



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 2<sup>nd</sup> October 2018  
**Time:** 19:30

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

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

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<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	6.11.2018	A regular venue to be established for the Group Committee Meetings (3.1)	Open
JH	16.10.2018	Updated quotations to be obtained for RFID Blocker Card (4.1)	Open
GD/PW	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
GD TR/PW/GF	26.10.2018	Clarification of signatory arrangements to be finalized with Lloyds Bank following the creation of the new Treasurers Account (5.2)	Open
GD	26.10.2018	On-line banking facilities to be arranged with the Treasurers Account (5.3)	Open
PW/GD	6.11.2018	Group Accounts to be audited (5.4)	Open
GD	5.10.2018	IAM RoadSmart to be advised of new Treasurers Account details for any future payments into the Group. (5.6)	Open
JH	16.10.2018	Observer GDPR Compliance signatures to be finalized (6.1)	Open
JH	16.10.2018	Observer Presentation to be designed to focus on Spoken Thought (7.1)	Open
TR/RR	6.11.2018	Pricing to be obtained for Branded Shirts and an order placed as agreed sensible (7.3)	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	6.11.2018	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
PW	7.9.2018	Submission of Chairman's Report for the Autumn Newsletter (10.0)	Open
JH	16.10.2018	A Bulletin Board Forum is to be established for Group Observers (11.2)	Open
ALL	6.11.2018	Suggestions for other HMSO Publications to be placed on the Group web site are to be passed to JH to enhance the usefulness of the site to all (11.3)	Open
ALL	16.10.2018	A new Quiz is to be placed on the web site replacing the existing version (11.4)	Open
JH	16.10.2018	An Associates Page is to be established on the web-site (11.5)	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.

Input to the Meeting was received by e-mail from both Tony Robson and also David Gallagher. Those inputs and comments have been included within the appropriate areas of these Minutes.

## **2 Matters Arising**

Approval for the Minutes of the Meetings of September 2018 were proposed by Roy Richards and Seconded by Nigel Packer.

## **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 of 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**

Paul Williamson advised that as a result of the costs associated that we should only have Observer and Associate Evenings at the Goldthorn Hotel. A deal has been agreed that we would have eleven third Tuesday's through the forthcoming year and based on this forward booking we would only be charged £40 inclusive of refreshments for each evening.

We do not have a regular venue for the Committee Meetings as The Friends Meeting House is not available on each first Tuesday of the month. Paul Williamson will be looking at other possible options for these meetings.

Intentionally Blank

## 4 Group Secretary's Report

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

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	3	1.9
3 month Average	1	2.3
Last 12 months	12	24.3

### Test Statistics

	12 months	Region Avg
First	3	3.7
Pass	6	10.7
Fail	1	2.0

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	4	2.4	18
3 month Average	0	4	2.4	17
Last 12 months	11	14	25.5	43

% Pass

90	88
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### Advanced Course Allocated Sales

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.7	214
3 month Average	1	110	1.8	224
Last 12 months	9	231	15.8	213

	Total	Region Avg
Last Month	4	1.8
3 month Avg	1	2.3
Last 12 months	13	24.4

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.

#### 4.1

Following discussion, it was seen appropriate that as a memento of the Groups fortieth anniversary be produced for all Group Members. The decision was made that, subject to acceptable pricing, that an RFID Blocker Card be produced as this would give opportunity for promotion of the Group as well as being an item of use for the Members.

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

#### 4.2

The matter of Group Event Insurance was discussed with Amanda Smith and Pat Doughty. It was understood that the majority of "small" events could be run without any additional insurance cover being put into place or concerns regarding the MSA (Motor Sports Association).

Jonathan advised that he had been in discussion with Peter Serhatlic, (North Eastern Region ASDM). Any driving event on public roads can be run without concern for additional insurance cover or authority from the MSA so long as:

- No fixed directions are given to a destination
- No distance expectation is given between one point and another on the drive
- No time expectation is given for any part of the event

As this is a piece of general information Jonathan Hughes suggested to Peter that he “writes this up” and publishes it in “Inform” for use by all Groups. He has agreed to discuss this with Amanda Smith at IAM RoadSmart.

## 5 Group Treasurers’ Report

Geoff presented the Group accounts.

Current account status as of September 2018 is as below:

<b><u>Group Accounts Statement</u></b>		
Current Account:	£1,487.30	<b>Cheques Issued for:</b>
Social Account:	£97.03	No cheques issued
Deposit Account:	£1,552.49	
Cheques Issued (0):	£00.00	
<b>Group Balance Total:</b>	<b>£3,136.82</b>	

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

Now that the Treasurers Account is open with Lloyds Bank the signatories on that account need to be clarified as being the Chair, Treasurer and Secretary of the Group. At this time the only two signatories are Paul Williamson and Tony Robson. Geoff Davis is to be added to the account.

### 5.3

The facility to manage the Group Current Account using on-line banking is to be established as soon as possible.

### 5.4

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 prior to the November Committee Meeting.

### 5.5

The invoice for the room for the meeting that took place on 20<sup>th</sup> September 2018 with IAM RoadSmart at The Holiday Inn, Wolverhampton has yet to be received. This charge will be refunded by IAM RoadSmart as agreed with Pat Doughty.

## 5.6

Geoff Davis to advise IAM RoadSmart of the new Group Current Account number for any future payments to WAM.

## 6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact. The Treasurer computer facility is to be secured to meet IAM RoadSmart and Group expectations.

### 6.1

There now remains two Observers who have to sign the Group Compliance document; David Gallagher and Graham Trusselle. (It is hoped that these signatures will be obtained on 16<sup>th</sup> October 2018 at the next Observer Meeting).

### 6.2

It was noted following input by Tony Robson that IAM RoadSmart are now issuing a full GDPR Disclosure Document with every Certificate they issue. This was discussed and considered to be excessive and well in excess of the general requirements of GDPR 2018.

## 7 Group Chief Observer Report

- Roy Richards and Peter Spillan completed drives with BG however as a result of forthcoming medical treatment BG is unable to continue driving for the time being.
- Following his re-taking the ADT Tony Robson has become a Fellow of IAM RoadSmart.
- An Assessment Drive is to be arranged with Geoff Davis prior to his retaking the ADT.
- An Assessment Drive has been completed with Graham Foulkes prior to his retaking the ADT.
- A Taster Drive was completed by Roy Richards with Mike Webber who has now joined IAM RoadSmart as an Associate.
- Nigel Packer is to schedule his ADT retake.

### 7.1

The next Observers Evening is scheduled for 16<sup>th</sup> October 2018. The focus of this evening is to be Spoken Thought.

### 7.2

It was clarified that at this time the Group had three WAM “branded” bags available for future Active Group Members.

### 7.3

Roy raised a question regarding Group “branded” shirts. At this time, we have:

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

It was agreed that we need to get some more shirts ordered. Minimum order quantities and costs are to be obtained with a view that we obtain more Medium, Large and Extra Large to hold in stock.

#### 7.4

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. This had to be re-arranged as a result of a clash by the arrangement of the meeting between Paul Williamson and Jonathan Hughes and IAM RoadSmart which was scheduled for 20<sup>th</sup> September 2018.

Group Event Diary details should be updated to reflect this as soon as possible.

#### 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
David Scarrott	Paul Williamson	xx	xx
Ben Couchman	Mike Leadbeater		
Deborah Judd	Tony Robson		
Deborah Perrens	Alan Bates	x	x
Edward Connett	Mike Leadbeater	x	
Taylor Hodges	David Gallagher		
Luana Mazzetta	Nigel Packer	x	x
Mark Webber			
Mark Joszt	Nigel Packer		
Pam Dawson	Grahame Trusselle	x	x
Sandra Ingram	Paul Williamson	x	x
Robert Pike	Alan Bates	x	
Sheila Barnfather	Tony Robson	x	xx

On Hold
Active

Associates Evening Part II is scheduled for 20th November 2018

## 8.2

Following discussion, it is understood by Nigel that Chris Smallman is not yet in a position to move forward and start Observed Drives.

## 8.3

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).

## 8.4

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

## 8.5

Nigel Packer advised that Neil Abel was now a Fellow Member. At this time Wolverhampton Advanced Drivers have nine Fellow Members. It was agreed that there should be a positive drive to get people to update their skills and become Fellows.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 57 Full Members
- 15 Associate Members
- 8 Expired Members (Showing on DTE)
  
- 3 of the above are National Observers (Two of which are LOA's)
- 9 of the above are Local Observers

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 IAMN RoadSmart.

### 9.1

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.

### 9.2

Recently two persons who had retaken their ADT did not have their details appear on DTE. This matter was raised with Robbie Downing, (Region 4 ASDM) by Jonathan Hughes and found to be a simple "association of data" issue within the DTE Management Team at Welwyn Garden City.

A formal request has been submitted to this team, via Robbie Downing to ensure that this does not happen in the future as the number of people who are taking retests is increasing.

## 10 Group Newsletter Editors' Report

The closing date for the Autumn Newsletter was 1<sup>st</sup> November 2018.

## **11 Group Web Administrators Report**

Jonathan reported activity on Facebook and within our Group Twitter Accounts had improved substantially compared to August. Full details are available in Appendix 1 to these Minutes.

### **11.1**

It was a matter of concern that web-site visits during the course of September were only 20% of the visits made in prior months. There was no apparent reason for this. Jonathan Hughes did confirm that there had been regular updates to the details shown through the period in question.

### **11.2**

Following discussion, it was agreed that a Bulletin Board, (Forum), should be implemented to further engage the Observers within Group activities. It would be necessary for this BB to be secure which is placing complications on its implementation. Jonathan Hughes agreed to action this within the next few weeks so that the Forum could be introduced at the forthcoming Observers Meeting.

### **11.3**

Following the posting of a link to the HMSO Highway Code web-site a request was made to the Committee to consider other documents that should be made available.

### **11.4**

It was agreed that we should update and renew the Quiz that's on the Group web site.

### **11.5**

It was discussed and agreed that an Associates Link should be placed on the Home Page of the web-site. This to contain information of use and importance to new Associates.

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

Jonathan Hughes advised that following exchanges with Pat Doughty, (Operations and Charities Director for IAM RoadSmart), that he would be willing to come to give a presentation to the Group on 9<sup>th</sup> January 2019.

This was seen as being an important visit and following discussion it was agreed that a positive invitation should be extended to all other Groups within the Region. Jonathan agreed that he would contact Pat in this matter to establish outline content for his presentation and also to confirm attendance.

### **12.1**

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.



## **12.2**

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.

## **12.3**

It was understood that speakers have been secured for both October 2018 and November 2018. Details are not yet on the web-site. Information is to be posted on both as soon as possible.

## **12.4**

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.

## **12.5**

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).

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 but presented the following via e-mail.

Mini are up for doing some events with us including making a demonstration drive video and are also interested in working with us to combine a test drive event with a treasure hunt after hearing about our recent success.

Apparently marketing at Wolverhampton are rather slow and Tom is away until Tuesday so he will follow things up for us upon his return.

### **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 6<sup>th</sup> November 2018. Because of the unavailability of The Friends Meeting House the venue is uncertain at this moment.

This meeting adjourned at 22:20

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

# Appendix 1

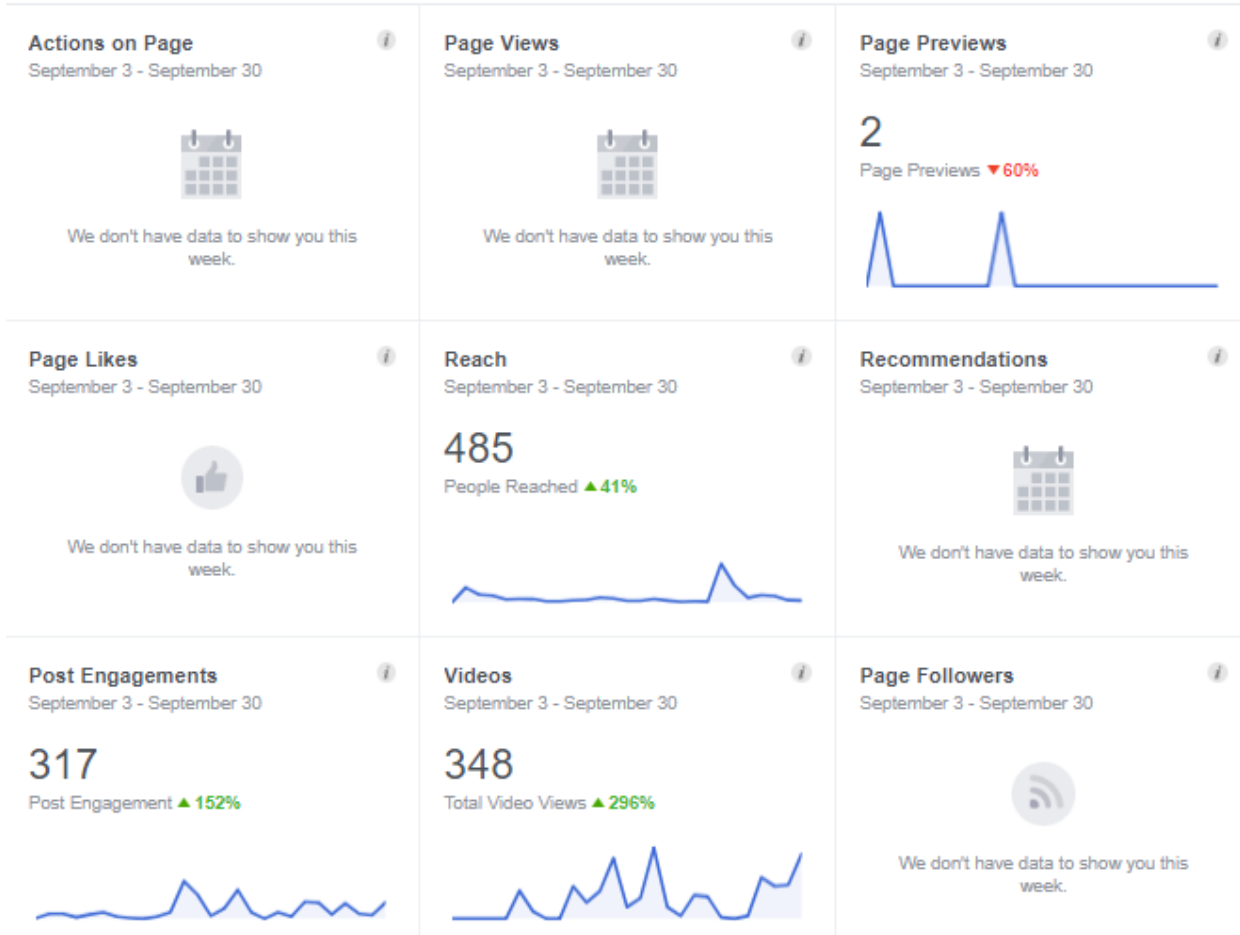
## Facebook Details for September 2018

### Overview

Results from Sep 04, 2018 - Oct 01, 2018

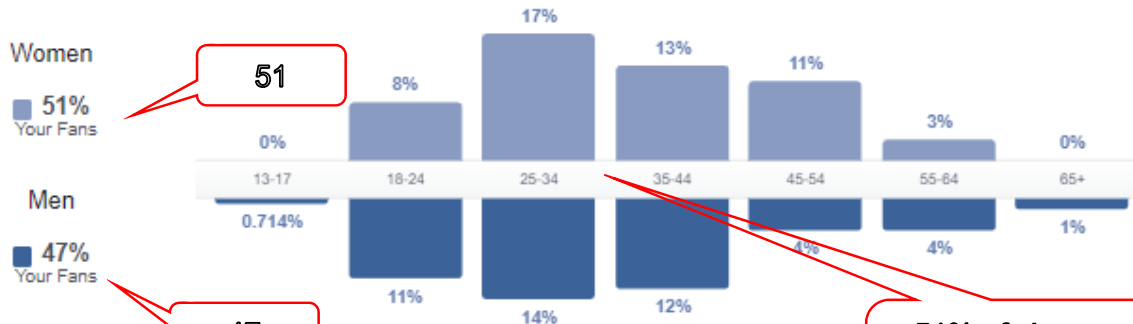
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

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.



51

47

51% of viewers are under 34 years old

## Top Posts Through the Month

Published	Post	Type	Targeting	Reach <sup>i</sup>	Engagement
10/01/2018 12:58 AM	Wolverhampton Advanced Motorists shared a post.			0	0 0
09/30/2018 11:42 AM	Wolverhampton Advanced Motorists shared a video.			6	18 0
09/29/2018 11:54 AM	Wolverhampton Advanced Motorists shared a video.			4	0 0
09/29/2018 1:25 AM	Oh dear			6	9 1
09/28/2018 3:58 AM	Absolutely great to see. A young driver having great			5	0 0
09/27/2018 12:03 PM	Wolverhampton Advanced Motorists shared a photo.			2	0 0
09/27/2018 12:01 PM	Wolverhampton Advanced Motorists shared a post.			10	13 0
09/27/2018 8:18 AM	Wolverhampton Advanced Motorists shared a video.			8	5 0
09/27/2018 1:30 AM	Wolverhampton Advanced Motorists shared a video.			7	2 0
09/25/2018 11:37 PM	Wolverhampton Advanced Motorists shared a post.			11	3 0
09/24/2018 5:39 PM	Biker Throws Woman's Rubbish Back Into Her Car			299	23 22
09/23/2018 12:02 AM	Wow if you're a fan of anything Science, Technology			6	11 0
09/20/2018 12:57 PM	Very interesting thoughts between older and younger			2	0 0
09/19/2018 6:41 PM	Wolverhampton Advanced Motorists shared a video.			6	6 0
09/19/2018 12:35 PM	Wolverhampton Advanced Motorists shared a video.			11	16 0

## Top Videos Through the Month

**Performance** > METRICS FOR ALL YOUR VIDEOS FROM 9/4 - 10/1 COMPARED TO THE PREVIOUS 28 DAYS <sup>i</sup>

218

Minutes Viewed

▲ 652% from previous 28 days

354

3-Second Video Views

▲ 378% from previous 28 days

Sep 4, 2018 - Oct 1, 2018

354 3s Video Views 74 Previous Period

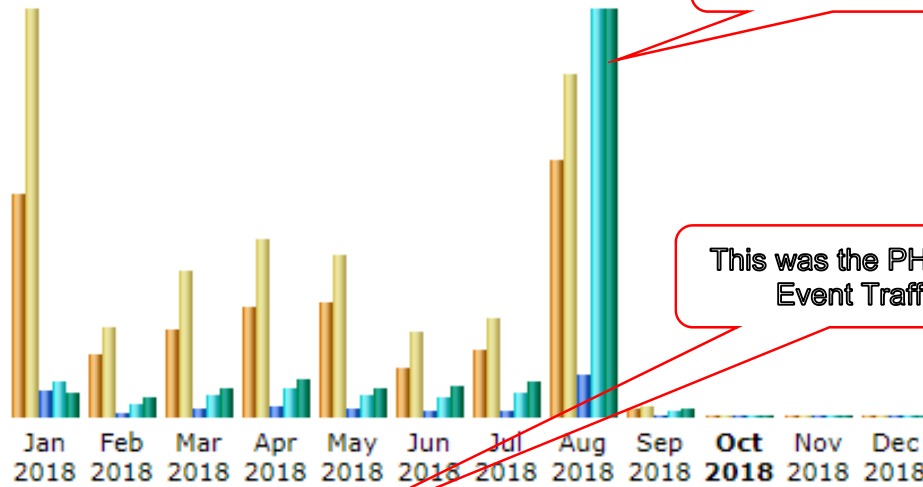
Breakdown: None <sup>+</sup>



## Appendix 2

# Web-Site Details September 2018

### Overview



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2018	1,791	3,284	11,300	16,232	411.97 MB
Feb 2018	507	718	1,858	6,054	343.38 MB
Mar 2018	711	1,176	3,575	9,774	460.14 MB
Apr 2018	892	1,432	4,278	13,168	637.27 MB
May 2018	913	1,301	4,037	9,895	482.63 MB
Jun 2018	389	684	2,769	8,454	524.58 MB
Jul 2018	535	792	2,962	10,594	608.74 MB
Aug 2018	2,076	2,765	18,620	184,854	6.73 GB
Sep 2018	60	85	221	2,209	133.89 MB
Oct 2018	5	5	18	114	3.02 MB
Nov 2018	0	0	0	0	0
Dec 2018	0	0	0	0	0
<b>Total</b>	<b>7,879</b>	<b>12,242</b>	<b>49,638</b>	<b>261,348</b>	<b>10.25 GB</b>

### Pages Visited

Pages-URL (Top 25) - Full list - Entry - Exit					
17 different pages-url	Viewed	Average size	Entry	Exit	
/contact-us/	2	15.10 KB			
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes...	1	149.21 KB	1	1	
/.well-known/acme-challenge/9QSEL1SHBNDHFZ6ALYR2ZIZO1-FOP7	1	64 Bytes		1	
/.well-known/acme-challenge/AQKDGLPAQ5HUIOUN2-_4DAH588NXPCH1	1	64 Bytes	1		
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes...	1	70.21 KB		1	
/.well-known/acme-challenge/2EVLL54VQXG2JMR5_Y8NP_UHLW3X3SQ6	1	64 Bytes			
/.well-known/acme-challenge/215VMUS7CQOVONIBJAUEBPACFCM18YE	1	64 Bytes			
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes...	1	88.29 KB			
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso...	1	161.67 KB		1	
/wam/	1	10.47 KB	1	1	
/.well-known/acme-challenge/41QAXQ8WEK92ND-TOXMT1T130U05YB_0	1	64 Bytes			
/.well-known/acme-challenge/OOCITFE-WX_WU2GAT3AGKRPKJ1EIXM5B	1	64 Bytes			
/.well-known/acme-challenge/XOATVHLJN83SW9L-3MN6F3W3_OZQ0YUZ	1	64 Bytes			
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso...	1	161.86 KB	1		
/wp-content/plugins/accesspress-social-share/css/fonts/fontaweso...	1	95.73 KB			
/group-events-diary/	1	10.20 KB	1		
/wp-content/themes/accesspress-basic/css/fawesome/fonts/fontawes...	1	74.72 KB			

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

Robots/Spiders visitors (Top 25) - <a href="#">Full list</a> - <a href="#">Last visit</a>			
14 different robots*	Hits	Bandwidth	Last visit
bingbot	34+1	4.72 MB	01 Oct 2018 - 20:45
Googlebot	23+2	456.38 KB	01 Oct 2018 - 21:24
DotBot	5+10	877.64 KB	01 Oct 2018 - 21:58
Firefox version 10 and lower - various robots	7	70.98 KB	01 Oct 2018 - 20:06
YandexImages	4	0	01 Oct 2018 - 12:49
Googlebot-Image	3	178.17 KB	01 Oct 2018 - 12:06
SeznamBot	2+1	477.93 KB	01 Oct 2018 - 20:57
BingPreview	2	13.42 KB	01 Oct 2018 - 04:36
YandexBot	0+2	134 Bytes	01 Oct 2018 - 12:49
Unknown robot (identified by hit on robots.txt)	0+2	137 Bytes	01 Oct 2018 - 18:56
linkdexbot	0+1	70 Bytes	01 Oct 2018 - 14:48
Unknown robot identified by bot\*	0+1	70 Bytes	01 Oct 2018 - 15:17
Sogou web spider	0+1	67 Bytes	01 Oct 2018 - 18:52
empty user agent string	1	58.52 KB	01 Oct 2018 - 12:38

\* 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.

**Last Page of Minutes**