	Link	Public	6	00
06/27/2018 12:06 am	Wolverhampton Advanced Motorists shared a video.	Video	Public	9	30
06/26/2018 4:16 pm	Wolverhampton Advanced Motorists shared a video.	Video	Public	10	110
06/26/2018 12:46 am	Wolverhampton Advanced Motorists shared a post.	Image	Public	7	10

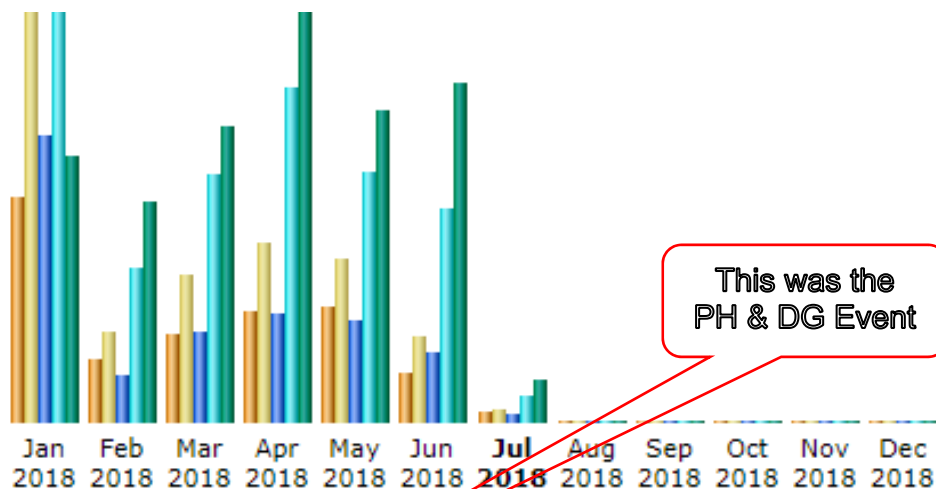
Top Videos Through the Month



Appendix 2

Web-Site Details to May 2018

Overview



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2018	1,791	3,284	11,300	16,232	411.97 MB
Feb 2018	507	718	1,858	6,054	343.38 MB
Mar 2018	711	1,176	3,575	9,774	460.14 MB
Apr 2018	892	1,432	4,278	13,168	637.27 MB
May 2018	913	1,301	4,037	9,895	482.63 MB
Jun 2018	389	684	2,769	8,454	524.58 MB
Jul 2018	75	157	309	1,039	66.07 MB
Aug 2018	0	0	0	0	0
Sep 2018	0	0	0	0	0
Oct 2018	0	0	0	0	0
Nov 2018	0	0	0	0	0
Dec 2018	0	0	0	0	0
Total	5,278	8,703	28,126	64,616	2.86 GB

Unique visitors dropped substantially. Perhaps the lack of new detail?

Pages Visited

Pages-URL (Top 25) - Full list - Entry - Exit				
Pages-URL	Viewed	Average size	Entry	Exit
52 different pages-url				
/wp-login.php	75	2.98 KB	31	29
/documents/media-files/	66	45.16 KB	28	28
/	39	22.87 KB	30	19
/wp-content/plugins/bwp-minify/min/	33	9.17 KB		
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontawesome...	12	70.21 KB		3
/group-events-diary/	10	12.85 KB	1	4
/contact-us/	6	18.62 KB	4	4
/group-news/	5	48.25 KB	2	2
/committee_minutes/	5	8.57 KB	2	2
/wam/	5	16.62 KB		1
/wp-content/plugins/accesspress-social-share/css/fontawesome...	4	56.51 KB		1
/committee-details/	4	8.51 KB		
/wp-content/plugins/wp-google-maps/fonts/fontawesome-webfont.wof...	3	43.39 KB		1
/index.php	2	49.18 KB	1	1
/wp-json/oembed/1.0/embed	2	2.17 KB	2	2
/documents/	2	17.26 KB		1
/.well-known/acme-challenge/RV7N36UJH5FS-6YS-Y5NCM-OCQ9_G9D	1	64 Bytes		
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontawesome...	1	88.29 KB		
/.well-known/acme-challenge/5D077U8OGGEBGKWTI90KX11Y_NQ4-3M8	1	64 Bytes		
/.well-known/acme-challenge/0TFJTXZ0FW9HP6V_68L5HT0QHC1K0086	1	64 Bytes		
/group-news/agma/	1	37.83 KB	1	1
/.well-known/acme-challenge/SKVS40ISBLTTAV72V3RPOQC2MW2_4C	1	64 Bytes		
/.well-known/acme-challenge/311_BTS_AZ4EIP5CC946E807D6EIMXA-	1	64 Bytes		
/news/driverless_cars/	1	9.34 KB		
/wp-content/plugins/accesspress-social-share/css/fontawesome...	1	95.73 KB		
Others	27	17.71 KB	6	8

Trackers (Spiders and Crawlers) Who Visited (A Key Indicator of our Importance)

	Hits	Bandwidth	Last visit
bingbot	430+11	113.92 MB	04 Jul 2018 - 22:05
Googlebot	185+13	12.87 MB	04 Jul 2018 - 22:12
spbot	71+1	874.24 KB	01 Jul 2018 - 10:43
MegaIndex.ru	66+1	809.25 KB	03 Jul 2018 - 08:27
SeznamBot	18+15	629.91 KB	04 Jul 2018 - 21:04
nutch (catchall)	28+1	421.96 KB	03 Jul 2018 - 10:00
DotBot	3+24	748.31 KB	04 Jul 2018 - 19:18
BingPreview	27	48.79 MB	04 Jul 2018 - 20:27
YandexBot	10+9	135.67 KB	04 Jul 2018 - 01:04
Firefox version 10 and lower - various robots	18	1.16 MB	01 Jul 2018 - 04:41
Unknown robot identified by bot*	8+6	2.08 MB	04 Jul 2018 - 09:08
Applebot	3+3	37.67 KB	01 Jul 2018 - 19:38
Sogou web spider	3+2	66.95 KB	04 Jul 2018 - 12:59
Apache-HttpClient	4	23.49 KB	02 Jul 2018 - 15:58
Googlebot-Image	4	2.51 MB	04 Jul 2018 - 12:39
Unknown robot (identified by hit on robots.txt)	0+3	210 Bytes	04 Jul 2018 - 18:46
empty user agent string	2	98.00 KB	02 Jul 2018 - 18:46
360Spider	2	28.41 KB	03 Jul 2018 - 15:07
Cliqzbot	1+1	14.27 KB	03 Jul 2018 - 21:27
YandexImages	1	0	03 Jul 2018 - 21:52
crawl	1	14.21 KB	04 Jul 2018 - 03:35

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