

## **Wolverhampton Advanced Motorists**

Registered Charity 1053330

**Committee Meeting Minutes** 

 Date:
 6<sup>th</sup> November 2018

 Time:
 19:30

Location: Newhampton Art Centre Dunkley Street Wolverhampton WV1 4AN

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

Guest

#### 1 Action Items

Who	<u>Target</u> Date	Action	<u>Status</u>
JH	4.12.2018	Feedback to be obtained from Pat Doughty regarding his discussions with Surety Insurance regarding concerns raised by Group Members (3.0)	Open
PW	12.11.2018	A venue to be established for the Group Committee Meetings (3.1)	Open
PW	12.11.2018	Establish whether we can have "in-house" meetings at Goldthorn Mercure and if so on what days. (3.2)	Open
JH/PW/TR	12.11.2018	Order to be placed for RFID Blocker Card (4.1)	Open
TR	12.11.2018	Order to be placed for Polo Shirts (4.2)	
JH/TR	12.11.2018	Number of Ultimate Driving Craft DVD's required for Observers to be determined and order placed. (4.3)	
GD/PW/TR	26.10.2018	The balance of monies in the "old" Group Current Account are to be transferred to the new Treasurers Account (5.1)	Open
PW/GD	19.11.2018	Group Accounts to be audited (5.3)	Open
JH	12.11.2018	Observer GDPR Compliance signatures to be finalized (6.1)	Open
TR	6.11.2018	Expired DTE Members to be checked and confirmed to ensure that Membership is maintained wherever possible. (9.0)	Open
TR/JH	31.1.2019	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	6.11.2018	Maintain contact with IAM RoadSmart regarding the availability of various possible speakers (12.2)	Open
CS/PW	6.11.2018	Contact to be made with local Radio Stations to promote the Group (12.3)	Open
JH/RR	16.10.2018	Contact to be made with Observers to seek support for Events (12.6)	Open

Paul commenced by welcoming and thanking all attendees.

## 2 Matters Arising

Approval for the Minutes of the Meetings of October 2018 were proposed by Tony Robson and Seconded by Graham Foulkes

## 3 Group Chairman's Report

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.

Following discussions with IAM RoadSmart it is understood that Pat Doughty, (Director or Operations for IAM RoadSmart), will be meeting in Northern Ireland with the Yvonne Caruthers, Customer Service Manager and other Senior Surety Management during November 2018 and will be raising this issue with them. We believe from feedback received that experiences within Wolverhampton Advanced Motorists are not isolated.

#### 3.1

The parking facilities available at Newhampton Arts Centre made this meeting somewhat difficult so Paul Williamson is to investigate whether we can meet at The Goldthorn Mercure, (when we are unable to meet at The Friends Meeting House), at the same rate as has been agreed for the Observer and Associate Meetings.

#### 3.2

Following discussion, it is understood that The Goldthorn Mercure may be able to offer us meeting facilities in the main body of the hotel on the proviso that the meeting is held on a day other than Tuesday. Paul Williamson is to fix dates so that they can be uplifted to the Events Page of the website.

Intentionally Blank

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

#### **Advanced Course Statistics**

Allocations	Group	Region Avg
Last Month	1	1.7
3 month Average	2	2.0
Last 12 months	12	23.6

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	3	31	1.5	19
3 month Average	1	24	1.9	17
Last 12 months	11	18	24.4	42

## **Test Statistics**

	12 months	Region Avg
First	3	3.9
Pass	4	11.0
Fail	2	2.2

% Pass

**78** 87

## **Advanced Course Allocated Sales**

#### Test Ready

Last Month	0	0	1.9	190
3 month Average	0	0	1.9	213
Last 12 months	8	251	16.4	210

		Region
	Total	Avg
Last Month	1	1.5
3 month Avg	2	2.0
Last 12 months	13	23.8

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 78% 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 23.6 person allocation then the simple math would indicate that our Percentage Pass would be 94.4% and not the 78% showing.

#### 4.1

We now have an updated quotation from Shenzen Zhonghui for RFID Cards. (See Appendix 3) It was agreed that we should now move forward with the placing of an order following a final review of the art-work.

4.2

Following discussion, it was agreed that an order should be placed for polo shirts.

- 3 off M
- 2 off L

These will supplement the existing stock of:

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

## 4.3

As we have three "Group Branded" IAM RoadSmart Bags in stock it was not seen necessary that more be ordered at this stage.

## 4.4

Following discussion, it was agreed that we should ensure that all Group Observers should have a copy of Chris Gilbert DVD 1 Advanced Driving. To this end Jonathan Hughes is to contact the Observers and establish who needs a copy of the DVD such that an order can be placed for the correct number.

## 5 Group Treasurers' Report

Geoff Davies was not able to attend this Meeting

The following details are those from the last minutes. It is known that there have been no substantial changes since the last meeting.

Current account status as of September 2018, (carried forward), is as below:

## **Group Accounts Statement**

Current Account: Social Account:	£1,487.30 £97.03	Cheques Issued for: No cheques issued
Deposit Account:	£1,552.49	·
Cheques Issued (0):	£00.00	
Group Balance Total:	£3,136.82	

The Group Accounts remain in good order.

## 5.1

It should be noted that at this time the Group holds two Current Accounts pending the closure of the "old" account and the transfer of the funds within that account to the new Treasurers Current Account.

## 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 November 2018.

## 5.4

IAM RoadSmart have now been advised of the details of the new Group Current Account number for any future payments to WAM.

## 6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact.

## 6.1

There now remains two Observers who have to sign the Group Compliance document; David Gallagher and Graham Trusselle. As the next Observer Meeting is not until the New Year it was agreed that Jonathan Hughes is to e-mail for confirmation of acceptance of the policy.

## 7 Group Chief Observer Report

- A pre-test drive is to be arranged for Mark Joszt
- A pre-test drive is to be arranged for Mike Webber
- Following his re-taking the ADT Nigel Packer gained a F1rst and has become a Fellow of IAM RoadSmart.
- 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 prior to Christmas 2018

## 7.1

Additional "Taster-Drive Tri-folds" are required. It was suggested that the Mini currently showing on them be changed for a new Honda to bring the flyer up to date.

## 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, Kelvin Street 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 II), is scheduled to be held on 20<sup>th</sup> November 2018.

## 8.1

The following shows the current Associate Member Status at 7<sup>th</sup> November 2018. Neither Luana Mazetta or Pam Dawson are showing on this list as they have both now moved from WAM though

they are still showing on DTE and reflect within the numbers reported by the Group Membership Secretary in Section 9 of these Minutes.

Observer	Part I	Part II	Pre-Test
Roger Denley		Х	
	х	Х	
Paul Williamson	ХХ	ХХ	
Mike Leadbeater			
Tony Robson			
	Х	Х	
	х		
David Gallagher			
Roger Denley	· · ·		
Nigel Packer			
Nigel Packer	· ·		
Peter Spillan			
Paul Williamson	х	Х	
Alan Bates	х		Х
Tony Robson	х	XX	
	Roger Denley Paul Williamson Mike Leadbeater Tony Robson David Gallagher Roger Denley Nigel Packer Nigel Packer Peter Spillan Paul Williamson Alan Bates	Roger DenleyxPaul WilliamsonMike LeadbeaterTony RobsonTony RobsonxDavid GallagherRoger DenleyNigel PackerNigel PackerNigel PackerPeter SpillanPaul WilliamsonxAlan Batesx	Roger DenleyxxxYaul WilliamsonxxMike LeadbeaterTony RobsonTony RobsonxxXxXxXxXxSoger DenleyNigel PackerNigel PackerPeter SpillanPaul WilliamsonxXxAlan Batesx

## **Associate Presentation Attendance**

On Hold Active

Associates Evening Part II is scheduled for 20th November 2018

## 8.2

No further information has been received from Edward Connett. Nigel has agreed to continue to try and contact him, (it is understood that this "absence" is most likely due to a change in Edward's home circumstances).

## 8.3

Roger Denley is continuing to try and contact Akiff Janjua regarding his observed drives.

## 8.4

It is understood that William Young is a new Associate who is in process of being enrolled within the Group.

## 8.5

Eddie Mayo joined IAM RoadSmart and was allocated to Stafford Group however has asked to be associated with Wolverhampton because of his location. This action is in process at this time.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 64 Full Members (Of which 6 showing as Expired Members of IAM RoadSmart)
- 17 Associate Members (Of which 3 showing Expired Members of IAM RoadSmart)
   81 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

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

It was suggested that in the New Year 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 Autumn/Winter Newsletter is to be issued by 12<sup>th</sup> November 2018.

## 10.1

The closing date for input for the Winter/Spring Newsletter is 1<sup>st</sup> February 2019.

## 11 Group Web Administrators Report

Jonathan reported activity on Facebook and within our Group Twitter Accounts had improved through October compared to September. 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 October, as can be seen in Appendix 2 to these Minutes, however, it is felt that the resource that is available is not recognised and being used fully. To this end a new Associates area has been created which will be bought to the attention of all of the Observers so that they can direct access to people who are new to IAM RoadSmart. (This per discussion at the 16<sup>th</sup> October 2018 Observer Meeting).

## 11.2

A Bulletin Board Forum has been established on the web site specifically for The Observers. This has now been tested and is enabled and active. Engagement to date has been comparatively low, Jonathan Hughes to e-mail all Observers to encourage use.

## 12 Group Publicity and Events Co-ordinator's Report

Chris Smith was unable to attend this meeting.

It was agreed that we needed another "big" event in the New Year. Through recommendation it was considered that Ashley Hall, newly established IAM RoadSmart Disabled Driver Ambassador, should be asked to visit in either February or March 2019.

Jonathan agreed that he would contact IAM RoadSmart to establish when would be most suitable for Ashley so that we could plan a further Regional Event along the lines of the Paddy Hopkirk and David Gallagher Evening in January of this year.

## 12.1

Chris raised the possibility of getting the Group coverage on local radio stations. This was agreed as being a positive thought and it was recommended that Chris liaise with Paul to gain insight into previous activities in this direction.

Efforts have been expended in this area but to no avail. It was considered wise that in the future we should generate a "Press Release" for all local Radio Stations when we have any speaker of note at the Group Meeting.

## 12.2

Chris Smith suggested that we should positively approach all Observers and Associates at their respective Meetings to encourage support for Events that are organized. His concern in this arose from the fact we had to withdraw from the Himley Classic Motor Show at the last minute as a result of lack of support.

This was discussed and agreed with the first request being given at the Meeting on 16<sup>th</sup> October.

## 12.3

Though very early for consideration it was proposed that we should engage a military speaker for our October 2019 Meeting with the possibility of drawing in the local Army Reserve with special emphasis on the Cadet Membership. (Mercian Infantry Regiment). It was suggested that contact be made with WAM Member Michelle Boucher on this as it is understood that she had substantial contact with the Regiment at one stage.

A link for this could perhaps be secured with David Gallagher as Young Driver Ambassador.

## 13 Group Young Driver Ambassador Report.

David Gallagher was not able to attend this meeting.

## 13.1

Based on experiences around the country, we as a Group, might be interested in approaching the local Road Safety Partnership or Central Motorway Police Group to do a local public campaign for young drivers. If they knew we were already investing in young drivers with our Group offer they may be keen to add some further funding and help with publicity if it would tick their boxes for young driver KSI stats.

This was debated and agreed to be a positive way forward. In this it was agreed that Chris Smith should liaise with David Gallagher to establish best way forward

## 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 4<sup>th</sup> December 2018. This meeting will be at The Friends Meeting House.

This meeting adjourned at 21:50

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

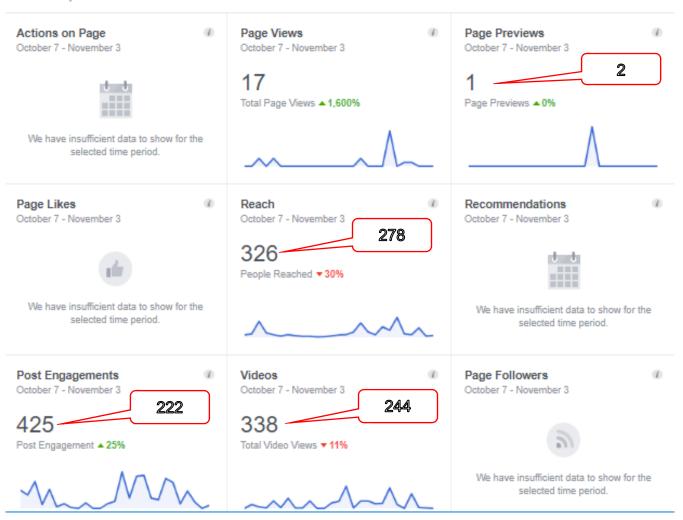
Date:

## Appendix 1

## **Facebook Details for October 2018**

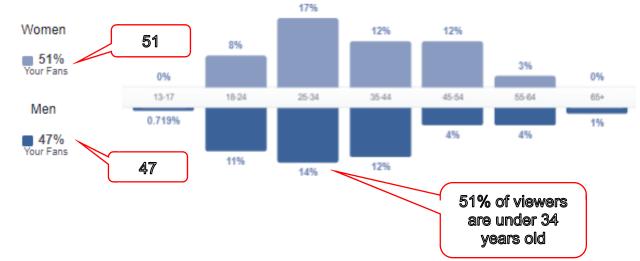
#### Overview

Results from Oct 08, 2018 - Nov 04, 2018 Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the Organic Paid time zone of your ad account.



#### 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.

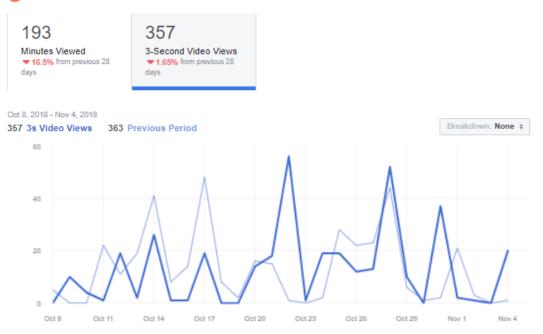


## Top Posts Through the Month

Published	Post	Туре	Targeting	Reach	æ	Engag	ement
11/04/2018 11:11 PM	Wolverhampton Advanced Motorists shared a post.	6	0	1		8 0	I
11/04/2018 2:33 PM	Know anyone who acts like this? Is this you? Ready to get		0	7	I.	3 0	l.
11/03/2018 2:23 PM	Wolverhampton Advanced Motorists shared a post.	6	0	8	I.	0	
11/03/2018 1:53 PM	It's getting to that time of year again!	6	0	5	I.	2 0	1
11/01/2018 12:51 PM	Celebrate and enjoy the festival of lights	٠	0	46		0	
11/01/2018 1:16 AM	Wolverhampton Advanced Motorists shared a post.	6	0	0		0	
10/31/2018 6:15 PM	How? 🥹 🧶	84	0	13		16 2	
10/30/2018 2:38 PM	Anyone with an eye for detail wishing to match with your car?	6	0	5	I.	0 1	
10/30/2018 12:51 PM	Wolverhampton Advanced Motorists shared a post.	\$	0	3	1	2 0	l.
10/29/2018 2:14 PM	Whoops 😕 😂	\$	0	100		30 1	1
10/28/2018 4:15 PM	Imagine the communication needed here!	6	0	0		0	
10/28/2018 1:27 PM	Wolverhampton Advanced Motorists shared a post.		0	24		33 2	
10/27/2018 7:02 PM	Fantastic community work from our friends at West Midlands	9	0	61		3 1	ł

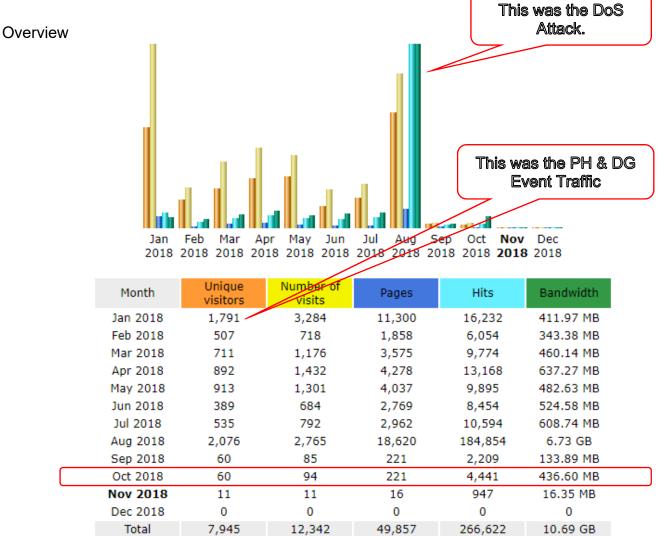
## Top Videos Through the Month

Performance > METRICS FOR ALL YOUR VIDEOS FROM 10/8 - 11/4 COMPARED TO THE PREVIOUS 28 DAYS



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## Web-Site Details October 2018



## Pages Visited

Pages-URL (Top 25) - Full list 133 different pages-url	Viewed	Average size	Entry	Exit
contact-us/	35	23.21 KB	24	20
/xmlrpc.php	13	390 Bytes	5	5
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes	11	70.21 KB	8	10
/group-events-diary/	7	31.42 KB	6	3
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes	6	88.29 KB	3	3
/wp-admin/admin-post.php	4		1	
/wp-content/plugins/index.php	3			
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso	3	95.73 KB		1
/documents/general-technical-information/	3	24.87 KB	1	2
/services/	3	23.81 KB	3	2
/group-news/agm/	3	29.32 KB	2	2
/wp-content/plugins/wp-google-maps/fonts/fontawesome-webfont.wof	2	43.39 KB		2
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso	2	161.86 KB	1	
/wp-content/index.php	2			
/wp-json/wp/v2/posts/	2	1.71 KB		1
/group-news/	2	116.00 KB	2	2
/group-news/newsletters/	2	27.01 KB	1	1
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes	2	74.72 KB		
/wam/	2	27.44 KB	2	2
well-known/acme-challenge/L3RY2P6H0QIBY44-52Z1IQ7Z-ZPL3I4Z	1	64 Bytes		
/index.php	1	51.20 KB	1	1
well-known/acme-challenge/WZG9ZTEN4U5ITFXHSXSER3FIHR43T4GS.	1	64 Bytes		1
.well-known/acme-challenge/XEHC4P2ZBK0TFVNPSUI4N-4-Z-FOMF6R	1	64 Bytes		
/.well-known/acme-challenge/4D4DRRVJ_TPRTTCT22LCBGDPGIQEHI_H	1	64 Bytes		
well-known/acme-challenge/U7VGFZY29G5JRYOSJCQD8V6ONVJ2P9V2	1	64 Bytes		
Others	108	13.02 KB	34	36

Bots Who Visited (A Key Indicator of our Importance)

Robots/Spiders visitors (Top 25) - Full list	t – Last visit		
34 different robots*	Hits	Bandwidth	Last visit
bingbot	1,500+142	717.43 MB	31 Oct 2018 - 23:59
Unknown robot identified by bot\*	1,359+20	21.17 MB	28 Oct 2018 - 21:52
DotBot	116+406	23.95 MB	31 Oct 2018 - 23:45
Googlebot	266+52	4.74 MB	31 Oct 2018 - 17:11
SeznamBot	96+87	15.11 MB	26 Oct 2018 - 14:18
BingPreview	165	289.18 MB	31 Oct 2018 - 18:22
Firefox version 10 and lower - various robots	145+3	168.39 KB	21 Oct 2018 - 16:57
Sogou web spider	28+63	544.45 KB	31 Oct 2018 - 07:08
Mail.RU Bot	31+52	5.44 MB	31 Oct 2018 - 19:09
Unknown robot (identified by hit on robots.txt)	0+43	2.83 KB	31 Oct 2018 - 16:46
YandexBot	0+37	2.42 KB	31 Oct 2018 - 07:00
Googlebot-Image	33	666.97 KB	31 Oct 2018 - 01:28
YandexImages	18	1.77 MB	31 Oct 2018 - 07:00
empty user agent string	16+1	440.20 KB	31 Oct 2018 - 07:20
facebookexternalhit	17	206.80 KB	23 Oct 2018 - 06:29
Exabot	7+8	110.53 KB	30 Oct 2018 - 16:20
AhrefsBot	0+14	980 Bytes	31 Oct 2018 - 05:08
crawl	7+5	103.40 KB	28 Oct 2018 - 01:03
Uptimebot	0+11	770 Bytes	30 Oct 2018 - 05:08
PhantomJS	6	76.30 KB	19 Oct 2018 - 04:36
Applebot	1+5	17.73 KB	31 Oct 2018 - 07:00
GarlikCrawler	4+1	1.33 MB	11 Oct 2018 - 12:50
Baiduspider	5	147.97 KB	28 Oct 2018 - 02:06
Cliqzbot	1+3	13.37 KB	19 Oct 2018 - 16:15
linkdexbot	0+4	280 Bytes	31 Oct 2018 - 05:51
Others	9+8	110.05 KB	

\* Robots shown here gave hits or traffic "not viewed" by visitors, so they are not included in other charts. Numbers after + are successful hits on "robots.txt" files.

are successful mes on robotsfette mest



Add: Floor 3, Building NO.110, Jindi Industrial Zone, Futian District, Shenzhen, Guangdong, China Web: www.telefieldrfid.com Skype:live:allie.lu Email: telefieldrfid@gmail.com

# Formal Quotation

DATE: November 7, 2018 INVOICE: ZH180710BC

SHIPPER		RECEIVER		
Name: Allie Add: Floor 3, Building NO.110, Jindi Industrial Zone, Futian District, Shenzhen, Guangdong, China		Name Add:	Dr. Jonathan Hughes	
Phone: email:	86-18128807721 allie@telefieldrfid.com	Phone: email:	jonathan.hughes@wolvesiam.org	

ID	DESCRIPTION	QUANTITY	UNIT PRICE, \$	TOTAL
1	RFID Blocking Card: 85.5*54mm, print both sides of the card	500	0.79	\$ 395.00

Payment: 100% Western Union in advance.

All the quote is EXW price not including tax and freight charges. The quote is valid for 14 days.

## Last Page of Minutes