



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 11th June 2019
Time: 19:45

Location: Friends Meeting House
 Summerfield Road
 Wolverhampton
 WV1 4PR

Present Paul Williamson (Chair) Roy Richards Tony Robson (Sec)
 Jonathan Hughes Christopher Smith

Apologies David Gallagher Richard Dodd Nigel Packer
 Geoff Davis (Treasurer) David Gallagher Graham Foulkes

Guests

1 **Action Items**

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PC	15.6.2019	It is to be established if we can do Assessment Drives at the forthcoming Safer Driving for Longer meeting scheduled with Sandwell Council (3.0)	Open
JH	15.6.2019	Contact to be made with Paul Woosley at IAM RoadSmart to establish if a promotional price can be offered for IAM RoadSmart Membership at the Safer Driving for Longer meeting. (3.0)	Closed
PW	2.7.2019	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
PW/TR	15.6.2019	Order to be placed for RFID Blocker Card (4.1)	Open
TR	15.6.2019	An order to be placed on IAM RoadSmart for five Observer Handbooks (4.3)	Open
TR	15.6.2019	National Observer Application details for Peter Spillan to be submitted to IAM RoadSmart. (4.5)	Open
TR	15.6.2019	Local Observer Application details for Christopher Smith to be submitted to IAM RoadSmart. (4.6)	Open
GD/PW/TR	2.7.2019	New Deposit and Social Accounts to be established (5.2)	Open
RR	2.7.2019	Requirements for 2013 Edition copies of Roadcraft are to be established following the post on the Observers Forum. (7.3)	Open
JH	11.6.2019	Message to be passed to all Observers that they should have a copy of the latest version of RoadCraft. (7.3)	Closed
JH/RR	13.6.2019	Contact to be made with Robbie Downing, (Regional ASDM) to establish status of ADT for two Associates who were identified as Test Ready in early May. (7.4)	Closed
JH	14.6.2019	Contact to be made with Richard Gladman to clarify the Examiner Expectations for Spoken Thought. (7.5)	Closed
RR/NP	20.6.2019	Efforts to be extended to ensure full attendance at the next Associate Evening scheduled for 16.5.2019 (8.1)	Open
TR	2.7.2019	Further "chase" to be sent to Group Members who have yet to re-new their Group Membership. (9.2)	Open
TR/JH	2.7.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.4)	Open
ALL	1.9.2019	Submissions for the Group Newsletter to be ensured. (10.1)	Open
JH	2.7.2019	An alternative to MailChimp to be established (11.2)	Open
JH	15.6.2019	CrashMap details to be embedded into web-site. (11.3)	Open

JH	2.7.2019	The possibility of providing "Local Fuel Price" details being embedded into the Group web site is to be investigated. (11.5)	Open
JH	2.7.2019	A way of indexing the increasing number of Driving Advice details placed on the Group web-site is to be investigated. (11.5)	Open
CS/NP	25.6.2019	Support for the Wombourne Carnival taking place on 7 th July 2019 are to be sought. (12.2)	Open
CS/JH	2.7.2019	A booking is to be made for the Himley Classic Car Show taking place on 1 st September 2019. Supporters for this show are to be sought. (12.3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 7th May 2019 were proposed as accurate by Roy Richards and seconded by Christopher Smith.

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

Paul Williamson has been in contact with Karen Hale from Sandwell Council regarding the forthcoming "Safer Driving for Longer" meeting which is scheduled to take place at Fallings Park Fire Station on 21st June 2019. WAM have been asked to give a presentation which Paul has agreed to do alongside Mike Webb.

Paul is to establish whether we can offer Taster/Assessment Drives following the meeting. (This will be gated by interest from the attendees and also availability of car park space at the fire station).

Jonathan Hughes will contact Paul Woozley at IAM RoadSmart to establish if we can offer a promotional price for anyone signing-up on the day.

3.1

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.

Deliberately Left Blank

4 Group Secretary's Report

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	4	3.3
3 month Average	3	2.8
Last 12 months	20	28.1

Advanced Course Allocated Sales

	Total	Region Avg
Last Month	4	3.2
3 month Avg	3	2.7
Last 12 months	21	28.8

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	3	13	3.2	7
3 month Average	2	10	2.8	18
Last 12 months	16	17	28.0	19

Test Statistics

	12 months	Region Avg
First	4	4.2
Pass	7	12.0
Fail	2	2.6

Test Ready

	Group	Average Days	Region Avg	Region Avg Days
Last Month	3	128	2.0	178
3 month Average	2	103	1.5	193
Last 12 months	13	121	18.3	211

% Pass

85	86
----	----

Details continue to generally reflect well on Wolverhampton Group and it is noted that through the last month we have had four new Associates complete their registration with a further four in process at the time of this Meeting. (Please see Section 8 of these Minutes)

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.

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.

4.2

Group IAM RoadSmart Polo Shirts ordered as a result of the Committee Meeting of 6th November 2018 have yet to be delivered. Paul Williamson confirmed that the items were now en-route from IAM RoadSmart.

4.3

Five further Observer Handbooks are to be ordered from IAM RoadSmart for the Group for handing to Roy Richards for distribution as required. (See Item 7.3 of the May 2019 Minutes).

4.4

Five additional Chris Gilbert DVD's were passed to Roy Richards for his distribution to Observers as required. (See Item 7.4 of the May 2019 Minutes).

4.5

Following discussion, it was agreed that Peter Spillan should be registered to become a National Observer. (See Section 7.1 of these Minutes).

4.6

Following discussion, it was agreed that Christopher Smith should be registered to become a Local Observer. (See Section 7.2 of 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(s) status as of end of May 2019, is as below:

Group Accounts Statement

Current Account:	£3,201.53	Cheques Issued for:
Social Account:	£0	No cheques issued
Deposit Account:	£0	
Cheques Issued (0):	£00.00	
Group Balance Total:	£3,201.53	

The Group Accounts remain in good order.

5.1

Three cheques to value £36.00 were passed by Tony Robson to the Treasurer. These were for Group Memberships.

5.2

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

5.3

The invoice for our web site hosting with HostPapa to value £86.26 has been covered for the period to 17th June 2020. (See Item 11.4 of these Minutes).

6 Group GDPR Compliance Officers Report

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

7 Group Chief Observer Report

- Following his taking his National Observers Test with Tess Cooper at Kidderminster Roger Denley is now a Registered IMI National Observer. The Committee sent their congratulations to Roger in this. The Group now has five National Observers.
- Steve Wildman recently passed his Advanced Driving Test and obtained a F1rst.
- Sarah Cherry, Rob Haydon and Nicholas Manea-Paquet are waiting for Pre-Test drives.
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months.

7.1

Peter Spillan has asked whether we would be willing for him to become a National Observer. This was voted on and unanimously agreed. (See Item 4.5 of these Minutes).

7.2

Following an Assessment Drive with Roy Richards it was agreed that Christopher Smith should be registered with IMI as a Trainee Local Observer. (See Item 4.6 of these Minutes)

7.3

It was agreed that all Observers should have a copy of the latest issue of RoadCraft, (currently 2013 Edition), as part of their reference documents for Associate support. The message is to be issued to all Observers via the Observer Forum. In this it was agreed that anyone with an older copy should exchange that older copy for the provided new copy. Roy Richards is co-ordinating the requirement for these books and will advise when details are known.

7.4

It was noted that both Nicholas Manea-Paquet and Robert Hayden had been identified as being Test Ready on DTE on 13th May 2019 but had yet to have a test date provided. This is in direct contradiction to the stated objectives and goals of IAM RoadSmart. (Spring 2019 Forum held at Worcester – Amanda Smith). Jonathan Hughes will write to Robbie Downing the Regional ASDM in this matter.

7.5

It was noted that Steve Wildman was marked with a “2” for Spoken Thought during the course of his recent ADT; (he was awarded a F1rst). The Examiners Handbook, (pp 55), was checked and it was unclear from the guidance provided exactly what constituted a “1”; “2” or “3” mark for that part of the ADT. In this Jonathan Hughes agreed that he would contact Richard Gladman at IAM RoadSmart to gain a better understanding as to what was expected by the Examiners.

8 Group Associate Controller’s Report

The next Associate Evening, (Part II), is scheduled to be held on 20th June 2019.

8.1

It was agreed that the attendance at the Associate Meeting on May 16th 2019 was less than had been hoped for, though three Associates did attend there were other Associates who should have attended this meeting with their Observer. In this Roy Richards agreed that he and Nigel Packer would ensure that further encouragement would be given to ensure better attendance at the next Associate Evening.

8.2

The following shows the current Associate Member Status at 11th June 2019. In order to align the detail with that held on IAM RoadSmart DTE database we are now showing Inactive Associates who are still registered on DTE alongside Active Associates.

Group Associate Status

Associate	Observer	Part 1	Part 2	Pre-Test	Test Date
Sarah Cherry	Alan Bates	x	x	x	29.6.19
David Smith	Peter Spillan	xx			
Tiffany Harrison	Alan Bates				
Terence Arthur	Tony Robson				
Susan Carter	Mike Leadbeater				
Taylor Hodges	Nigel Packer			x	
William Young	Graham Trusselle				
Jonathan Edwards	Nigel Packer	x		Pending	
Nicholas Manea-Paquet	Roger Denley	x	x	x	Pending
Robert Hayden	Mike Leadbeater	x	x	x	Pending
Christopher Smallman		x	x		
David Scarrott (Exp)	PW	xx	xx		
Akiff Janjua (Exp)					
Pam Dawson		x			
Sheila Barnfather		x	x	x	

Active
On Hold
Inactive

Associates Evening Part II is scheduled for 20th June 2019

The above detail should be read in conjunction with Section 7.0 of these Minutes.

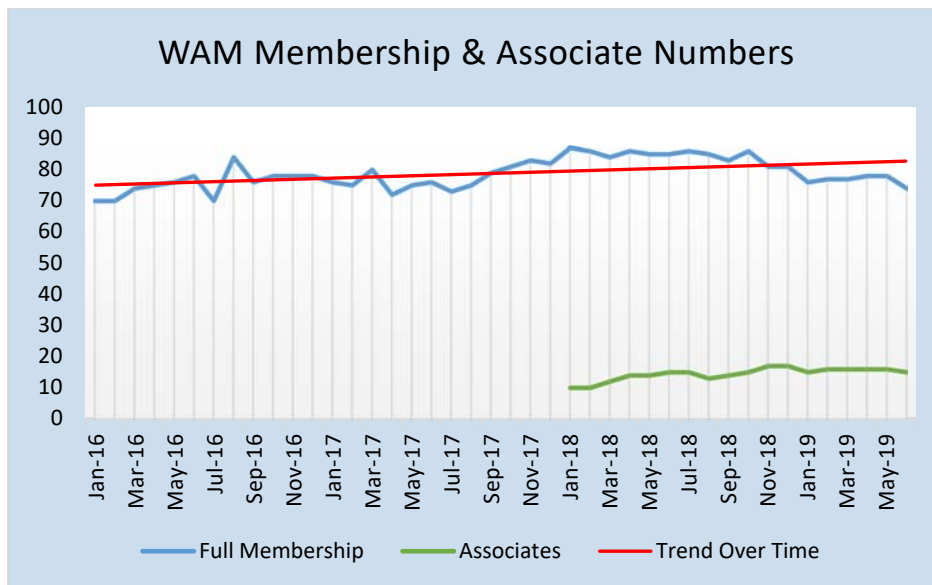
8.3

Further to Item 11.1 of these Minutes the Associate Presentations have been updated to reflect the Expectations that the Group has of Associates regarding attendance at Associate Evenings, consistent drives and regular communication with their allocated Observer.

9 Group Membership Secretary's Report

Current position of the Group is:

- 59 Full Members (Of which 6 showing as Expired Members of IAM RoadSmart)
- 15 Associate Members (Of which 2 are showing Expired Members of IAM RoadSmart)
- 74 Total Group Membership**
- 5 of the above are National Observers (Two of which are LOA's)
- 7 of the above are Local Observers (One now training to become a NO)
- 1 of the above is training to become a Local Observer
- 11 of the Full Members are Fellows
- 4 of the Full Members are Masters (All of which are "With Distinction")



9.2

As of 7th June 2019, there were nine people who had still to renew their Group Membership. Further contact is to be made with these people to "encourage" their continued Group support.

9.3

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 unable 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.

9.4

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.

9.5

At the time of this Meeting there were four people who had indicated that they were in process of registering with IAM RoadSmart but who had yet to appear on DTE.

10 Group Newsletter Editors' Report

The Summer Newsletter is now complete except for the Chairman's Report which Paul Williamson agreed would be provided by 14th June 2019.

10.1

The closing date for input for the Autumn Newsletter is 1st September 2019.

11 Group Web Administrators Report

Jonathan Hughes reported activity on the web-site, on Facebook and within our Group Twitter Accounts had improved through the course of May 2019. (Details shown in Appendix 1 and 2 of these Minutes)

Web-site detail was as follows

Summary of the detail:

Unique Visitors through the month:	1,739
Total Visitors through the month:	2,139
Total Page Hits through the month;	10,249 (↑19%)

11.1

Following recommendations and discussions at the May 2019 Meeting the following changes have been made to the web site:

- The Menu hierarchical structure has been changed to make it more intuitive for less tech-savvy users.
- Group "Expectations of Associates" have been added to the Associates Page. (A post has also been made on the Observers Forum seeking additional comments and thoughts about this additional detail).
- The "Notes" generated by Roy Richards and Jonathan Hughes at the recent IAM RoadSmart Spring Forum, held in Worcester on 13th April 2019 have now been posted on the Group web-site, along with the presentation that was given by IAM RoadSmart at that meeting.
- The sort order of the various Topic elements within the Observers Forum has been changed to place the latest post at the top of the Topic. (The coding for this functionality when linked with bbPress has been submitted to wordpress.org control for possible addition as a Plug-in).

11.2

Recent changes to the MailChimp "model" have put the WAM "Account" in the position that for us to use the service to its full extent we would need to subscribe to the service. The cost is in the region of £120 per annum which is not justifiable. Work-arounds and possible alternatives will be sought.

11.3

Following the presentation at the AGM by David Gallagher Jonathan Hughes has been in touch with Richard Owen at CrashMap and is negotiating our having access to the details as an embedded function for our web-site.

11.4

Following submission, the invoice from HostPapa for hosting "wolvesiam.org" for the period from 17th June 2019 through 17th June 2020 has been paid. £86.26, (inc VAT).

11.5

Following discussion, it was agreed that the following actions should be taken on the web site:

- That Best Local Fuel Price details should be provided via the site to attract use of the site and also to provide a service to the Group Members. (In this it was considered that we perhaps look at making this detail an RSS Feed to all Registered Members mobile phones; Jonathan Hughes agreed to look into the technical feasibility of this).
- The "News and Advice" details now being provided regularly from IAM RoadSmart are creating a valuable database of information on the Group web-site however there is no effective index as to what information is available. Jonathan Hughes agreed that he would look at the possibility of providing an Index so that not only current but also archive information can be easily located.

12 Group Publicity and Events Co-ordinator's Report

The forthcoming Group Evening with Cornmarket Surety Insurance is scheduled for Wednesday 12th June. A MailChimp invitation has been sent through to all seventy-eight Group Members as well as to all eighteen local IAM RoadSmart Groups. (Riders and Drivers). The Group Members included those whose membership status is showing as expired. The initial mailing was on 27th June 2019, a subsequent reminder was sent on 9th June 2019)

1. Wolverhampton Advanced Motorist Group Member Invitation:

78 Recipients of which 58 have been opened and read, 74% 1 of whom clicked on the detail link. The e-mail has been viewed 121 times. One Group Member removed himself from future contact regarding events.

2. Local IAM RoadSmart Group Invitation:

18 Recipients of which 10 have been opened and read, 58% None of whom clicked on the detail link. The e-mail has been viewed 23 times.

Deliberately Left Blank

Other Local Groups Invited

Group	E-Mail Address Used
Birmingham Cars	memsecbamcar@gmail.com
Herefordshire	secretary@iam-herefordshire.org.uk
Kidderminster Bikes	secretary@kidderminster-advanced-bikers.co.uk
Kidderminster Cars	meganweaver21@hotmail.com
Lichfield Bikes	w.hollingshead@btopenworld.com
Lichfield Cars	grahame@lamm.org.uk
North Staffordshire	secretary@nsam.org.uk
Redditch Bikes	groupsecretary@ramg.co.uk
Redditch Cars	secretary@redditcham.org.uk
Shropshire Bikes	daryl_bromley@btinternet.com
Solihull Cars	davidheath95@blueyonder.co.uk
Stafford	l_mcdowell@talk21.com
Walsall Cars	martingoad@mail.com
Wolverhampton Bikes	lickspeed@blueyonder.co.uk
Wolverhampton Cars	secretary@wolvesiam.org
Worcester and Hereford Bikes	ant@clericidesign.com
Worcester Cars	askjanetiam@gmail.com

12.1

The Mini Show at Himley was a great success and many thanks are given to all those who supported us at the event. It is hoped that there will be at least two new Members as a result of the discussions that took place. The details and a substantial number of photographs have now been made available to everyone via the Group News section of the web-site.

12.2

Wombourne Carnival is scheduled to take place on 7th July 2019. Support will be required for this event.

12.3

The Himley Classic Car Show is scheduled for 1st September 2019. Following discussion, it was agreed that Christopher Smith should book space at this event and contact the people who supported the Mini Show in June to establish if they would be willing to help at this show.

It was agreed that Jonathan Hughes should raise visibility of the forthcoming shows at the next Associates Evening on 20th June 2019 hoping to engage the Associates and get their assistance.

13 Group Young Driver Ambassador Report.

David Gallagher was unable to attend the meeting.

14 A.O.B.

There was no other business raised.

15 Date of Next Meeting

The next meeting is scheduled for 2nd July 2019. This meeting will be at The Friends Meeting House.

This meeting adjourned at 21:55

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 Item 1 of the Minutes.

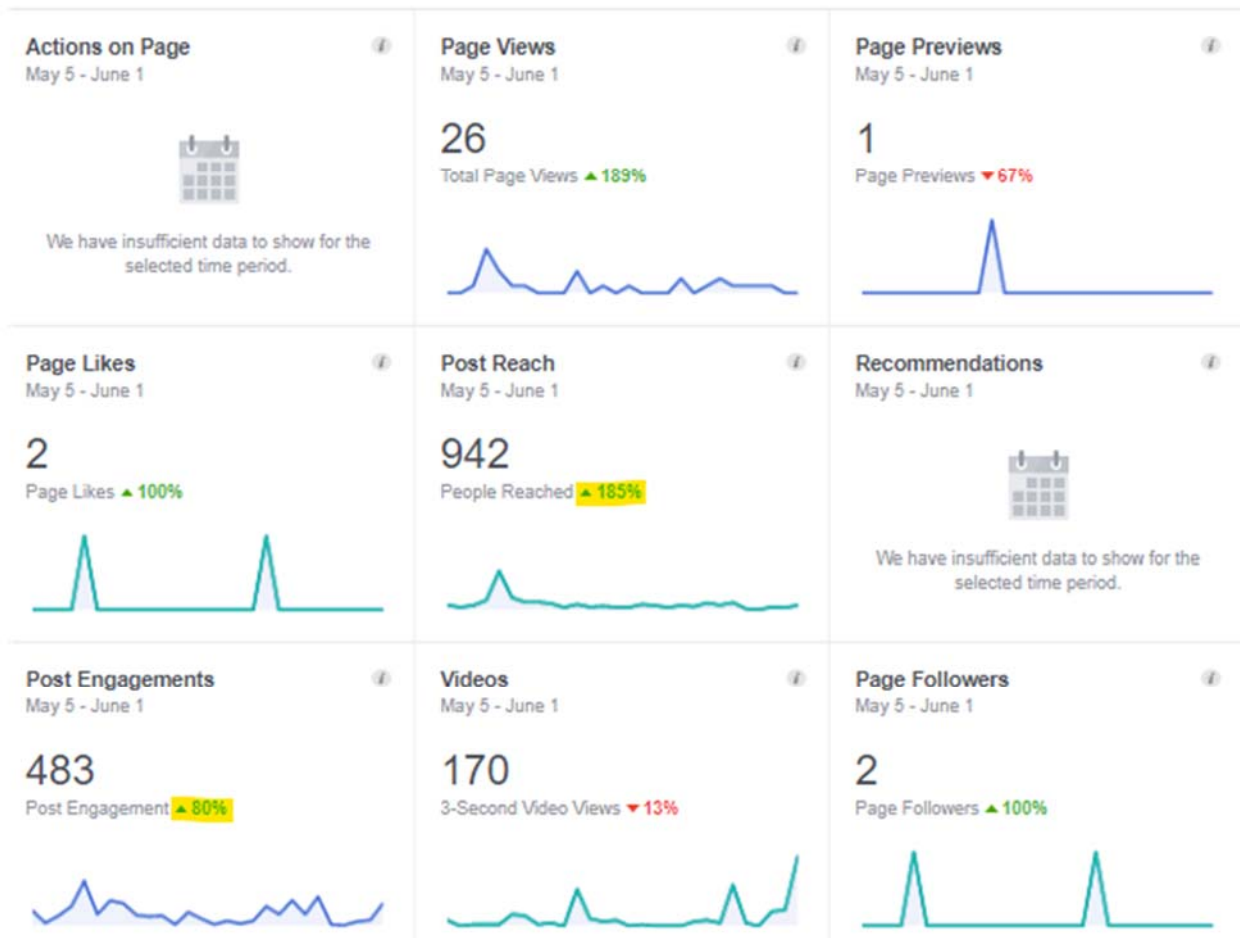
Appendix 1

Facebook Activity Through May 2019

Results from May 5, 2019 - Jun 1, 2019

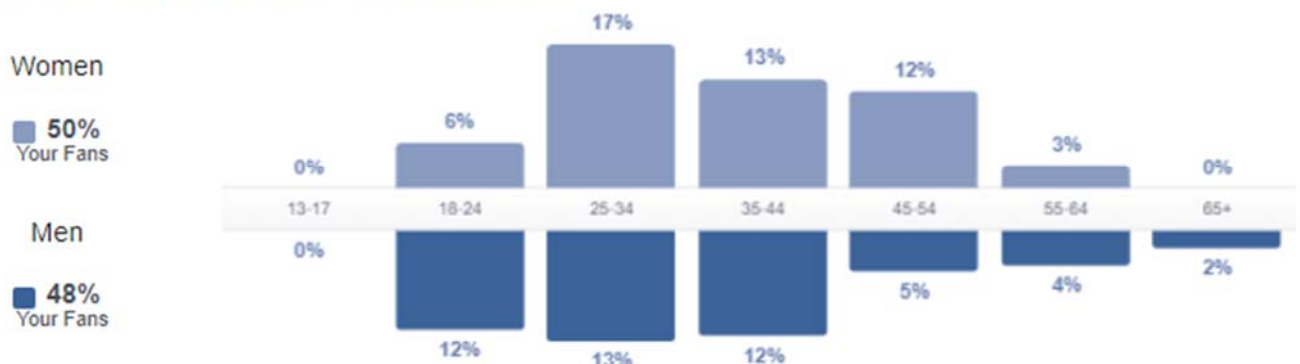
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



Demographic Through May 2019

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.



Appendix 2

Web Activity Through to May 2019

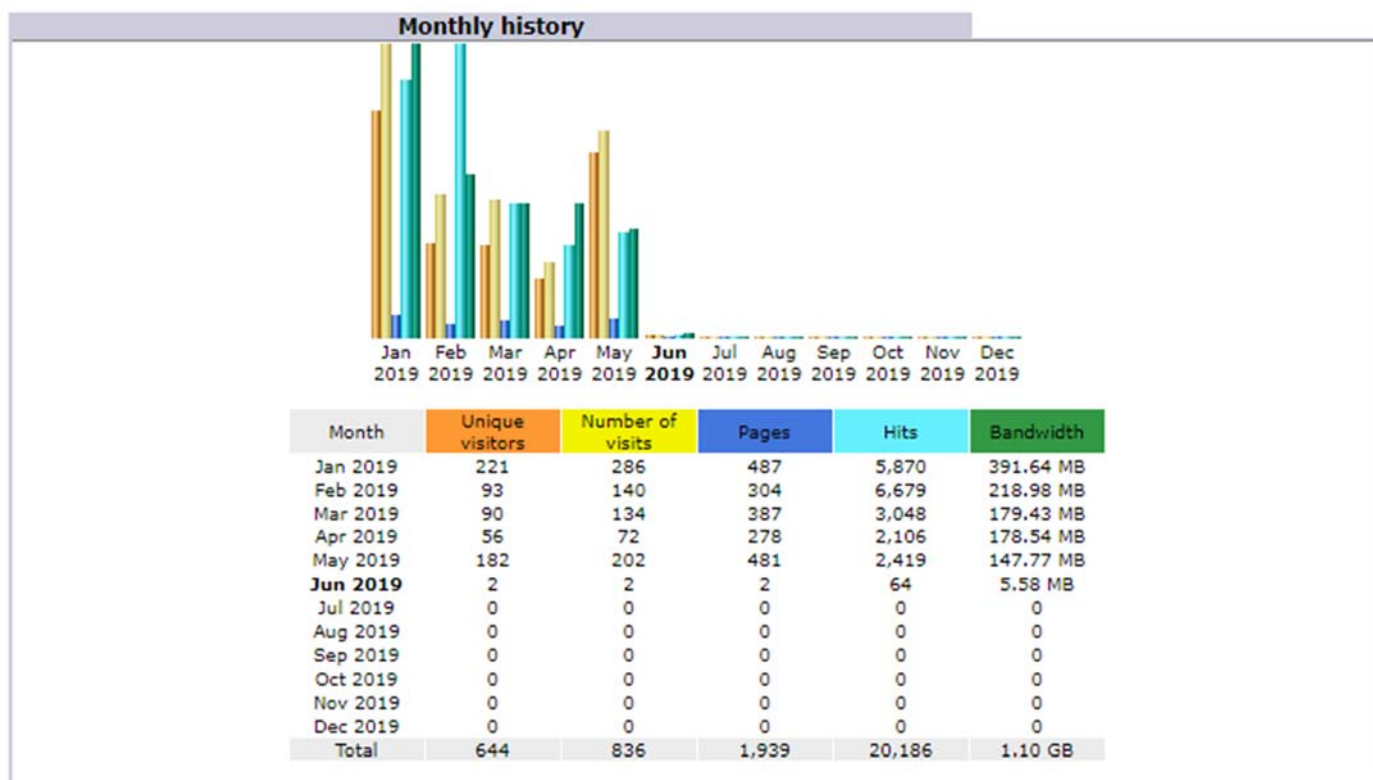
Summary of the detail:

Unique Visitors through the month: 1,739
 Total Visitors through the month: 2,139
 Total Page Hits through the month; 10,249 (↑19%)

Web Site Activity Summary Through to May 2019 (HTTP Site)

Summary					
Reported period	Month Jun 2019				
First visit	01 Jun 2019 - 14:30				
Last visit	01 Jun 2019 - 15:22				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	2	2 (1 visits/visitor)	2 (1 Pages/Visit)	64 (32 Hits/Visit)	5.58 MB (2858.61 KB/Visit)
Not viewed traffic *			102	184	83.79 MB

* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



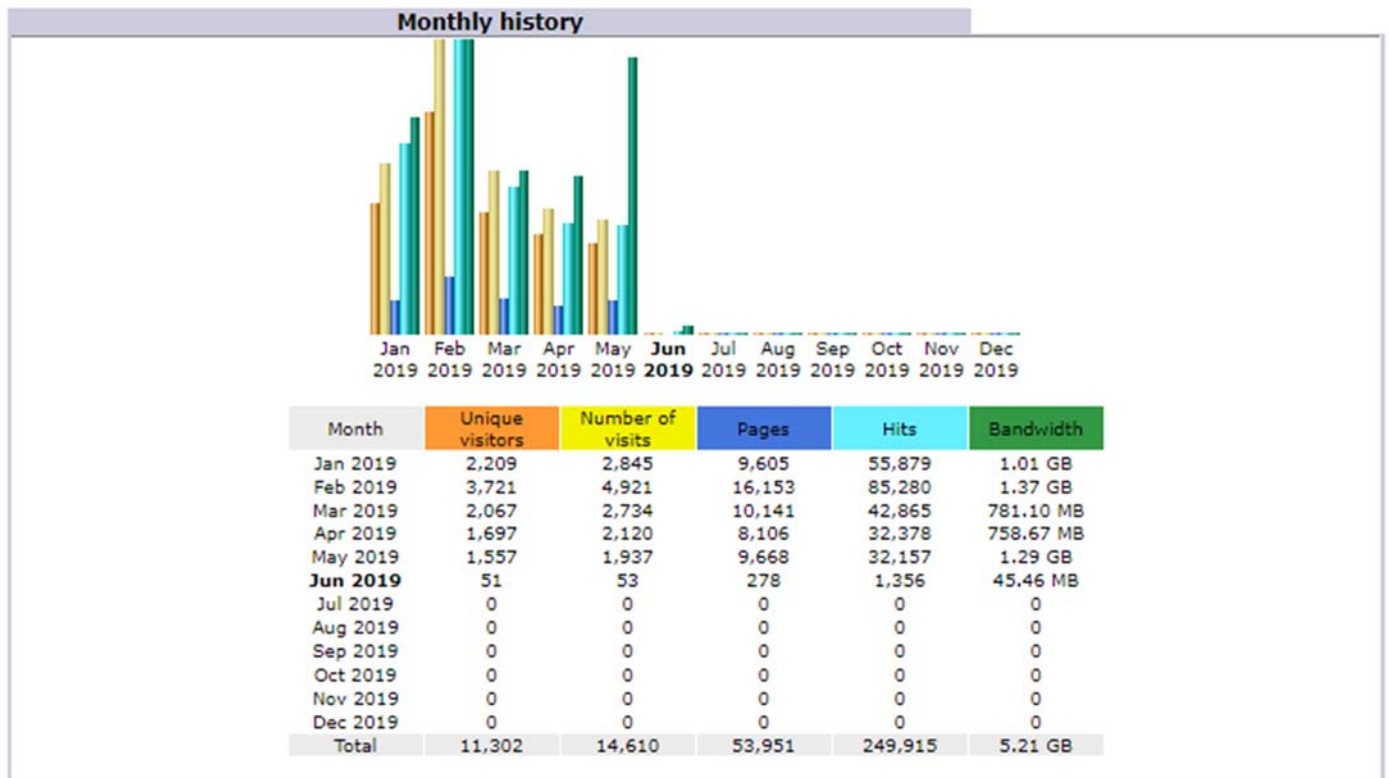
Top Downloads May 2019 (HTTP Site)

Downloads (Top 10) - Full list						
Downloads: 31			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...		2	0	24.16 MB	12.08 MB
	/wp-content/uploads/35th-AGM-May-2016.pdf		2	0	202.36 KB	101.18 KB
	/wp-content/uploads/Spring-2017-Forum-Presentation-1.4.2017.pdf		2	0	10.30 MB	5.15 MB
	/wp-content/uploads/Acronyms-v3-2.3.2017.pdf		2	0	125.58 KB	62.79 KB
	/wp-content/uploads/Dave-Shenton-Presentation-10.5.2017.pptx		2	0	34.91 MB	17.45 MB
	/wp-content/uploads/Committee-Minutes-October-2017.pdf		2	0	1.39 MB	712.34 KB
	/wp-content/uploads/29-WAM-Newsletter-Summer-2014.pdf		2	0	921.49 KB	460.75 KB
	/wp-content/uploads/What-to-Expect-on-the-Test-v1-0416.pdf		1	0	92.24 KB	92.24 KB
	/wp-content/uploads/11-January-2003.pdf		1	0	505.23 KB	505.23 KB
	/wp-content/uploads/32nd-AGM-May-2013.pdf		1	0	99.38 KB	99.38 KB

Web Site Activity Summary Through to June 2019 (HTTPS Site)

Summary					
Reported period	Month Jun 2019				
First visit	01 Jun 2019 - 00:33				
Last visit	01 Jun 2019 - 22:15				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	51	53 (1.03 visits/visitor)	278 (5.24 Pages/Visit)	1,356 (25.58 Hits/Visit)	45.46 MB (878.36 KB/Visit)
Not viewed traffic *			242	347	10.94 MB

* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



Top Downloads May 2019 (HTTPS Site)

Downloads (Top 10) - Full list						
Downloads: 137			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/Associate-Presentation-Part-2-January-2019-v...		14	0	178.06 MB	12.72 MB
	/wp-content/uploads/ASDM-Masters-Presentation-April-2018.pdf		12	0	12.90 MB	1.08 MB
	/wp-content/uploads/Associate-Presentation-Part-1-January-2019-v...		10	0	88.48 MB	8.85 MB
	/wp-content/uploads/41-WAM-Newsletter-Autumn-and-Winter-2018.pdf		10	0	7.43 MB	761.03 KB
	/wp-content/uploads/Notes-of-Region-4-Meeting-at-Worcester-21.4....		9	0	965.88 KB	107.32 KB
	/wp-content/uploads/37th-AGM-May-2018.pdf		9	0	956.58 KB	106.29 KB
	/wp-content/uploads/Committee-Minutes-November-2018.pdf		9	0	4.97 MB	565.75 KB
	/wp-content/uploads/Committee-Minutes-December-2017.pdf		9	0	3.52 MB	400.67 KB
	/wp-content/uploads/Committee-Minutes-June-2018.pdf		8	0	3.75 MB	480.06 KB
	/wp-content/uploads/Committee-Minutes-May-2018.pdf		7	0	2.91 MB	426.29 KB

Last Page of Minutes