



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 5<sup>th</sup> June 2018

**Location:** Holiday Inn  
Gorsebrook Road  
Wolverhampton  
WV6 0PE

**Time:** 19:30

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

Apologies Richard Dodd

Guest Christopher Smith

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	3.7.2018	A resolution is to be established regarding the complaint that has been lodged with the Group by a Group Member. (3.0)	Open
ALL	3.7.2018	Discussion to be undertaken regarding Group Member concerns about Surety Insurance quotations management. (3.1)	Open
CW TR/PW/GF	3.7.2018	Arrangements to be made for Christine to become a signatory on Group bank account. (5.1 and 5.2)	Open
PW/CW	3.7.2018	Group Accounts to be audited. (5.3)	Open
TR/CW	15.6.2018	Group Subscription payments to be reviewed and chases for payment issued as necessary. (5.4 and 9.1)	Open
JH	8.6.2018	All Group Controlled Documents to have a compliance statement added to them. (6.3)	Closed
NP	5.6.2018	Contact to be made with David Scarrott regarding his next actions (7.2)	Open
RR	5.6.2018	Chris Piper to be contacted after his interest in becoming an Observer (7.3)	Open
PW	15.6.2018	Meeting Room to be established for the forthcoming Associates Evening on 19 <sup>th</sup> June 2018. (8.0)	Open
NP	3.7.2018	Contact to be made with Chris Smallman to discuss options. (8.3)	Open
JH	6.6.2018	New documentation to be provided for David Scarrott. (8.4)	Closed
PW	3.7.2018	Establish possible venues for a Group Dinner. (12.0)	Open
JH	8.6.2018	Generate draft art-work for the RFID Blocker Card (12.1)	Open
JH	Ongoing	Maintain contact with IAM RoadSmart regarding the availability of Nigel Mansell for an Event Evening. (12.2)	Open
JH	7.6.2018	E-mail to be sent to all Group Members regarding the Treasure Hunt scheduled for September 2018. (12.3)	Open
PW/JH	12.6.2018	Details of new speaker for Group Evening to be provided for web site update (12.4)	Open
DG	3.7.2018	Establish opportunities for a "Disabled Driver Event with possible options to extend this to a Regional Event. (12.5)	Open
CS	3.7.2018	Establish availability with First Responder Team(s) within the area regarding their giving a presentation to the Group. (12.6)	Open
PW/DG	5.6.2018	Discuss possibility of making an "Introductory Video" with local Mini Dealership. (13.1)	Open
JH	9.6.2018	Liaise with Lichfield Group regarding the Young Driver Event understood to be taking place in August 2018. (13.2)	Open

Paul commenced by welcoming and thanking all attendees especially welcoming Christopher Smith who is attending as a Guest today with a view to his being co-opted onto the Committee.

## **2 Matters Arising**

Approval for the Minutes of the Meetings of May 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 passed on the Committee thanks to Graham, Nigel and Neil Abel for their efforts at the recent Himley Mini Show which had proved very successful.

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## 4 Group Secretary's Report

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

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	2	2.9
3 month Average	1	2.2
Last 12 months	16	23.9

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	2	4	2.4	4
3 month Average	1	18	2.3	65
Last 12 months	16	13	24.6	43

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.4	187
3 month Average	1	434	1.2	217
Last 12 months	15	184	15.4	205

### Test Statistics

	12 months	Region Avg
First	6	3.7
Pass	8	10.9
Fail	1	2.2

<b>% Pass</b>	<b>93</b>	<b>87</b>
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### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	2	2.9
3 month Avg	0	2.1
Last 12 months	16	24.0

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.

#### 4.1

In the matter of Dave Shenton, it was understood that he was not at this time well and as such any contact regarding his possible involvement with WAM is at this time on hold. (Reference prior entries to these minutes shown in 4.2 below).

#### 4.2

It was discussed and decided that an approach should be made to Dave to see whether he would be willing to sit on the Group Committee. To this end Paul agreed that he would have a "chat" with him at some stage and report back. (From April 2018 Minutes)

#### 4.3

Tony confirmed that detailed feedback had been sent to IAM RoadSmart in response to their request for thoughts about the content of the various Handbooks. It was commented and agreed that it was a shame that not even an acknowledgment was received back following this submission as a substantial amount of time had been expended by various parties in ensuring that relevant feedback was sent.

#### 4.4

Tony asked if Christopher Smith could be co-opted onto the Committee in an ad-hoc role. This was seen as being beneficial and was agreed.

### 5 Group Treasurers' Report

Christine Westwood was unable to be present at this meeting so had passed details to Paul for presentation to the Committee.

Current account status is as below:

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

The Group Accounts remain in good order.

#### 5.1

Documents have now been submitted regarding the opening of a new Club and Society Account with Lloyds. This will provide the Group with full internet access to account details at all times.

In the meantime, the transfer of the accounts from Graham Foulkes to Christine Westwood is still to be completed.

#### 5.2

The ongoing delays in completing the opening of the new account remains a mystery. Paul will contact the Lloyds Bank Branch dealing with this matter one further time and advise them that if they cannot open this account with immediate effect then we will transfer the Group account to another bank who can provide us with an effective service.

#### 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.

#### 5.4

Christine to review the BACS payments that have been made direct to the Group Account for Annual Group Membership and advise Tony to that he can consolidate this detail with the details of cheques received and then issue "chases" if necessary, to those who have yet to pay the Group Subscription.

### 6 Group GDPR Compliance Officers Report

In compliance with the direction issued by IAM RoadSmart an appropriate message was sent through to all Group Members providing them with an opportunity to "opt-out" from any exchanges with the Group. This was done prior to the 25<sup>th</sup> May 2018 deadline and has resulted in their being no opt-out requests.

## 6.1

A compliance message has now been posted to the Group web-site with an “opt-in” requirement to eliminate a flash message on the home page. This in keeping with the general GDPR Recommendations as have been issued by IAM RoadSmart.

## 6.2

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.

## 6.3

Group Documentation is in the process of being made fully GDPR compliant, it remains for us to put a compliance statement on each document that is used by the Group.

This was agreed to be of some urgency and to be completed within the next few days.

## 7 Group Chief Observer Report

- Francesca Hyett now has a test date of 26<sup>th</sup> June 2018
- Edward Connett has yet to advise us as to whether he has a test date fixed

### 7.1

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

- Edward Mayo (Tony Robson)
- Taylor Hodges (Roy Richard and David Gallagher)

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

### 7.2

Roy has advised that with regard to Chris Smith because of his involvement with Chris's Observed Drives that either Jonathan or Alan Bates should be responsible for any pre-test drive assessments.

## 8 Group Associate Controller's Report

The Associate Evening held on 15<sup>th</sup> May 2018 was only attended by one Associate and as such Part I was again given. It was agreed that the next Associate Evening would be on Tuesday 19<sup>th</sup> June.

To encourage better attendance an e-mail was sent to all Observers and Associates on 16<sup>th</sup> May 2018 regarding attendance at the forthcoming evening.

In this Paul agreed to contact Holiday Inn to ensure that a room was available for us for that evening.

## 8.1

The following shows the current Associate Member Status:

### Associate Presentation Attendance

Associate	Observer	Part I	Part II
Akiff Janjua	Roger Denley		x
Christopher Smallman		x	x
Christopher Smith	Roger Denley	x	
David Scarrott		x	x
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	
Mark Joszi	Christine Westwood		
Pam Dawson	Grahame Trusselle	x	
Robert Harbon	Peter Spillan		
Sandra Ingram	Paul Williamson		x
Robert Pike			
Sheila Barnfather	Tony Robson	x	xx

On Hold
Active

Associates Evening Part II is scheduled for 19th June 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 Chris Smallman Nigel has agreed that he would contact him to discuss options to move forward towards his ADT.

## 8.4

With regard to David Scarrott, he has now renewed his Membership of both IAM RoadSmart and WAM Group but needs new documentation. Jonathan agreed to contact IAM RoadSmart in this regard and make the appropriate arrangements for a new "pack" to be sent through to him. (This was agreed to be sent by Rasheen at WGC on 6.6.2018).

## **8.5**

With regard to Robert Pike he has yet to be allocated an Observer. Barry Sadler is a possible option in this now that Francesca has a test date.

## **9 Group Membership Secretary's Report**

Current position of the Group is:

- 57 Full Members
- 15 Associates
- 3 National Observers (Two of which are LOA's)
- 9 Local Observers
- 1 Observers under Instruction
- 6 Expired Members (Showing on DTE)

### **9.1**

Following on from the discussions arising in Section 5 of these Minutes Christine is to liaise with Tony to establish who, out of the Group Membership, has and has not paid their Annual Group Subscription. Once this detail is clarified Tony will send out a "Renewal Reminder" e-mail.

## **10 Group Newsletter Editors' Report**

The Spring Newsletter was superseded by the Summer Newsletter which has now been issued to all Members. A copy of this Newsletter has been posted to the Group Web-site. (Per May Committee Minutes).

### **10.1**

Tony advised that the closing date for the Autumn Newsletter would be 1<sup>st</sup> July 2018.

## **11 Group Web Administrators Report**

Jonathan reported activity on Facebook and within our Group Twitter Accounts had been strong through the course of 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 increasing number of "new" visitors each month showing that our site is being seen as a source of motoring detail.

### **11.2**

Following the query raised by Paul in May regarding our Cookie and GDPR Policy an "Acceptance" flash has been placed on the web site with a link through to the Groups policy documents. This exceeds the needs of the Group regarding both activities.

## **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.

In this Jonathan agreed to produce a draft set of artworks for the card for approval by the Committee such that Paul could then use his contacts to obtain pricing for a number of the cards.

## **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 has established all of the necessary parameters for a Treasure Hunt to take place in September 2018. An e-mail is to be sent to all Group Members asking for the details of Teams for this Treasure Hunt.

It was agreed that the charge for this should be on a per vehicle basis at £5.00. It was agreed that ideally no more than twelve Teams would be involved as this would cause complications with management and control. An e-mail is to be sent to all Members within the next few days to ask for Team Registration.

Nigel has agreed to be the point of contact for all issues relating to the Treasure Hunt.

## **12.4**

As a result of a last-minute cancellation we currently do not have a speaker for the Group Meeting scheduled for 13<sup>th</sup> June 2018 however Paul believes that he has a reserve speaker that can be called on. As soon as he has details of that speaker Jonathan will make the necessary changes to the web-site information.

## **12.5**

David suggested that following a very successful presentation that he had seen given by an IAM Member Disabled Driver that we might consider this as a viable option for an evening event.

This was agreed to be of considerable interest, widening the franchise of the Group to more people with physical complications associated with their driving. In this David agreed to talk with Group



Members to establish points of contact and see if we could promote this as an “Event” within the Region rather than just for WAM Group.

## **12.6**

Christopher Smith suggested that he could contact his previous associates from a time when he was a First Responder within the area with a view that they should give a presentation to the Group.

This was agreed as being of considerable interest and Christopher was asked to establish availability through the next few months.

## **13 Group Young Driver Ambassador Report.**

David passed on thanks from Kidderminster regarding WAM Group recent inclusions in invitations and provision of support for their events. There was a suggestion that any Young Driver Events that were organized should be joint to maximise the benefit to both Groups.

### **13.1**

The Young Driver video that David had generated with Boston Group was discussed and seen as being an excellent promotional tool for the Group. David advised that he had already had discussions with Rybrook Mini in Wolverhampton and that they were willing to fund the generation of such a video. In this progress is now to be made to establish who is to be involved and push to get the video produced. It was seen that if at all possible, at least one of the drivers involved should be female though this should not be a gating factor if not possible.

### **13.2**

David advised that Lichfield Group were organizing a “substantial” Young Drivers Event on August 12<sup>th</sup> 2018. He was not certain of the details and it was seen as surprising that Lichfield Group had not invited Wolverhampton. In this Jonathan agreed to send an e-mail to Graham Ottewell and establish the details. It was agreed that if such an event was taking place then it would be good for WAM Group to try and promote interest from the myriad young drivers now visiting our Facebook Site on a regular basis.

## **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.

## **15 Date of Next Meeting**

The next meeting is scheduled for 3<sup>rd</sup> July 2018 at the Holiday Inn, Gorsebrook Road to start at 19:45.

This meeting adjourned at 21:55

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

## Appendix 1

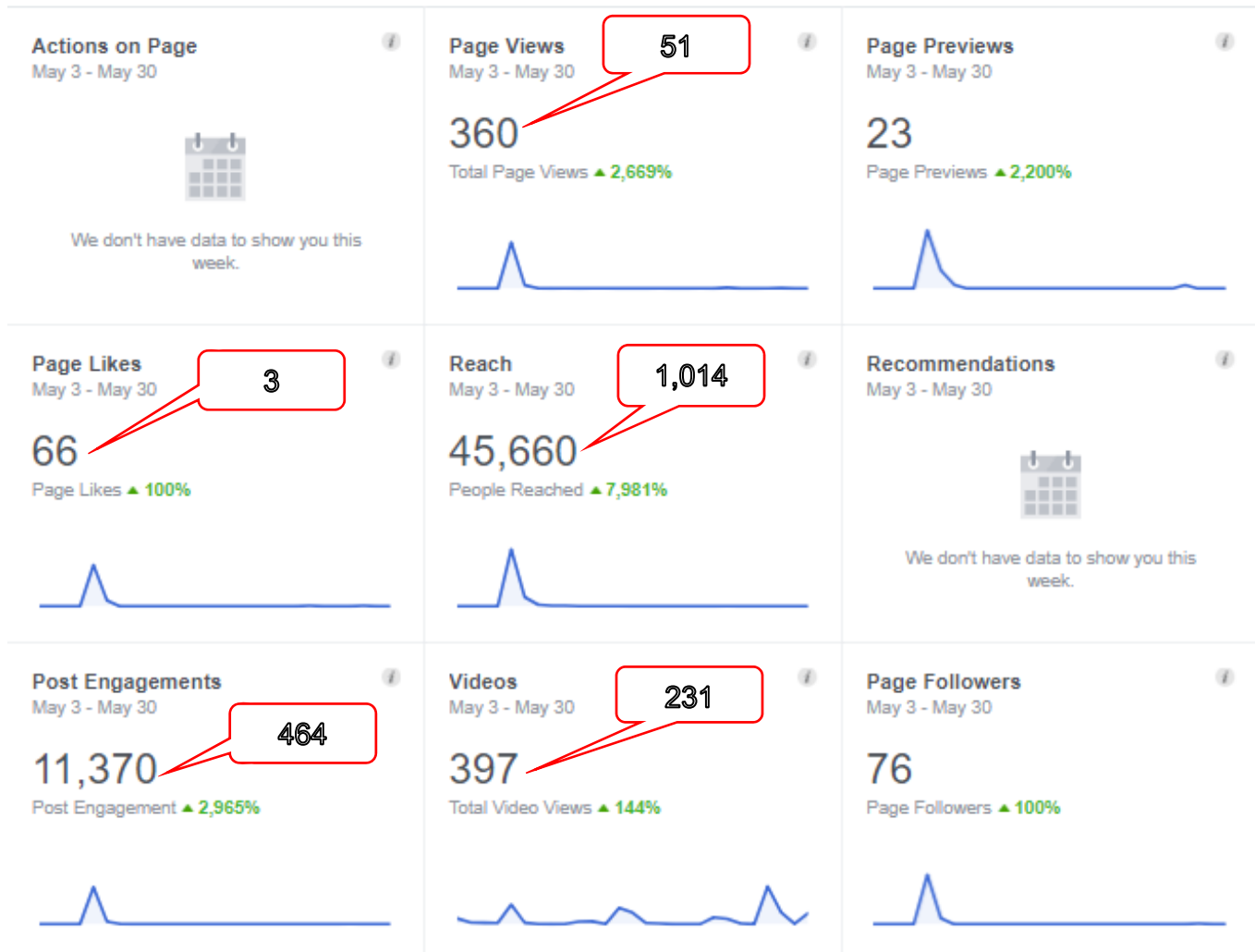
# Facebook Details for May 2018

## Overview

Results from May 04, 2018 - May 31, 2018

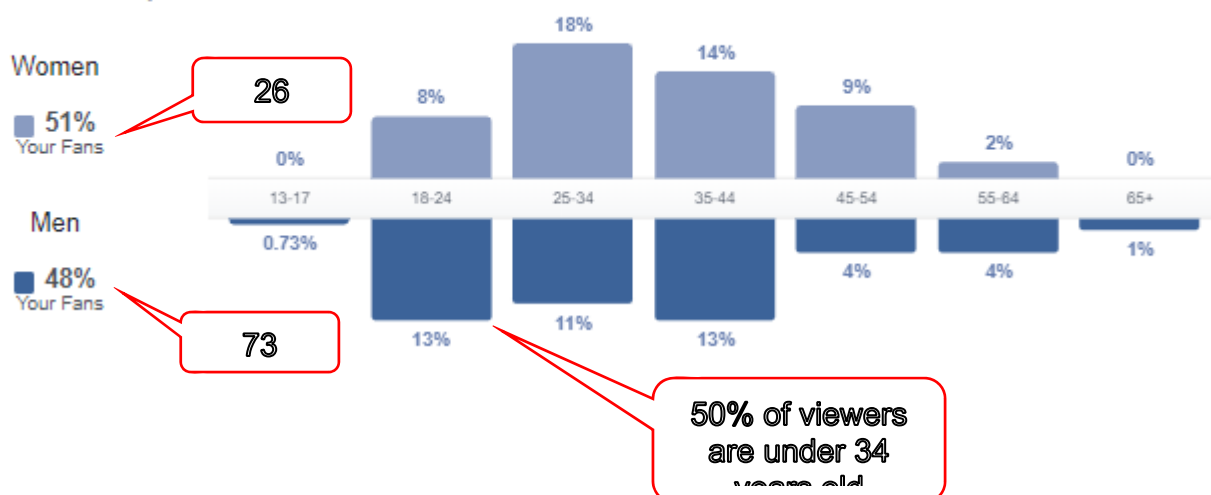
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



## Who Saw Us and Followed Us

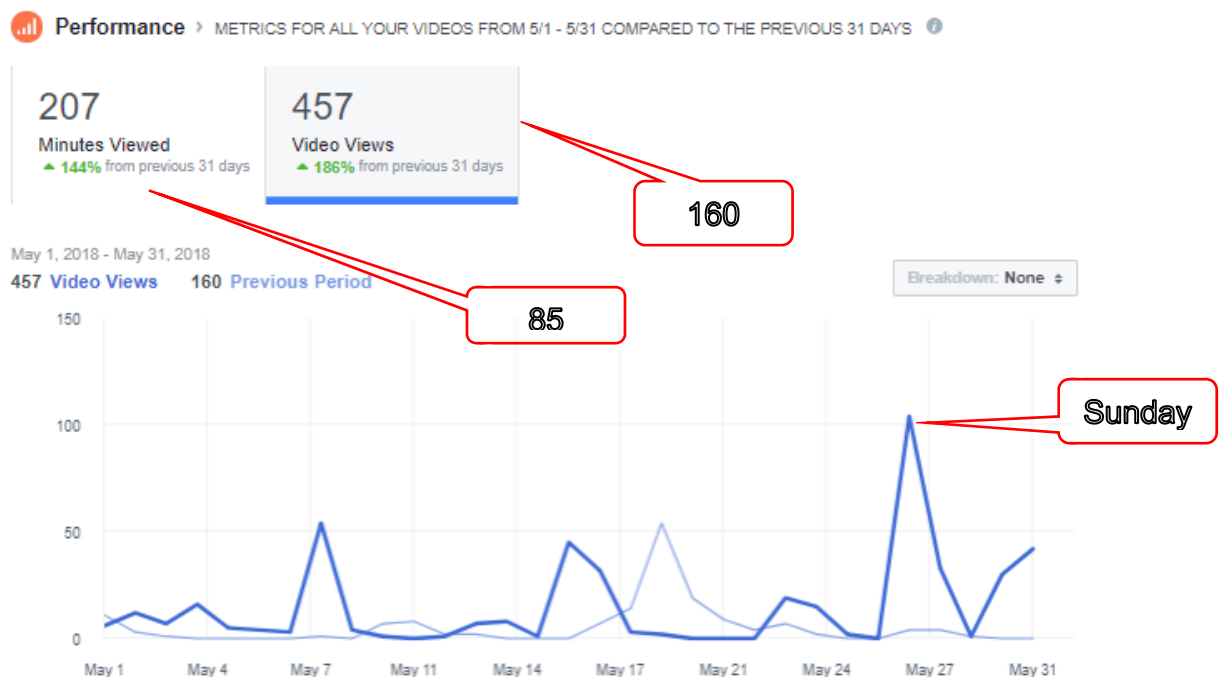
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



## Top Posts Through the Month

Published	Post	Type	Targeting	Reach	Engagement
05/31/2018 5:30 pm	Wolverhampton Advanced Motorists shared a post.			10	25 1
05/31/2018 4:25 pm	Wolverhampton Advanced Motorists shared a video.			9	2 4
05/30/2018 10:21 pm	Idiot sees fast car and pressures him to drive fast to prove a poi			10	26 0
05/30/2018 3:56 am	Wolverhampton Advanced Motorists shared a post.			2	1 0
05/27/2018 7:18 pm	Wolverhampton Advanced Motorists shared a post.			20	38 5
05/27/2018 7:17 pm	Wolverhampton Advanced Motorists shared a post.			12	7 0
05/27/2018 7:16 pm	Wolverhampton Advanced Motorists shared a video.			11	18 2
05/27/2018 5:44 pm	Wolverhampton Advanced Motorists shared a post.			13	19 0
05/26/2018 8:15 pm	Wolverhampton Advanced Motorists shared a post.			9	0 0
05/25/2018 11:51 am	If the universe is expanding, why is it so hard to find a parking s			54	0 0
05/24/2018 12:00 pm	Unfortunately we've recently seen the consequences of #TheF			76	3 1
05/24/2018 12:10 am	How things should be... if you make a mistake, hold your hands			8	18 1
05/23/2018 11:50 pm	Tributes paid to teen killed in horror Black Country crash			44	21 0

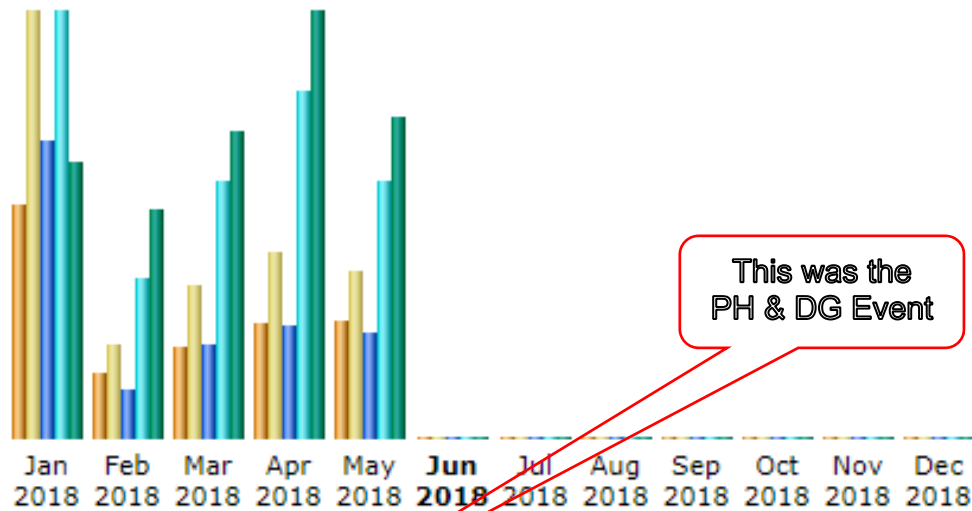
## Top Videos Through the Month



## 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	908	1,293	3,999	9,790	478.37 MB
<b>Jun 2018</b>	0	0	0	0	0
Jul 2018	0	0	0	0	0
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
<b>Total</b>	<b>4,809</b>	<b>7,903</b>	<b>25,010</b>	<b>55,018</b>	<b>2.28 GB</b>

Good to see Unique Visitors, that is New Visitors

### Pages Visited

Pages-URL (Top 25) - Full list - Entry - Exit				
Pages-URL	Viewed	Average size	Entry	Exit
134 different pages-url				
/wp-login.php	1,589	2.90 KB	821	769
/wp-admin/admin-ajax.php	692	19.17 KB		2
/	378	17.88 KB	280	235
/wp-content/plugins/bwp-minify/min/	257	7.81 KB	7	12
/documents/media-files/	134	30.02 KB	70	69
/contact-us/	114	13.32 KB	54	58
/wp-admin/post.php	92	77.36 KB		
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontawesome...	86	70.21 KB	1	38
/group-news/	42	34.18 KB	9	6
/group-events-diary/	41	10.86 KB	4	19
/wp-admin/load-scripts.php	36	28.74 KB		
/wp-admin/edit.php	27	24.99 KB		
/news/driving-skills/	19	28.06 KB	7	7
/wp-content/plugins/wp-google-maps/fonts/fontawesome-webfont.wof...	17	40.84 KB		1
/wp-admin/tools.php	17	16.70 KB		
/group-news/agm/	15	8.14 KB	2	7
/wp-json/wp/v2/	15	49.69 KB		
/wp-admin/	15	18.63 KB		
/wp-json/yoast/v1/statistics	14	343 Bytes		
/wp-json/yoast/v1/ryte	14	100 Bytes		
/wp-admin/async-upload.php	14	1.18 KB		
/wp-admin/load-styles.php	13	32.64 KB		
/documents/	13	16.54 KB	3	5
/news/updates/	12	8.57 KB		2
/quick_quiz/	12	27.34 KB		
Others	321	28.37 KB	35	59

## Bots Who Visited (A Key Indicator of our Importance)

	Hits	Bandwidth	Last visit
bingbot	3,554+117	1.02 GB	31 May 2018 - 21:44
Googlebot	1,513+99	56.43 MB	31 May 2018 - 21:51
BingPreview	640	376.21 MB	31 May 2018 - 16:18
SeznamBot	273+193	56.92 MB	31 May 2018 - 09:20
YandexBot	278+156	21.32 MB	31 May 2018 - 15:05
Unknown robot identified by bot\*	181+17	2.22 MB	27 May 2018 - 16:45
crawl	160+4	18.50 MB	11 May 2018 - 00:25
DotBot	104+51	28.60 MB	31 May 2018 - 21:47
Googlebot-Image	152	36.76 MB	31 May 2018 - 21:56
spbot	142+2	1.58 MB	31 May 2018 - 18:54
facebookexternalhit	91	2.48 MB	30 May 2018 - 00:48
Sogou web spider	61+20	3.59 MB	31 May 2018 - 10:24
MegaIndex.ru	66+1	749.21 KB	14 May 2018 - 22:06
Firefox version 10 and lower - various robots	49+1	15.96 MB	31 May 2018 - 17:00
YandexImages	47	4.72 MB	30 May 2018 - 15:20
YandexMobileBot	41	425.89 KB	29 May 2018 - 03:47
Java ( catchall )	39	159.58 KB	13 May 2018 - 09:56
Google Web Preview	35	1.11 MB	08 May 2018 - 14:57
oBot	31+1	14.70 MB	12 May 2018 - 16:58
CCBot	27+4	377.00 KB	25 May 2018 - 09:31
Unknown robot (identified by hit on robots.txt)	0+31	2.11 KB	31 May 2018 - 17:23
360Spider	27	359.67 KB	29 May 2018 - 17:14
empty user agent string	21+1	359.76 KB	31 May 2018 - 12:50
Applebot	11+6	180.19 KB	30 May 2018 - 20:52
Apache-HttpClient	16	86.11 KB	30 May 2018 - 09:08
Mail.RU Bot	7+8	12.28 KB	31 May 2018 - 21:03
linkdexbot	4+3	103.39 KB	25 May 2018 - 14:06
SiteExplorer	0+5	350 Bytes	31 May 2018 - 14:21
SafeDNSBot	1+3	13.52 KB	30 May 2018 - 21:45
link	0+4	280 Bytes	31 May 2018 - 19:28
Python-urllib	3+1	49.73 KB	18 May 2018 - 18:13
Babya Discoverer	3	129.49 KB	23 May 2018 - 08:31
DuckDuckGo-Favicons-Bot	3	39.96 KB	29 May 2018 - 22:56
Exabot	1+1	12.40 KB	16 May 2018 - 14:21
Plukkie	1+1	13.40 KB	04 May 2018 - 15:11
scanner	2	20.90 KB	12 May 2018 - 12:04
MojeekBot	0+1	70 Bytes	07 May 2018 - 05:17
archive.org_bot	0+1	70 Bytes	13 May 2018 - 05:03
Gluten Free Crawler	1	13.32 KB	31 May 2018 - 02:21
A PHP script	1	10.47 KB	03 May 2018 - 17:52
Dalvik	1	1.08 MB	22 May 2018 - 12:32

**Last Page of Minutes**