



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 8th October 2019
Time: 19:45

Location: Friends Meeting Hse
 Summerfield Road
 Wolverhampton
 WV1 4PR

Present Paul Williamson (Chair) Roy Richards Jonathan Hughes
 Tony Robson (Secretary) Christopher Smith Graham Foulkes

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

Guests

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	5.11.2019	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
PW/TR	5.11.2019	Order to be placed for RFID Blocker Card (4.1)	Open
GD	3.3.2020	Registration for Gift Aid is to be concluded (5.1)	Open
TR/GD	14.10.2019	Registration of Gift Aid Acceptance to be established with return of new Group Membership documents and renewal confirmations as processed (5.1)	
TR/JH	5.11.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.2)	Open
TR/JH	14.10.2019	Autumn Newsletter to be issued using MailerLite (10.0)	Open
ALL	1.12.2019	Submissions for the Winter Group Newsletter to be ensured. (10.1)	Open
CS	5.11.2019	Both Richard Gladman and Sean Cronin to be invited to Group Meeting(s) in 2020 (12.1)	
CS/JH	5.11.2019	Visit to Classic Car Collection at Jaguar Land Rover to be arranged (12.2)	
PW	5.11.2019	Perspex Tri-fold holders to be purchased (12.3)	
PW/NP	10.12.2019	Group Show Kit to be fully listed and bought up to usable standard for 2020 use. (12.4)	Open
NP	1.10.2019	Tri-fold Group Brochures to be placed in local libraries to maintain presence. (12.3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 3rd September 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

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.

3.1

During the course of September Paul Williamson has engaged with Wolverhampton Council and obtained a copy of their Five-year Road Safety Plan. It was discussed and agreed that this should be placed on the Group Web-site with links through to the relevant sections of the Wolverhampton Council web-site.

3.2

Following exchanges with IAM RoadSmart and Jonathan Hughes it was understood that National Road Safety Week 2019 that is due to run from 18th through 25th November 2019 is to be supported nationally by IAM RoadSmart however they are recommending that, if we wanted to engage locally, then that would be encouraged.

4 Group Secretary's Report

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

New Joiners		
	Group	National Average
Last Month	3	2.4
Same period last year	1	2.6

Based on allocation date to group in DTE

Enrolments		
	Group	National Average
Enrolled Last Month	1	2.0
Time to enrolment (Days)	5	7.1
Waiting enrolment	4	4.1

Based on enrolment date in DTE. Enrolment is the process by which a group acknowledges allocation of an associate via DTE, and which triggers payment to the group

Test Statistics		
	Last Month	National Average
First and Pass	1	1.7
Fail	0	0.2

Based on results submitted date and if course associated to group

Details continue to reflect well on Wolverhampton Group.

(From Committee Minutes May 2019): 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.

The Group continues to promote Taster/Assessment Drives through the use of the £10 Voucher initiative.

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

Following his inclusion in the IAM RoadSmart Telematics Trials running through until the end of September 2019 Jonathan Hughes advised that the trial has now concluded. Details have yet to be issued by the managing team at IAM RoadSmart, this information is expected by the end of October.

The trial is an endeavour to quantify a tangible “value” to being an IAM RoadSmart Member and having Advanced Driver Training. It is clear from the detail so far collated that drive safety and economy experienced by IAM RoadSmart trained persons are substantially better than that of the control group of non IAM RoadSmart members.

5 Group Treasurers’ Report

Current account(s) status as of end of August 2019, is as below:

Group Accounts Statement

Lloyds Treasurers Account:	£2,837.14	Payments Made To: Friends Meeting House
Lloyds Social Account:	£97.03	
Group Balance Total:	£2,934.17	

Payments Made in Month (1): **£48.00**

The Group Accounts remain in good order.

5.1

Further to discussions it was agreed that we should progress Wolverhampton Advanced Motorists registering for Gift Aid such that Group Member Subscriptions were increased for the Group without need to increase the cost to the Member.

Reference in this <https://gov.uk/claim-gift-aid/gift-aid-declarations>

Geoff Davis has reviewed the requirements for registering for Gift Aid with HMRC and has found that to register the Group for Gift Aid the following will be required:

- Group Bank Account(s) details
- Group Accounts for the last three years
- Group Officer details including, Officer Name; Address; Officer Employer Name and Address; Date of Birth and National Insurance Number
- Group Charity Registration Number
- Group Charitable Objectives
- Group Governing Documents
- The identification of two or more people who will be legally accountable for the running of the Group

It is clear that this is not going to be an easy pathway however there are no details that are not readily available and as such appropriate submissions are now in process.

In this matter the Subscribing Member needs to positively confirm that they are happy with such application being made on their behalf albeit that there will be no interaction between themselves and HMRC. It was discussed and agreed that such action should be taken via the Group Membership Joining/Renewal Document when issued to all group Members at the beginning of 2020. (Prior to this happening however the Group must be fully registered for Gift Aid).

5.2

Geoff Davis has now received the Group Debit Card associated with the Treasurer's Account detailed above.

5.3

Further to the discussions and correction at the Committee Meeting of 3rd September 2019 Jonathan Hughes has now issued an updated Group Membership Document, v4.4 which reflects the GDPR requirements shown in Section 6.1 of these Minutes.

It was agreed that this document version should now be used for all Group Membership detail collection as of the date of this meeting.

6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact with no notifiable issues raised through the course of September 2019. Because of the implications of the changes made to the Group membership Form, (see Section 5.4 of these Minutes), the following detail is retained in these Minutes.

6.1

Further to clarification by Jonathan Hughes with IAM RoadSmart it is necessary for the Group to ensure that:

For records being maintained in hard copy that the detail contains no more than:

- Members name
- Members preferred contact telephone number
- Members preferred contact e-mail address
- Members IAM RoadSmart Membership number
- Members wishes regarding Gift Aid (As of 2020 Group Membership renewal)

Such detail retained **must** be kept in a secure place under lock and key.

For records being maintained electronically that the details contain no more than:

- Members name
- Members preferred contact telephone number
- Members preferred contact e-mail address
- Members IAM RoadSmart Membership number
- Members wishes regarding Gift Aid (As of 2020 Group Membership renewal)

Such details retained in this way, if kept on a computer/laptop/tablet or any other electronic device or storage medium such as a DVD or CD, **must** be secured behind an effective password known to only the person who is retaining that information and the medium retaining the information must be also kept secure.

As of May 2018, no Group Member outside of the Committee should be retaining any information regarding Group Members.

7 Group Chief Observer Report

- Susan Carter took and passed her Advanced Driving Test
- David Smith is now registered as a Trainee Observer with IMI. Peter Spillan is acting as his mentor in this, Nigel Packer is currently seeking an Associate to allocate
- Terence Arthur is reported by Barry Sadler as being close to being Test Ready
- Christopher Smith is now registered with IMI to become a Local Observer. He continues being mentored in this by Roger Denley; his training in this is progressing well
- A Taster Drive was undertaken with Ann Gener by Roy Richards. (It is hoped that she will become a Member as she indicated that she was keen)
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months

7.1

The loss of an Associate Member through the course of September 2019 caused discussion and agreement that in the future it was important that at the initial meeting between an Observer and their Associate that the motivations and capability of that Associate be properly established to ensure that the guidance given and the timescales set be consistent with the Associates wishes; this is not always to focus on the Advanced Driving Test as the immediate goal.

This is to be discussed at the forthcoming Observer's Evening scheduled for 15th October 2019.

Christopher Smith suggested that at that meeting he provide some insight into the "Client Centred Teaching" that ADI's are directed to use with DVSA Test Candidates.

7.2

Roy Richards is now maintaining a Group Product Stock Holding List. This is shown in Appendix 3 to these Minutes.

8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 19th November 2019.

8.1

The following shows the current Associate Member Status at 8th October 2019. In order to align the detail with that held on IAM RoadSmart DTE database we continue to show Inactive Associates who are still registered on DTE alongside Active Associates.

It is noted that the DTE detail is falling further out of synchronization with the details known to the Group. This should be monitored closely as DTE is considered the definitive reference for Groups and as such needs to be up to date.

Group Associate Status

Associate	Observer	Part 1	Part 2	Pre-Test	Test Date
Katie Trusselle	Graham Trusselle		x		
Dalbeer Gill	Roger Denley	x	x		
Giles Evans	Tony Robson				
Frank Beach	Mike Leadbeater				
Kevin Griffiths	Chris Smith	x			
Terence Arthur	Barry Sadler	x	x		
David Scarrott	Paul Williamson	xx	xx		
James Cardus	Peter Spillan				
William Young	Graham Trusselle				
Chris Smallman		x	x		
Pam Dawson		x			
Sheila Barnfather		x	x	x	

Active
On Hold
Inactive

Associates Eve Part I is scheduled for 19th November 2019

8.2

It was noted that Frank Beach is showing on DTE as a Full Member though he has yet to pass his ADT. Following a telephone conversation between Jonathan Hughes and Frank Beach and subsequently with Amanda Smith at IAM RoadSmart this matter is now being resolved and DTE should shortly be corrected to reflect accurate details. (This to include the fact that Frank joined IAM RoadSmart at the IAM RoadSmart Event at Thruxton 2019 and not in 2012)

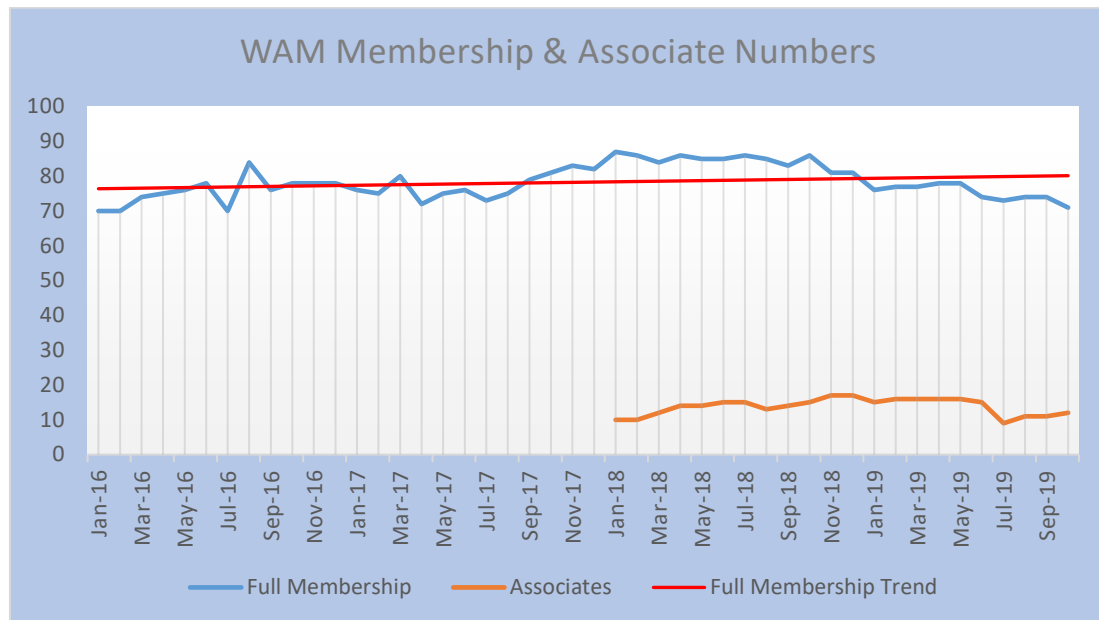
9 Group Membership Secretary's Report

Current position of the Group is:

- 59 Full Members (Of which 5 showing as Expired Members of IAM RoadSmart)
- 2 of the IAM RoadSmart Expired Members are Group Social members
- 12 Associate Members (One of whom has recently stopped their drives)
- **71 Total Group Membership (National Average is 232.2 Members/Group)**

- 12 of the Full Members are Fellows
- 2 of the Full Members are Masters (All of which are "With Distinction")
- 5 of the Group Members are Social Members (Of these two are Group Members only)

- 14 of the Group Members are Observers
- 6 of the 14 are National Observers (Two of which are LOA's)
- 6 of the 14 are Local Observers
- 2 of the 14 are being mentored to become a Local Observer
- 8 of the 14 are Fellows



9.1

Tony Robson reported that there are five persons currently pending enrolment. Of these five persons two are waiting for a change of personal circumstance before they move forward.

9.2

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.

In this matter action is being taken with the £10 Assessment Drive Voucher Initiative and also the ongoing support for Younger Drivers who may be finding the IAM RoadSmart Membership fee too much for them to pay. (See Section 4.0 of these Minutes)

9.2

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 Group Autumn Newsletter is to be issued shortly.

This Newsletter is to be issued via MailerLite so that details can be obtained as to which Group Members are not opening their e-mail messages. The consideration being that there are a number of people within the Group Membership who are not “tech-savvy” and may be missing information that is issued by the Group.

10.1

The closing date for input for the Winter Newsletter is set at 1st December 2019.

11 Group Web Administrators Report

Jonathan Hughes reported poor engagement on the Group Facebook and within our two Group Twitter Accounts through September 2019. This is thought to be primarily because of the lack of engagement by David Gallagher. Web-site activity recovered substantially over details for the last quarter with good activity and engagement throughout the whole month. (Full details shown in Appendix 1 and 2 of these Minutes).

Web-site detail summary:

Visitors through the month:	3,113 Visitors	(↑206% against previous month)
Pages Viewed through the month:	12,367 Pages	(↑263% against previous month)
Hits through the month:	62,665 Hits	(↑297% against previous month)
Bandwidth through the month:	1.23Gb	(↑22% against previous month)

11.1

Facebook activity remains pretty evenly distributed between Male and Female. (Full details shown in Appendix 1 of these Minutes).

11.2

Further to the exchanges between Paul Williamson and Wolverhampton Council, details of the local Government Road Safety Plan are to be placed on the Group Web-site. (In this see Section 3.1 of these Minutes).

12 Group Publicity and Events Co-ordinator's Report

The following events are scheduled through until Christmas:

- 9th October – Examiners Evening at Friends Meeting House
- 27th November – Trevor Poxon at Friends Meeting House

12.1

It was discussed and agreed that Richard Gladman should be invited to come to the Group early in 2020 and that additionally Sean Cronin should be invited for some time later in 2020.

12.2

An opportunity has been provided for a Group visit to the Classic Car Restoration Facility at the Jaguar Land Rover Plant in Coventry. A preferential price of £20/pp has been agreed provided that the visit takes place on a Friday afternoon and is scheduled at least four weeks ahead of the date of the visit.

12.3

Nigel Packer has agreed that he will visit the sixteen libraries in the area to place a few Group Taster Drive Tri-folds on the library desk.

Further to discussion it was agreed that on future printings of these tri-folds that Roy Richard's contact details as Chief Observer, (e-mail and mobile number), should be provided rather than that of Tony Robson, Secretary.

In support of this Paul Williamson has agreed that he will purchase a further ten Perspex tri-fold holders.

12.4

At the Himley Classic Car Show it was identified that there were some missing or damaged components in the Group "Show Kit". It was agreed that in the first instance we should inventory the kit as held and repair or replace items as required for activity through 2020.

13 Group Young Driver Ambassador Report.

David Gallagher was unable to attend the meeting.

14 A.O.B.

There is a football match scheduled for the night of 3rd December 2019 so the Committee Meeting for December is now scheduled for 10th December 2019.

15 Date of Next Meeting

The next meeting is scheduled for 5th November 2019. This meeting will be at the Friends Meeting Hall

This meeting adjourned at 21:35

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 Section 1 of the Minutes.

Appendix 1

Facebook Activity Through September 2019

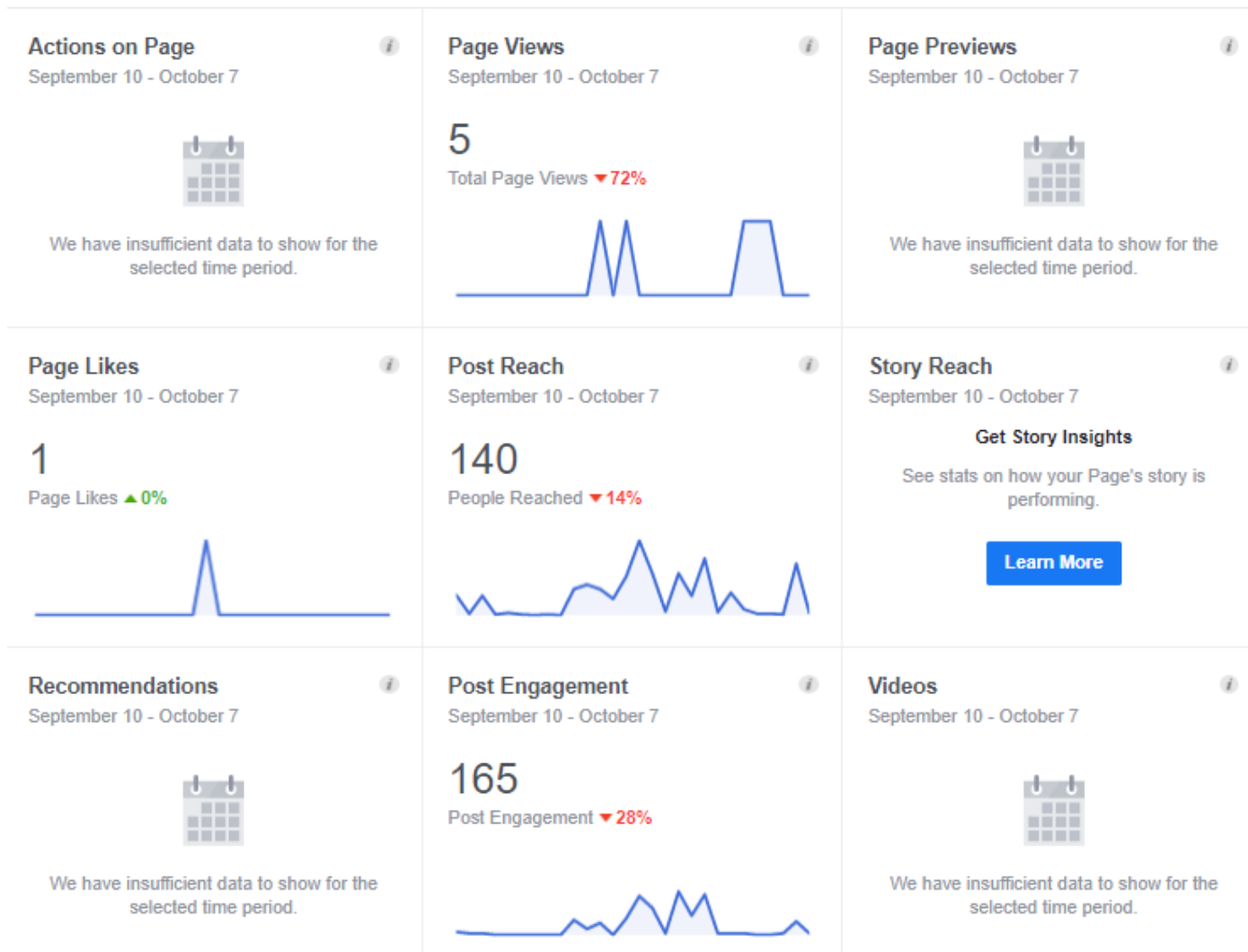
Page Summary Last 28 days +

Export Data 

Results from Sep 10, 2019 - Oct 7, 2019

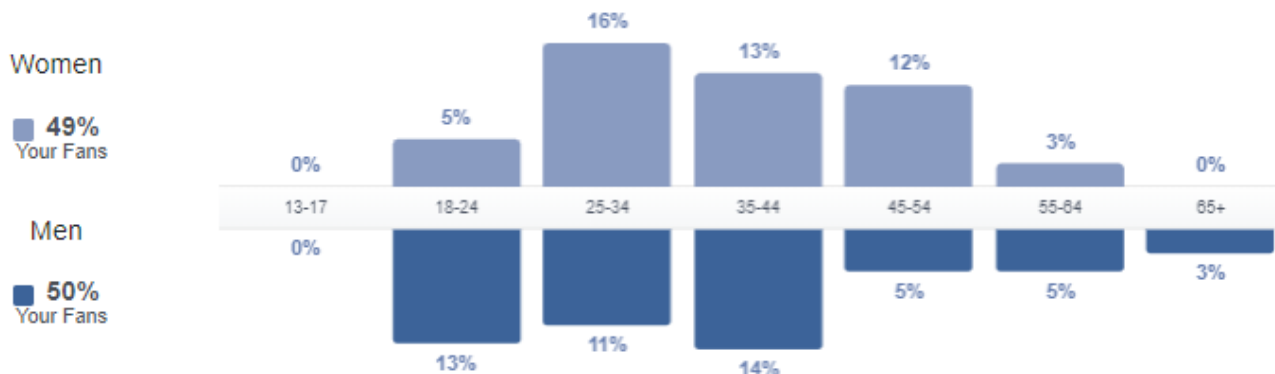
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



Demographic Through September 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.



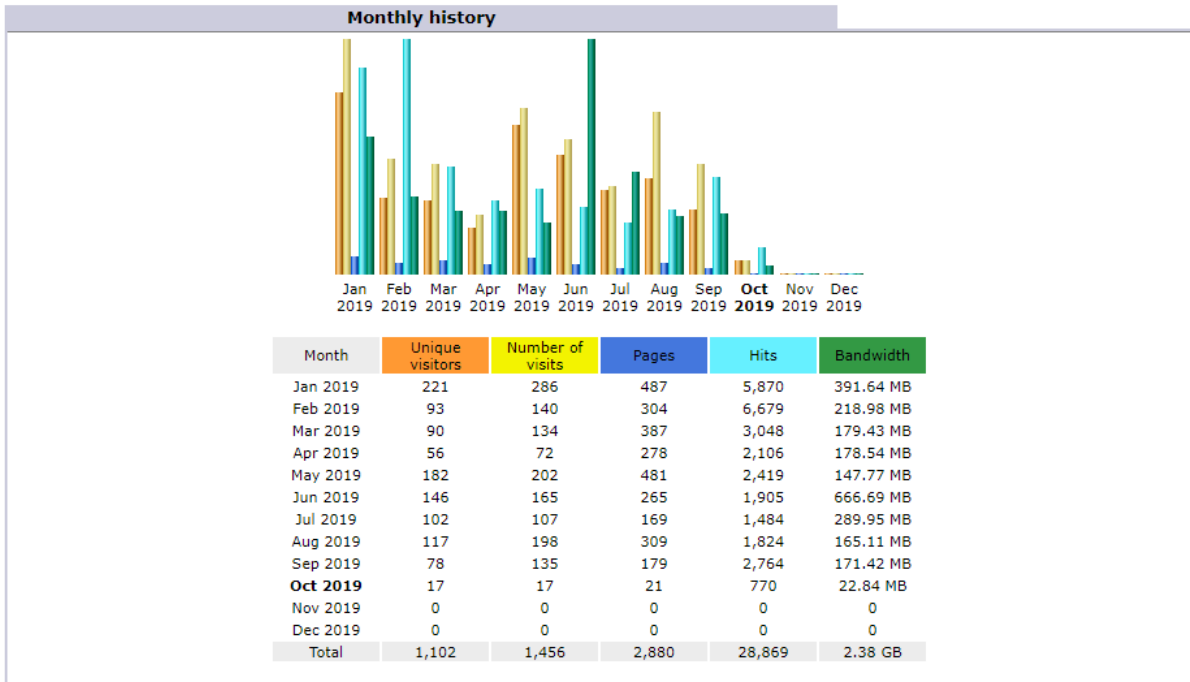
Appendix 2

Summary Web Activity Through to End of August 2019

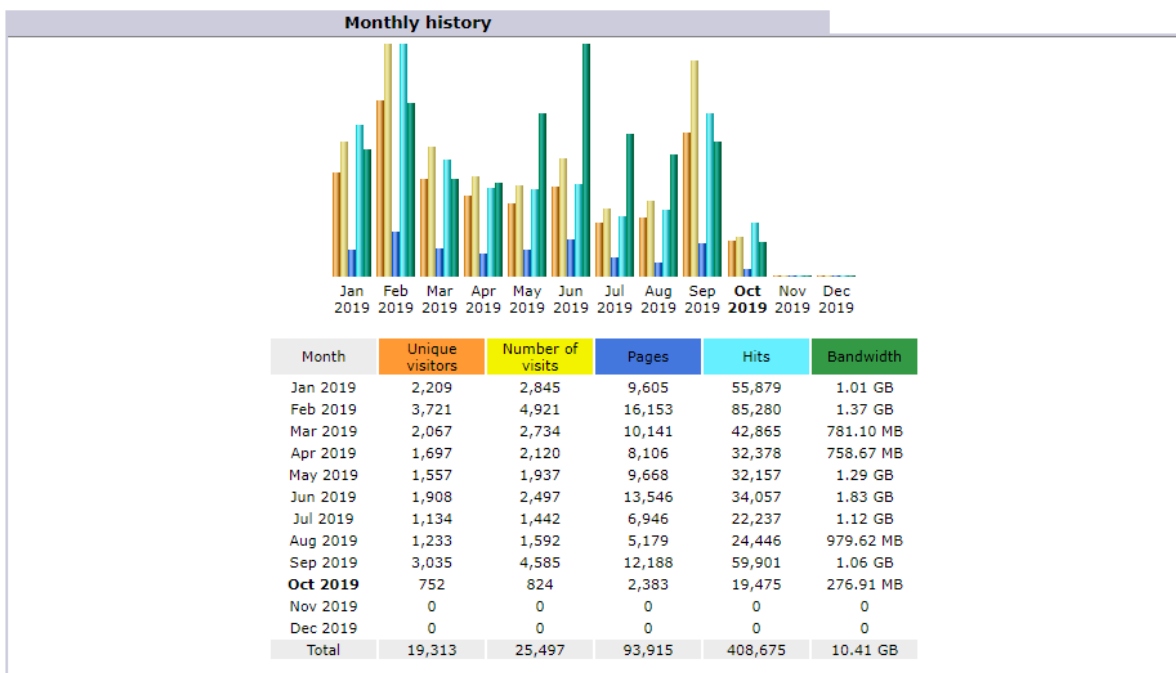
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Web Site Activity Through to End of September 2019 (HTTP Site)



Web Site Activity Through to End of September 2019 (HTTPS Site)



**Wolverhampton Advanced Drivers
Current Stock Held**

Item	Stock Held	To Be Issued	Balance Left
General Items			
Group Bags	3	0	3
ID Tags Red	5	0	5
Clip on Type Tags	10	0	10
Blue Lanyards	30	0	30
Polo Shirts			
XXL	1	0	1
XL	2	0	2
L	3	0	3
M	3	0	3
S	1	0	1
10S (LADIES)	1	0	1
Documents			
Roadcraft (2013)	4	0	4
Observer Handbook	5	1	4
Chris Gilbert DVD	4	1	3
Run-sheet Pads	5	0	5

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