



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 7<sup>th</sup> May 2019  
**Time:** 19:45

**Location:** Friends Meeting House  
 Summerfield Road  
 Wolverhampton  
 WV1 4PR

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

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	8.5.2019	Notes from the IAM RoadSmart Spring Forum to be posted on web-site (3.1)	Closed
JH	8.5.2019	A variation of the Driver Declaration Form to be generated for use with the £10 initiative. (4.0)	Closed
PW/TR	31.5.2019	Order to be placed for RFID Blocker Card (4.1)	Open
PW/TR	20.5.2019	Status of the order placed in November for IAM RoadSmart Polo Shirts is to be pursued as the items have yet to be delivered. (4.3)	Open
TR	10.5.2019	National Observer Application details for Roger Denley to be submitted to IAM RoadSmart. (4.4)	Open
TR	10.5.2019	An order is to be placed on IAM RoadSmart for five copies of the Observer Handbook. (4.5)	Open
GD/PW/TR	31.5.2019	New Deposit and Social Accounts to be established (5.1)	Open
PW	20.5.2019	An order is to be placed with Chris Gilbert for five copies of his Driving DVD Part 1. (7.4)	Open
JH	8.5.2019	Message to be passed to all Observers that they should have a copy of the latest version of RoadCraft. (7.5)	Closed
RR/NP	16.5.2019	Efforts to be extended to ensure full attendance at the next Associate Evening scheduled for 16.5.2019 (8.1)	Open
TR	16.5.2019	Further "chase" to be sent to Group Members who have yet to re-new their Group Membership. (9.2)	Open
TR/JH	4.6.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.3)	Open
ALL	1.6.2019	Submissions for the Group Newsletter to be ensured. (10.0)	Open
DG	Ongoing	Activity on Group Facebook site to be enhanced. (11.0)	Open
JH	15.5.2019	Web changes resulting from discussions with Observers. (11.1)	Open
NP	11.5.2019	E-mail to be issued to all supporters of Himley Mini Show regarding communications to be promoted at the show. (12.2)	Open
DG	5.3.2019	Discussions to be opened with local Councils and Police Force regarding a Road Safety Promotional Event (13.2)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 9<sup>th</sup> April 2019 were proposed as accurate by Roy Richards and seconded by Paul Williamson.

## 2 Matters Arising from Previous Minutes (Not falling into a specific Section)

Via Paul Williamson Chris Smith advised the Committee that the opportunity he had been progressing in the Channel Islands had fallen through and as such he would be able to continue his support of the Group Committee. This was welcomed by the Committee.

## 3 Group Chairman's Report

Further to Item 3 of the Minutes of 9<sup>th</sup> April 2019 regarding the presentation given by Mike Webber it was now understood that the "Vouchers" being issued were in fact Module Vouchers and as such had no direct impact on the Group resources.

### 3.1

Further to discussion it was agreed that the "Notes" generated by Roy Richards and Jonathan Hughes at the recent IAM RoadSmart Spring Forum, held in Worcester on 13<sup>th</sup> April 2019, should be posted on the Group web-site. This along with the presentation that was given by IAM RoadSmart at that meeting.

### 3.2

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.

## 4 Group Secretary's Report

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

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	2	3.0
3 month Average	2	2.3
Last 12 months	18	27.8

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	3.0	32
3 month Average	1	8	2.3	22
Last 12 months	15	16	27.4	19

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	46	1.4	233
3 month Average	1	87	1.3	207
Last 12 months	10	119	17.6	213

### Test Statistics

	12 months	Region Avg
First	3	4.1
Pass	7	12.0
Fail	2	2.5

% Pass

83	87
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### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	2	2.9
3 month Avg	2	2.2
Last 12 months	19	28.4

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

Following discussions with other Groups at the IAM RoadSmart Regional Spring Forum held on 13<sup>th</sup> 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. There will be additional opportunity to promote the initiative at the forthcoming Himley Mini Show; this opportunity will be driven by Nigel Packer.

In this £100 will be passed to David Gallagher as a "float" so that any drives so taken can be reimbursed directly.

Jonathan Hughes is to generate a variant of the IAM RoadSmart Declaration Form with a "Payment Received" section appended so that Group Funds allocated in this way remain fully accountable.

#### **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 6<sup>th</sup> November 2018 have yet to be delivered. Paul Williamson agreed to track this order and take the necessary action(s) with IAM RoadSmart.

#### **4.3**

The Group has been advised by IAM RoadSmart that as of 1<sup>st</sup> May 2019 re-test schedules for both National Observers and National Observer Local Observer Assessors will be notified out of IAM RoadSmart; this to hopefully eliminate the possibility that NO's and NOLOA's are "working" without appropriate qualification renewal.

#### **4.4**

Following his completing his mentoring of Mike Webber through his Masters it is now seen fit to progress Roger Denley's request to become a National Observer. (See Item 7.1 of these Minutes). In this Tony Robson is to finalize the submission to IAM RoadSmart.

#### **4.5**

It was agreed that five further Observer Handbooks should be ordered from IAM RoadSmart for the Group to keep on hand. (See Item 7.3 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 status as of end of April 2019, is as below:

## Group Accounts Statement

Current Account:	£3,495.53	<b>Cheques Issued for:</b>
Social Account:	£0	No cheques issued
Deposit Account:	£0	
Cheques Issued (0):	£00.00	
<b>Group Balance Total:</b>	<b>£3,495.53</b>	

There are three cheques to value £36 to be put into the account as of this date.

The Group Accounts remain in good order.

### 5.1

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.

### 5.2

The Group Accounts for the period to April 2019 have been compiled and are available to be presented at the forthcoming Annual General Meeting scheduled for 8<sup>th</sup> May 2019.

## 6 Group GDPR Compliance Officers Report

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

## 7 Group Chief Observer Report

- Steve Wildman recently had a Pre-Test drive with Roy Richards his ADT has yet to be scheduled.
- Sarah Cherry, Rob Haydon and Nicholas Manea-Paquet are waiting for Pre-Test drives.
- Both Geoff Davis and Graham Foulkes are likely to re-take their ADT within the course of the next three months.

### 7.1

Roger Denley has asked whether we would be willing for him to become a National Observer. This was voted on and unanimously agreed. (See Item 4.4 of these Minutes).

### 7.3

There was a Group Observers Meeting held on 23<sup>rd</sup> April; 2019 which was well attended. At this meeting updated Observer's Handbooks were distributed to all but three Observers, being David Gallagher, Nigel Packer and Barry Sadler. Books were handed to David and Nigel at this meeting with Barry's copy being passed to Jonathan Hughes for Barry Sadler.

It was agreed that with these books being passed on that the Group should order an additional five from IAM RoadSmart for "stock". (See Item 4.5 of these Minutes).

## 7.4

Following discussion, it was agreed that the Group should hold “spare” copies of the Chris Gilbert Driving DVD Part 1 as had been previously issued to all current Observers. In this Paul agreed to take the necessary action.

## 7.5

It was agreed that all Observers should have a copy of the latest issue of RoadCraft as part of their reference documents for Associate support. The message is to be issued to all Observers via the Observer Forum.

## 7.6

Roy Richards advised that he had been asked to provide feedback regarding his driving to IAM RoadSmart as part of their wider national initiative to establish the “worth” of Advanced Driving Skills in increasing road safety. This was seen to be associated with the involvement of Jonathan Hughes with his vehicle being fitted with a telematic device to feed back data regarding his driving habits and performance. (In this see the Notes of the IAM RoadSmart Regional Spring Forum 13<sup>th</sup> April 2019 now posted on the web-site in the News Section). The following is an extract from the invitation.

I'd like to invite you to participate in our latest UK road user research project. If you choose to participate then your responses will feed into a piece of research helping us to increase our knowledge of driver and rider attitudes and behaviours on UK roads. This will help us to compare and contrast the thoughts of our membership with the general UK driving and riding population, with a view to attracting more drivers and riders to consider developing their skills with us.

## 7.7

Chris Smith has asked whether we would consider him as a Local Observer. To further this Roy Richards will take him for an evaluation drive.

## 8 Group Associate Controller's Report

The next Associate Evening, (Part II), is scheduled to be held on 16<sup>th</sup> May 2019.

### 8.1

It was agreed that the attendance at the Associate Meeting on January 17<sup>th</sup> 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 and Nigel Packer would ensure that further encouragement would be given to ensure better attendance at the next Associate Evening.

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## 8.2

The following shows the current Associate Member Status at 7<sup>th</sup> May 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 as being associated with the Group.

### Associate Presentation Attendance

Associate	Observer	Part I	Part II	Pre-Test
Christopher Smallman		x	x	
David Scarrott	Paul Williamson	xx	xx	
Sarah Cherry	Alan Bates	x	x	Pending
David Smith	Peter Spillan	x		
Taylor Hodges	Nigel Packer			
William Young	Graham Trusselle			
Jonathan Edwards	Nigel Packer			
Chris Player	Mike Leadbeater		x	
Nicholas Manea-Paquet	Roger Denley	x	x	Pending
Steven Wildman	Tony Robson			x
Robert Hayden	Mike Leadbeater	x	x	Pending
Sandra Ingram				
Deborah Judd				
Akiff Janjua				
Pam Dawson				
Sheila Barnfather		x	x	x

On Hold
Active
Inactive

Associates Evening Part II is scheduled for 16th May 2019

The above detail should be read in conjunction with Item 7 of these Minutes.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 62 Full Members (Of which 4 showing as Expired Members of IAM RoadSmart)
- 16 Associate Members (Of which 3 are showing Expired Members of IAM RoadSmart)
- 78 Total Group Membership**
  
- 4 of the above are National Observers (Two of which are LOA's)
- 8 of the above are Local Observers
- 12 of the Full Members are Fellows
- 3 of the Full Members are Masters (All of which are "With Distinction")

## **9.2**

At the time of this meeting there were twenty-five 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**

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 Summer Newsletter is 1<sup>st</sup> June 2019.

## **11 Group Web Administrators Report**

Jonathan Hughes reported activity on Facebook and within our Group Twitter Accounts had dropped through the course of April 2019.

Following discussion, it was agreed that David Gallagher was to raise the profile of the Facebook activity through the promotion of the initiative outlined in Item 4.0 of these Minutes regarding the £10 promotion to undertake a Taster/Assessment Drive. It is believed that as this approach had been successful with other Groups that the promotion will create discussion and additional interchange.

### **11.1**

Discussion originating from the Observers Forum suggests that a number of small changes be made to the Group web-site; namely:

- Change the Menu hierarchy for the Associates Page.
- That the content of the Associates Page be updated to reflect the “Expectations” that both IAM RoadSmart and also the Group have of Associates. (This to be a reflection of the detail contained within the Introduction Letter issued to all new Associates by the Group Secretary).
- That the format of the Observer Forum be considered in terms of its hierarchy and sort order. The feelings of the users to be canvassed prior to any action on this.

## **12 Group Publicity and Events Co-ordinator’s Report**

There was no input directly from Chris Smith for this section however it was noted by Nigel Packer, who is co-ordinating the activities for the forthcoming Himley Mini Show, that there was a good deal of support being provided by both Members and Associates. This was most welcome and hopefully indicates that the Group intention to include Associates in activities will yield better ongoing support for the Group.

### **12.1**

It was agreed that any Group Members supporting the Himley Mini Show would be reimbursed their entrance fee should it be requested. In this Nigel Packer will hold cash.

## **12.2**

Nige; Packer advised that as there was a good deal of support from less experienced Members of the Group for the Himley Show that he would send an e-mail to all supporters outlining the focus of any conversations at the show; these being:

- The £10 “cash back” initiative detailed in Item 4.0 of these Minutes
- The refund of costs on successful completion of an ADT for any under 25-year-old
- The extensive benefits of IAM RoadSmart Membership. (In this see IAM RoadSmart site)
- Distribution of Group Business Cards to help promote awareness of the Group and it’s Social Media presence.

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

David Gallagher reported that he has retained his links with the local BMW Mini Dealership and that they would be at the Himley Mini Show.

### **13.1**

It was discussed and agreed that the Group Presence and activity with Young Drivers needed to be enhanced, to this end David Gallagher agreed that he would increase his interaction and activity on Facebook particularly to encourage new Membership.

### **13.2**

David Gallagher advised that following his seeing the successful outcome to a Promotional Event recently held by three local Groups in the Merseyside region that Wolverhampton Group consider doing the same. This was unanimously agreed to which end David agreed he would start by making contact with possible venue managers and also with the primary motivators being the local Police Force and the Local Councils.

### **13.3**

David Gallagher advised that his position with IAM RoadSmart had changed slightly in that though he was still engaged to act on their behalf as the “Young Driver Ambassador” he was now doing so on a consultancy basis rather than as a full-time employee of the charity. This made little difference to the day to day activities he would be undertaking however may allow him more scope to be active again within Wolverhampton Group.

## **14 A.O.B.**

There was no other business raised.

## **15 Date of Next Meeting**

The next meeting is scheduled for 4<sup>th</sup> June 2019. This meeting will be at The Friends Meeting House.

This meeting adjourned at 22:20

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.



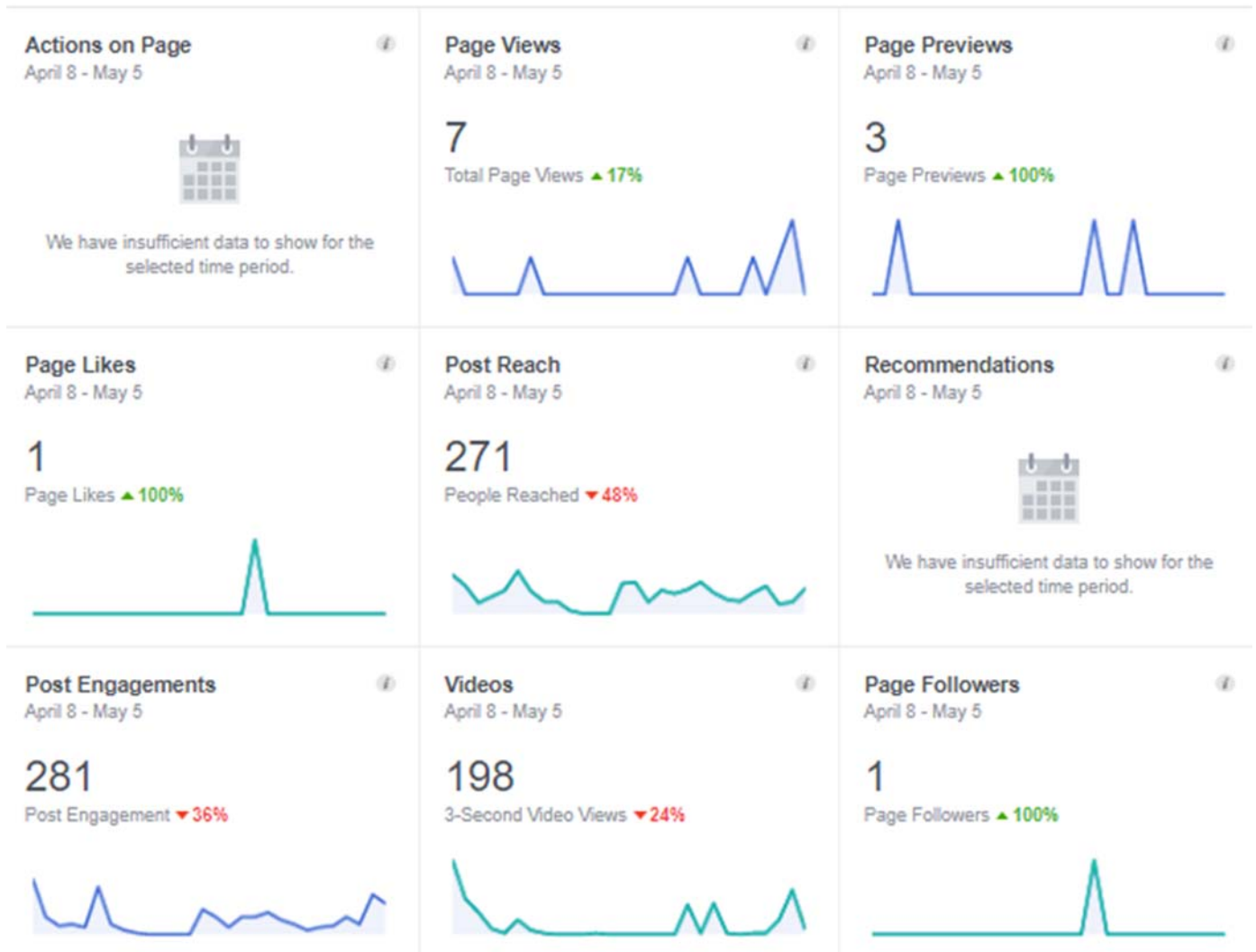
# Appendix 1

## Facebook Activity Through April 2019

Results from Apr 8, 2019 - May 5, 2019

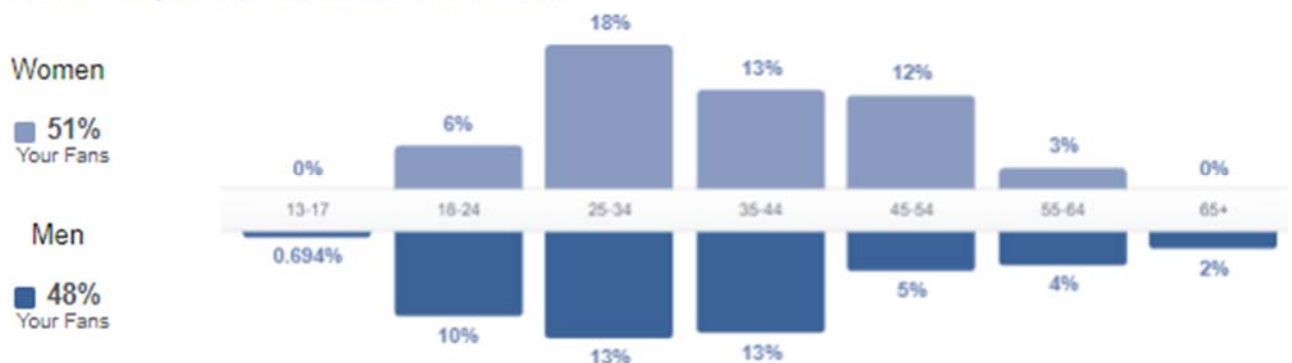
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



## Demographic Through April 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.

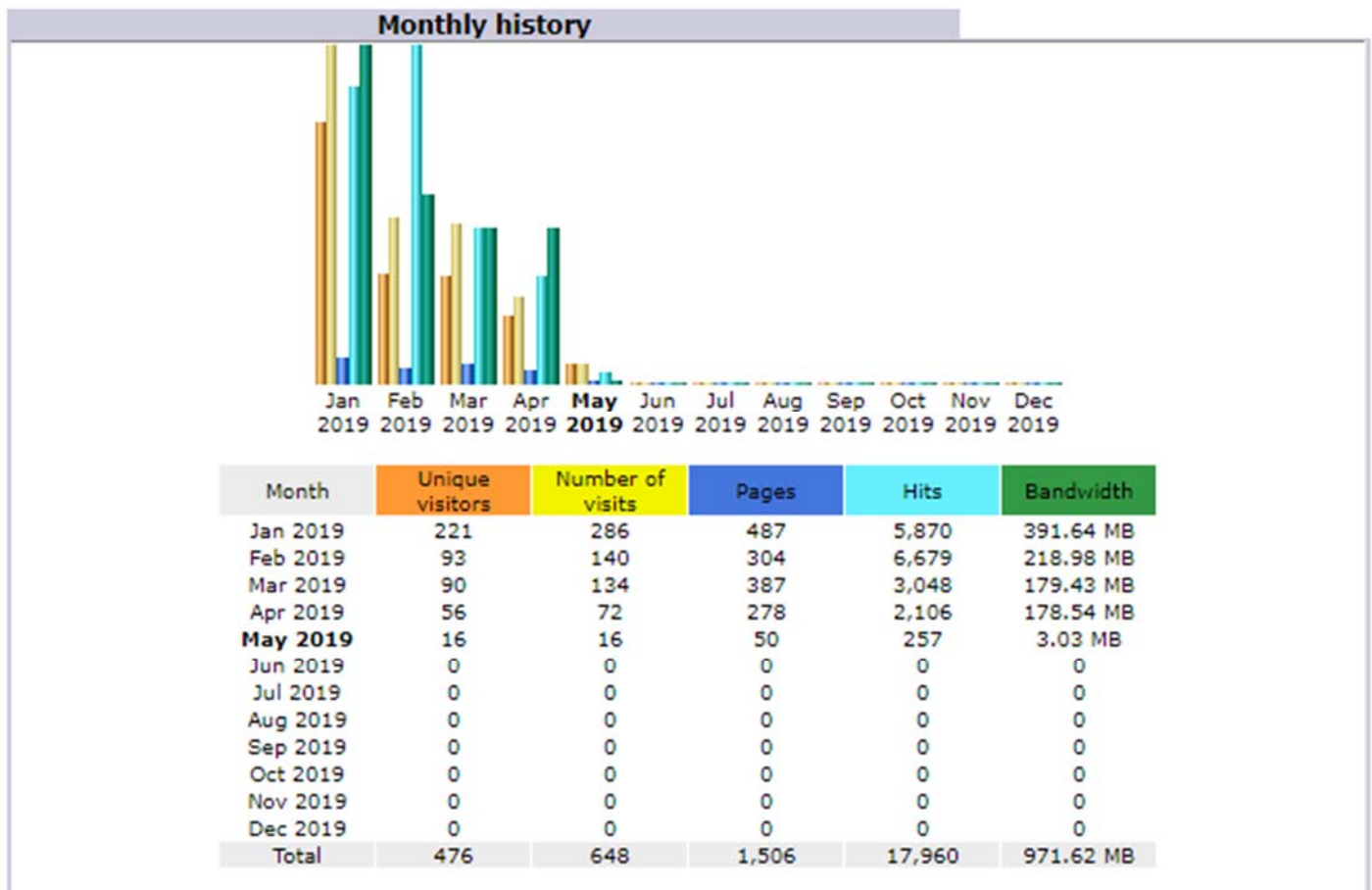


## Appendix 2

### Web Site Activity Summary Through to April 2019 (HTTP Site)

Summary					
Reported period	Month Apr 2019				
First visit	NA				
Last visit	30 Apr 2019 - 00:25				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	56	72 (1.28 visits/visitor)	278 (3.86 Pages/Visit)	2,106 (29.25 Hits/Visit)	178.54 MB (2539.21 KB/Visit)
Not viewed traffic *			6,153	10,309	1.80 GB

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



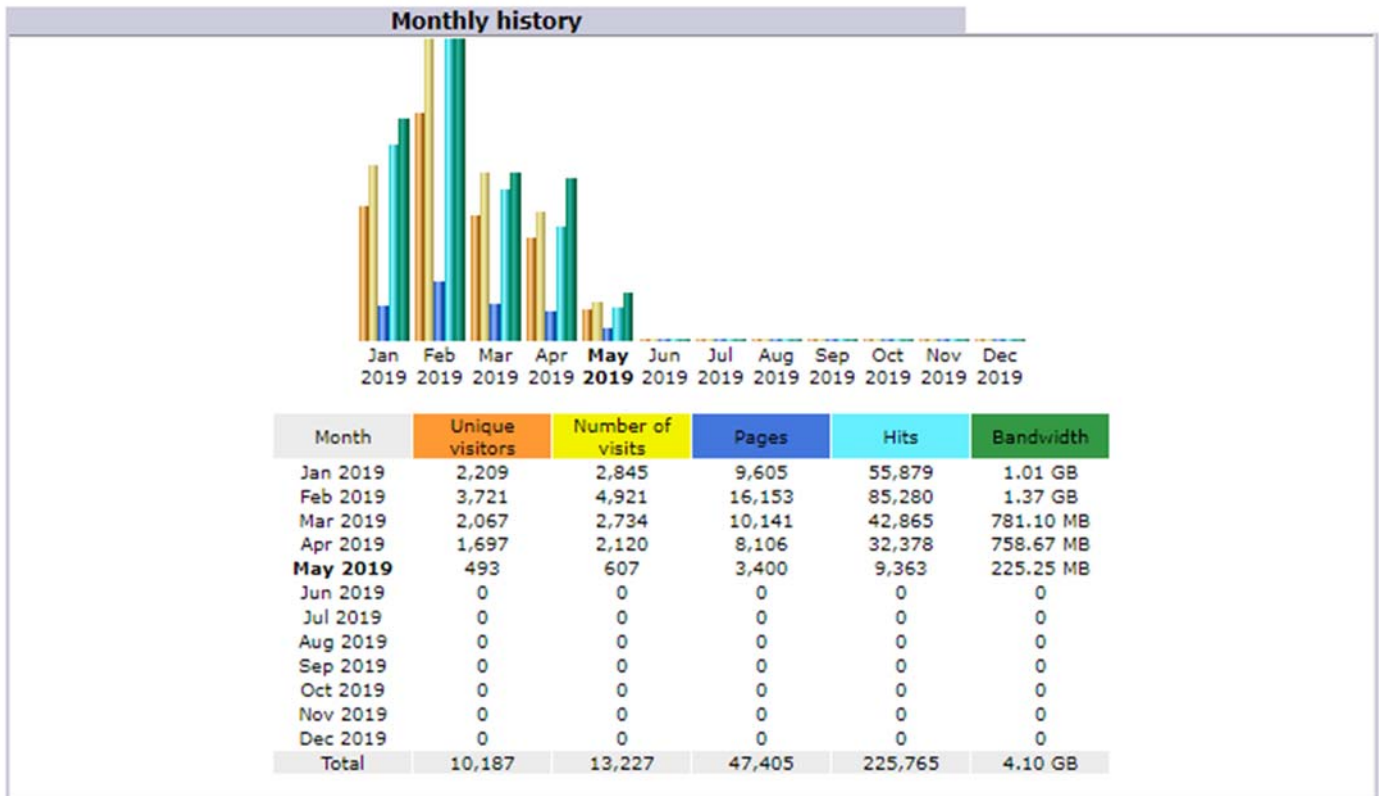
### Top Downloads April 2019 (HTTP Site)

Downloads (Top 10) - Full list					
Downloads: 121		Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...	32	0	386.49 MB	12.08 MB
	/wp-content/uploads/Taster-Drive-Trifold-Tear-Off-May-2016.pdf	31	0	11.76 MB	388.57 KB
	/wp-content/uploads/36th-AGM-May-2017.pdf	29	0	2.75 MB	97.22 KB
	/wp-content/uploads/Spring-2017-Forum-Presentation-1.4.2017.pdf	27	0	139.02 MB	5.15 MB
	/wp-content/uploads/Dave-Shenton-Presentation-10.5.2017.pptx	27	0	471.22 MB	17.45 MB
	/wp-content/uploads/39-WAM-Newsletter-Autumn-2017.pdf	26	0	25.07 MB	987.21 KB
	/wp-content/uploads/The-Thinking-Driver-v1-0416.pdf	25	0	1.72 MB	70.56 KB
	/wp-content/uploads/Acronyms-v3-2.3.2017.pdf	24	0	1.47 MB	62.79 KB
	/wp-content/uploads/In-Car-Technology-v1-0416.pdf	24	0	2.43 MB	103.51 KB
	/wp-content/uploads/16-Winter-2004-2005.pdf	23	0	12.46 MB	554.90 KB

## Web Site Activity Summary Through to April 2019 (HTTPS Site)

Summary					
Reported period	Month Apr 2019				
First visit	01 Apr 2019 - 00:11				
Last visit	30 Apr 2019 - 23:31				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	<b>1,697</b>	<b>2,120</b> (1.24 visits/visitor)	<b>8,106</b> (3.82 Pages/Visit)	<b>32,378</b> (15.27 Hits/Visit)	<b>758.67 MB</b> (366.45 KB/Visit)
Not viewed traffic *			<b>14,761</b>	<b>18,677</b>	<b>1000.29 MB</b>

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



## Top Downloads April 2019 (HTTPS Site)

Downloads (Top 10) - Full list						
Downloads: 120			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/Committee-Minutes-January-2019.pdf		26	0	5.65 MB	222.39 KB
	/wp-content/uploads/Committee-Minutes-November-2018.pdf		17	0	9.39 MB	565.75 KB
	/wp-content/uploads/Committee-Minutes-October-2018.pdf		16	0	7.85 MB	502.49 KB
	/wp-content/uploads/Committee-Minutes-February-2019.pdf		16	7	12.83 MB	571.07 KB
	/wp-content/uploads/ASDM-Masters-Presentation-April-2018.pdf		15	0	16.13 MB	1.08 MB
	/wp-content/uploads/Notes-of-Region-4-Meeting-at-Worcester-21.4....		14	0	1.41 MB	103.49 KB
	/wp-content/uploads/41-WAM-Newsletter-Autumn-and-Winter-2018.pdf		14	25	16.05 MB	421.43 KB
	/wp-content/uploads/MOT-Presentation-February-2019.pdf		13	0	56.52 MB	4.35 MB
	/wp-content/uploads/Committee-Minutes-June-2018.pdf		12	0	5.63 MB	480.06 KB
	/wp-content/uploads/40-WAM-Newsletter-Summer-2018.pdf		11	0	10.70 MB	996.35 KB

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