



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 4th September 2018

Location: Holiday Inn
Gorsebrook Road
Wolverhampton
WV6 0PE

Time: 19:30

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	2.10.2018	Feedback to be obtained from Pat Doughty regarding his discussions with Surety Insurance regarding concerns raised by Group Members (3.1)	Open
JH	16.10.2018	Updated quotations to be obtained for RFID Blocker Card (4.1)	Open
JH/TR	2.10.2018	Template for small event insurance to be established with Amanda Smith at IAM RoadSmart (4.4)	Open
GD/PW	2.10.2018	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	2.10.2018	Clarification of signatory arrangements to be finalized with Lloyds Bank following the creation of the new Treasurers Account (5.2)	Open
GD	2.10.2018	On-line banking facilities to be arranged with the Treasurers Account (5.3)	Open
PW/GD	2.10.2018	Group Accounts to be audited (5.4)	Open
GD	2.10.2018	A letter of thanks is to be sent to Beryl Goold regarding her generous donation to the Group (5.5)	Closed
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
JH/NP	8.9.2018	Group Events Diary to be updated to reflect changes to the Associate Training Schedule (8.0)	Closed
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
JH	16.10.2018	Links and details from HMSO Publications to be placed on the Group web site 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	6.11.2018	Maintain contact with IAM RoadSmart regarding the availability of various possible speakers (12.2)	Open
CS/PW	2.10.2018	Contact to be made with local Radio Stations to promote the Group (12.3)	Open
JH	7.9.2018	Details of the forthcoming Continental Tyres Event to be circulated to all Group Members (12.5)	Closed
TR/RR	2.10.2018	Pricing and minimum order quantities to be established for IAM RoadSmart bags (12.6)	Open

Please Note:

The Minutes of this Meeting as reported here have been moderated and amended to reflect additional input following a meeting that took place on 20th September between Pat Doughty and Amanda Smith of IAM RoadSmart and Paul Williamson and Jonathan Hughes of WAM.

Paul commenced by welcoming and thanking all attendees.

2 Matters Arising

Approval for the Minutes of the Meetings of July 2018 were proposed by Tony Robson and Seconded by Roy Richards.

3 Group Chairman's Report

In the matter of the complaint that had been received from a Group Member via IAM RoadSmart; following a meeting that took place on 20th September 2018 involving Paul Williamson, Jonathan Hughes, Pat Doughty and Amanda Smith the matter has now been resolved.

3.1

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 attending meetings in Northern Ireland with the senior management of Surety and will be raising this issue with them. We believe from feedback received that experiences within Wolverhampton Advanced Motorists are not isolated.

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4 Group Secretary's Report

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

Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	2	2.7
3 month Average	1	2.5
Last 12 months	12	24.9

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	1.9	15
3 month Average	0	4	2.4	30
Last 12 months	11	15	25.5	43

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	2.1	232
3 month Average	1	110	1.7	232
Last 12 months	12	186	15.4	210

Test Statistics

	12 months	Region Avg
First	4	3.6
Pass	8	10.6
Fail	1	2.0

% Pass	92	88
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Advanced Course Allocated Sales

	Total	Region Avg
Last Month	2	2.5
3 month Avg	1	2.4
Last 12 months	12	25.1

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 pricing is to be obtained for the card.

4.2

During the discussion between Jonathan Hughes and Amanda Smith it was understood that the updated Group Handbook would be issued towards the end of October 2018.

Amanda advised that inputs from Groups regarding the content of the Handbook had been taken into consideration and that there was now a section relating to GDPR.

4.3

During the discussion between Jonathan Hughes and Amanda Smith it was understood that IAM RoadSmart had made the decision that there would be no National Conference in 2019 as the last Conference, held in 2016, had been both costly and more importantly, had failed to communicate to the right people within the Groups. (This apparently with the exception of those Groups within Region 4 where attendance and forwarding of information from the Conference was virtually 100%).

4.4

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. A “template” for the management of these events has been designed and will be made available within the next few weeks.

5 Group Treasurers' Report

Geoff presented the Group accounts.

Current account status as of August 2018 is as below:

Group Accounts Statement

Current Account:	£1,585.30	Cheques Issued for:
Social Account:	£97.03	Friends Meeting House
Deposit Account:	£1,552.49	Treasure Hunt
Cheques Issued (4):	£98.00	Himley Show (2)
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

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.

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 has agreed to pick this up and have the accounts audited by a Chartered Accountant contact that he is aware of. It was agreed that this should be completed as soon as possible.

5.5

A letter of thanks is to be generated and sent to Beryl Goold regarding her recent generous donation to the Group.

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 only one Observer who has to sign the Group Compliance document.

6.2

GDPR is now to feature as a control section within the forthcoming update of the IAM RoadSmart Group Management Handbook that is due for issue at the end of October 2018.

7 Group Chief Observer Report

- A pre-test drive was undertaken with Sheila Barnfather and she was put forward for test.
- Assessment Drives were scheduled for Tony Robson, Nigel Packer, Graham Foulkes and Geoff Davis prior to their re-validating their ADT.

7.1

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

8 Group Associate Controller's Report

The next Associate Evening, (Part II), is scheduled to be held on 20th 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 20th September 2018.

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

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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
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 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 now scheduled 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

Ben Couchman is a new Associate with the Group, Nigel intends to link him with Mike Leadbeater.

9 Group Membership Secretary's Report

Current position of the Group is:

- 57 Full Members
- 14 Associate Members
- 4 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

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.

10 Group Newsletter Editors' Report

The closing date for the Autumn Newsletter was 1st July. Tony pressed for submissions from the Group Chair to complete the Newsletter.

11 Group Web Administrators Report

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

11.1

During the course of August our web-site was hacked despite the in-place security and a massive DoS attack was launched ostensibly against our site host HostPapa. This was resolved within a matter of hours of it becoming known and new security put in place by way of end to end encryption and a shift of the server DNS address.

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.

11.3

It was discussed and thought wise to enhance the web site by adding links through to additional HMSO Materials such as The Highway Code. Consideration as to how to do this will be given by Jonathan prior to the next Committee Meeting.

11.4

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

12 Group Publicity and Events Co-ordinator's Report

Group presence at the Himley Classic Car Show was cancelled at the last minute as a result of substantial lack of support despite efforts to gain additional persons to man the stand. This was felt to be a great shame as the show has always been busy for the Group in the past.

12.1

The Treasure Hunt that took place on 9th September, managed by Nigel Packer, was a great success and featured in an entry in the IAM RoadSmart "Inform" e-mag that is circulated to all Groups across the Country.

12.2

Following the success of our Paddy Hopkirk evening it was considered worthwhile our seeing if we could get Nigel Mansell to a future event, however following discussions with Pat Doughty of IAM RoadSmart on 20th September it was understood that it would not be possible for us to make any arrangements in this as Nigel spends so little time within the UK. Alternatives were put forward by Pat which are to be followed up by Jonathan as they are clarified. (Two options which are available to us are {at Doughty himself and Richard Gladman, (Head of Standards at IAM RoadSmart both of whom have indicated their willingness to come to an event organised by us).

12.3

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.

12.4

We have been advised that The Holiday Inn wished to raise the cost of our room hire, (we have been using these facilities for Committee, Observer and Associate Meetings for some time). As a result of this facilities have now been found at a reasonable rate at The Goldthorn Mercure Hotel on the Penn Road. Meetings scheduled from October 2018 onward are to be held at this location.

Jonathan is to contact all Observers, Associates and Committee Members to ensure they are aware of the change to venue. This is to be reflected on the web-site as soon as possible.

12.5

We have been contacted by IAM RoadSmart with regard to places available at the Continental Tyres Driving Event being organized for non-members. This detail is to be taken and circulated to all Group Members.

12.6

Roy Richards raised the question of availability of Wolverhampton Advanced Motorists "Customised Bags" for Observers and other active staff. It is understood that there are no further bags available from the stock that was purchased towards the end of 2016.

Costs and minimum order quantities of printed and unprinted bags are to be found from IAM RoadSmart with a view that, if the minimum order quantity of printed bags is too great for our needs then we should purchase unprinted and get local printing done.

12.7

Nigel Packer raised the possibility of a “Tea-Time” visit to the Wolverhampton Blind Institute. These visits are available at the end of both November and the first week in December at a cost of £10.95 or £12.95 if a glass of Prosecco was required.

Nigel advised that he did not have time to manage this and as such left it to the Committee should the proposal be considered worth following.

13 Group Young Driver Ambassador Report.

No input was received from David for this Meeting.

14 A.O.B.

Following discussion, it was felt that the Regional Observer Training Event that was being arranged by Redditch Advanced Motorists would not be supported by Wolverhampton Advanced Motorist.

15 Date of Next Meeting

The next meeting is scheduled for 2nd October 2018 at the Business Centre of the Goldthorn Mercure Hotel, Penn Road to start at 19:45.

This meeting adjourned at 22:10

Proposed as a true copy of the above meeting:

Seconded as a true copy of the above meeting:

Date:

Appendix 1

Facebook Details for August 2018

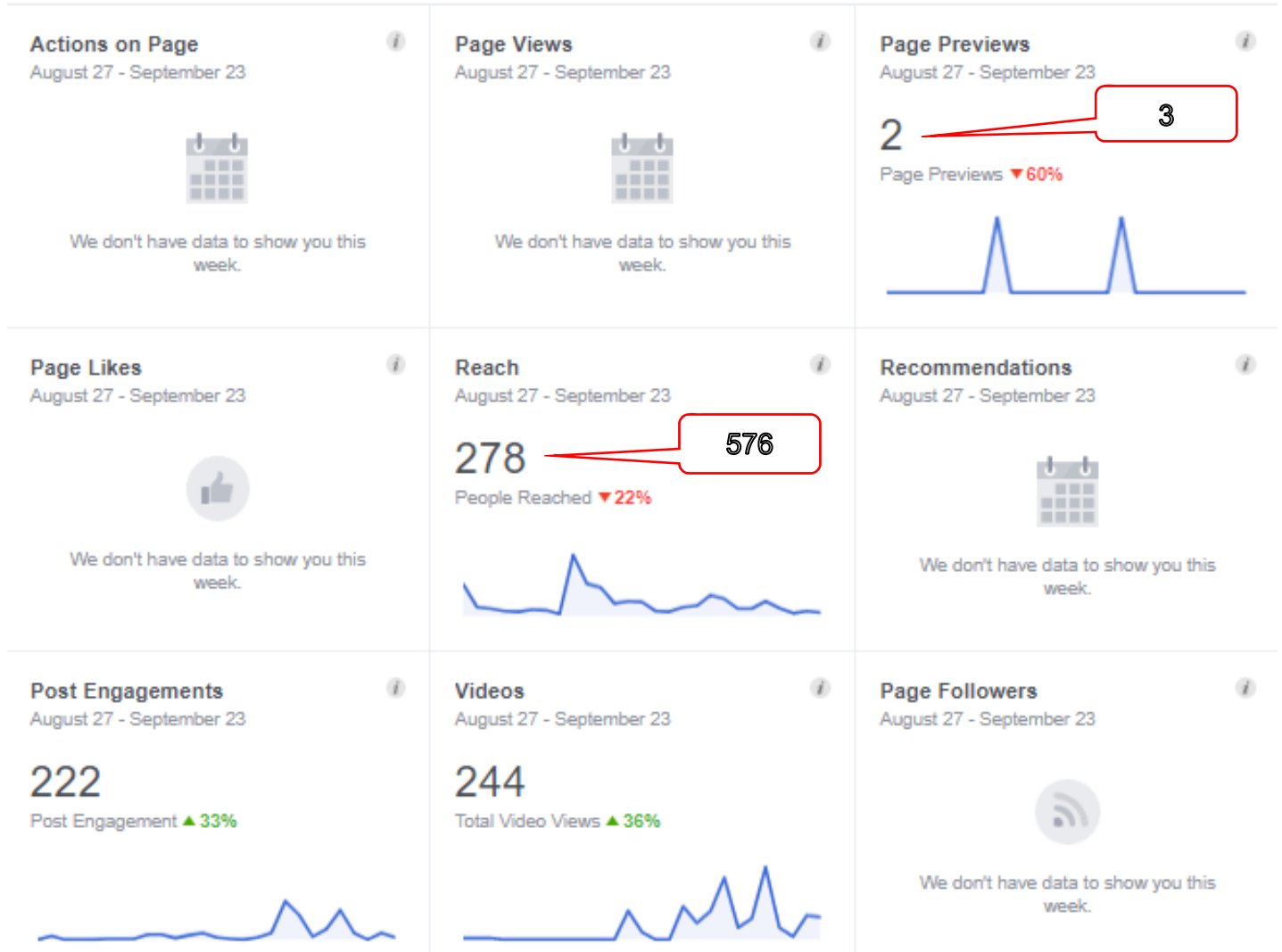
Overview

Balloons show last month's numbers

Results from Aug 28, 2018 - Sep 24, 2018

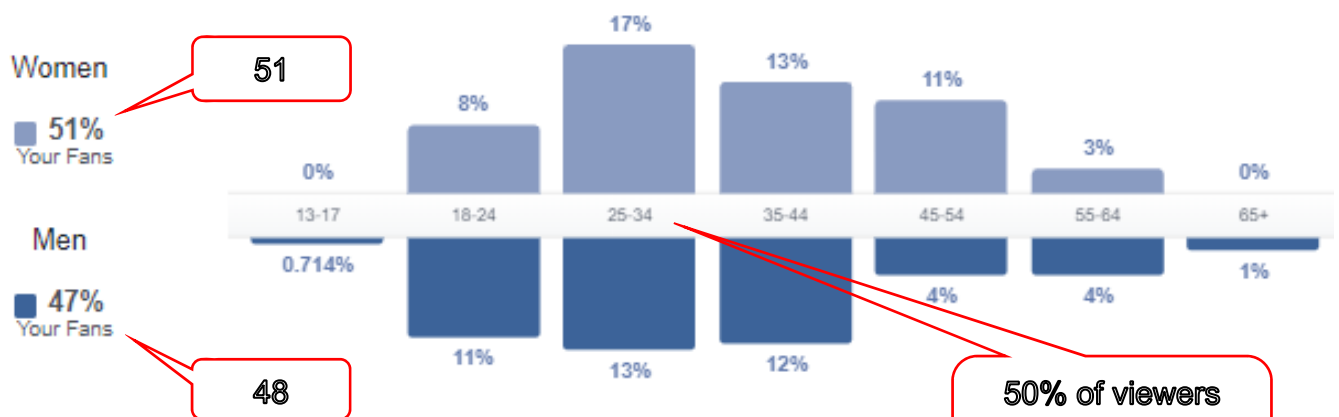
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

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.





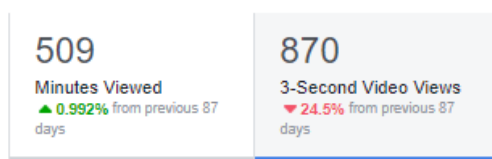
50% of viewers are under 34 years old

Top Posts Through the Month

Published	Post	Type	Targeting	Reach	Engagement
09/24/2018 5:39 pm	 Biker Throws Woman's Rubbish Back Into Her Car			248	20 18
09/23/2018 12:02 am	 Wow if you're a fan of anything Science, Technology Engineering or			6	11 0
09/20/2018 12:57 pm	 Very interesting thoughts between older and younger drivers... What do			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
09/19/2018 2:59 am	 Absolutely shocking that people act like this on the motorway. Even more			9	30 0
09/16/2018 8:33 pm	 Wolverhampton Advanced Motorists shared a photo.			7	3 0
09/16/2018 7:55 pm	 Wolverhampton Advanced Motorists shared a post.			11	4 0
09/16/2018 1:15 am	 Wolverhampton Advanced Motorists shared a post.			4	3 0
09/16/2018 12:32 am	 Wolverhampton Advanced Motorists shared a video.			4	0 0
09/15/2018 11:58 pm	 Be careful guys			11	27 0
09/15/2018 4:55 pm	 Whoops!			8	12 0
09/15/2018 4:51 pm	 Horrific. Hope the offenders are caught.			6	3 0

Top Videos Through the Month

 **Performance** > METRICS FOR ALL YOUR VIDEOS FROM 7/1 - 9/25 COMPARED TO THE PREVIOUS 87 DAYS 



Jul 1, 2018 - Sep 25, 2018

870 3s Video Views 1,152 Previous Period

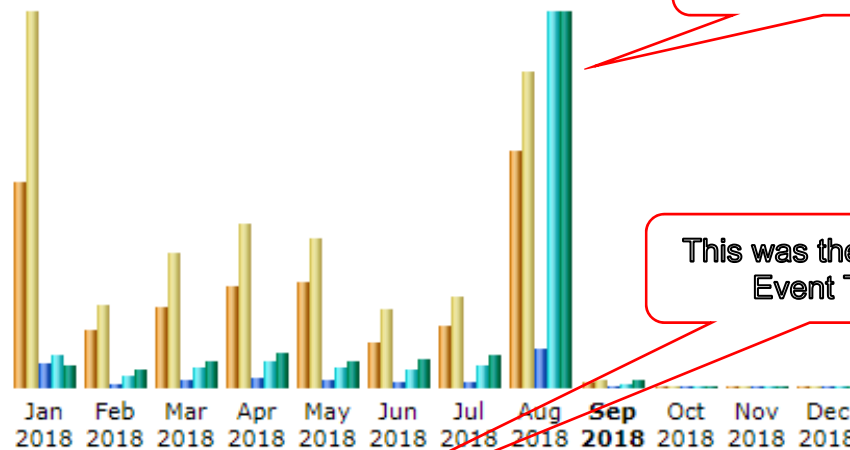
Breakdown: None 



Appendix 2

Web-Site Details to August 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	50	67	148	1,760	121.91 MB
Oct 2018	0	0	0	0	0
Nov 2018	0	0	0	0	0
Dec 2018	0	0	0	0	0
Total	7,864	12,219	49,547	260,785	10.24 GB

Pages Visited

Pages-URL (Top 25) - Full list - Entry - Exit					
62 different pages-url	Viewed	Average size	Entry	Exit	
/contact-us/	40	27.23 KB	31	25	
/group-events-diary/	10	10.49 KB	8	8	
/xmlrpc.php	7	464 Bytes	2	2	
/group-news/	6	30.50 KB	6	6	
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontawesome...	5	70.21 KB	2	1	
/group-news/agm/	5	8.59 KB	3	2	
/wp-content/themes/accesspress-basic/css/fontawesome/fonts/fontawesome...	3	149.21 KB			
/wp-content/plugins/wp-google-maps/fonts/fontawesome-webfont.ttf	3	78.76 KB		3	
/feed/	3	772 Bytes	3	3	
/wp-content/plugins/index.php	3				
/wp-content/plugins/wp-google-maps/fonts/fontawesome-webfont.wof...	3	43.39 KB		3	
/wp-content/plugins/accesspress-social-share/css/fontawesome...	3	161.67 KB			
/news-sitemap.xml	2	598 Bytes			
/news/driving-skills/	2	28.05 KB	2	2	
/group-news/himley_may_2016/	2	9.06 KB			
/post-sitemap.xml	2	340 Bytes	1		
/group-news/newsletters/	2	9.01 KB		1	
/documents/general-technical-information/	2	12.26 KB		1	
/wp-content/index.php	2				
/news/	1	38.04 KB	1	1	
/.well-known/acme-challenge/Y9GDLML-RN2JXUT2HLH-HA84PUYOTMYY	1	64 Bytes			
/.well-known/acme-challenge/GZBCEIPO189OBQKR32VRDBEHZSRC41GE	1	64 Bytes		1	
/wp-content/	1			1	
/.well-known/acme-challenge/0U8OVN9UNDP7W21Z7PCYOF0FWNR72QFZ	1	64 Bytes	1		
/.well-known/acme-challenge/A0-ZMJXESI1BBWK9-D3OD6_RDE5Z6W0	1	64 Bytes			
Others	37	2.30 KB	7	7	

Bots Who Visited (A Key Indicator of our Importance)

Robots/Spiders visitors (Top 25) - Full list - Last visit			
30 different robots*	Hits	Bandwidth	Last visit
bingbot	957+52	452.01 MB	24 Sep 2018 - 22:09
Googlebot	801+43	14.97 MB	24 Sep 2018 - 19:22
DotBot	205+492	141.32 MB	24 Sep 2018 - 20:52
BingPreview	209	150.79 MB	24 Sep 2018 - 12:59
SeznamBot	72+58	9.41 MB	24 Sep 2018 - 16:03
Unknown robot (identified by hit on robots.txt)	0+69	4.66 KB	22 Sep 2018 - 17:38
Unknown robot identified by bot*	56+10	781.26 KB	21 Sep 2018 - 13:22
Sogou web spider	13+48	294.10 KB	24 Sep 2018 - 05:49
YandexBot	1+52	15.99 KB	24 Sep 2018 - 15:45
empty user agent string	29+20	3.64 MB	24 Sep 2018 - 02:25
Applebot	21+22	322.60 KB	17 Sep 2018 - 20:43
facebookexternalhit	34+1	436.96 KB	23 Sep 2018 - 04:13
Googlebot-Image	33	451.91 KB	24 Sep 2018 - 19:39
GarlikCrawler	24+3	10.56 MB	12 Sep 2018 - 20:40
Firefox version 10 and lower - various robots	18+6	35.32 MB	22 Sep 2018 - 21:38
Python-urllib	15+3	6.10 KB	20 Sep 2018 - 17:29
YandexImages	13	535.94 KB	23 Sep 2018 - 17:29
crawl	7+6	105.86 KB	19 Sep 2018 - 22:33
SafeDNSBot	0+8	560 Bytes	10 Sep 2018 - 11:23
linkdexbot	0+7	490 Bytes	18 Sep 2018 - 17:49
spbot	6+1	79.13 KB	23 Sep 2018 - 05:26
360Spider	4	54.56 KB	19 Sep 2018 - 01:24
Cliqzbot	0+2	140 Bytes	06 Sep 2018 - 23:10
nutch (catchall)	1+1	12.83 KB	02 Sep 2018 - 20:59
archive.org_bot	0+2	137 Bytes	03 Sep 2018 - 02:53
Others	1+5	9.69 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.

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