



Moray Advanced Motorists & Motorcyclists (MAMM)

Minutes of Committee Meeting

held at Leaside, St. Catherine's Place, Elgin IV30 1TN

on Thursday 16th August 2018 at 19:30

Present: Ian Jones (Chair), Jim MacDonald, Vince Dobby, Billy Johnson, Alan Innes, Bob Drysdale, Liz Devenport & Heather McLaren.

1) Apologies: None

2) Minutes of Extraordinary Committee Meeting (GDPR)

Approved.

3) Matters Arising:

5) Contract Statements: Bob to send out.

Action 1: Bob hopes to have the contract statements sent out by 18/08/2018.

Action 2: Ian to update contract statement to include "2 years retention of data by the group". Ian has done this and sent it on to Bob.

6) Actions to Protect Data:

Action 1 Ian contacted Scott Tulip on 16/06/2018 to ask about the range of personal data it is acceptable for us to retain for historical information. No reply from Scott to date despite a hastener email. Ian will chase him up for a reply by 31/08/2018.

Action 2 Ian also asked Scott if we need to keep a register of this information. No reply from Scott. Ian will chase him up for a reply, as above.

Action 3 Almost all committee members have replied to Ian that the information storage medium they use is password protected and that security software is installed.

Action 4 Almost all committee members have informed Ian where they hold members personal data.

Action 5 Update group rules to include the requirement to destroy safely any information held on storage devices they no longer intend to keep and on transfer of committee position responsibility. Ian will draft a document and Bob offered to check it.

Post meeting note: because we don't have a Moray Group Guidelines and Handbook, an Appendix will be added to the policy document to explain to Members of the Group who use personal data, the actions they need to comply with to ensure compliance with the Policy.

7) Website Audit

Action 1 Ian has notified Chema that we do not require a website audit. Chema said we should have a cookie policy. Ian replied that Chema should have included this when creating the new website. Chema have now provided this free of charge.

Action 2 Alan Addison will put contract statements and other relevant documents on to the website in due course.

8) Letter of Compliance: A letter of compliance is to be sent to IAM by December 2018.

Action 1 See item 12 (Matters Arising) below..

9) Group Data Manager – Trustees

Action 1 Ian checked up on who the “trustees” are. All committee members who hold designated posts are trustees.

10) Data retention /destruction policy

Action 1 Ian has now written out a draft policy which the committee reviewed. Some minor amendments were suggested but Ian needed to review the wording of the statement regarding security software.

11) ICO Registration:

Action 1 Alan Innes checked up on requirement for registration. It is not necessary for our group.

12) Implementation Declaration:

Action This document needs to be signed by the Chair and Group Secretary. In the context of this Group, Bob will be the person who provides joint sign-off. To give sufficient time for the contract statement responses to be returned, the target for this action will be the end of December.

13) AOCB

Action 1 Vince has contacted car observers to ask them to delete all historical information they hold relating to former associates and members.

Ian will contact bike observers and ask them to do the same.

Action 2 New associate information will only be given to relevant observers or observer teams.

Action 3 Elgin library has been booked for spring 2019 car and bike courses.

4) **Minutes of previous ordinary meeting:**

Approved.

5) **Matters Arising:**

Ian has checked that Mike Pumphery is a paid up member of the IAM.

6) **Treasurers Report:**

Our bank balance at 16/08/2018 is £1,327.18

Bob said we still have 5 car course vouchers to sell before they expire in December 2018.

7) **Car Section:**

Vince said we have 2 teams of three observers and 1 team of two observers along with 2 one- to- one observers available for the next course. This course will only have 6 lectures in the library as we will not be having a visit from an examiner. Vince went on to express concerns that a trainee observer was still waiting for the necessary paperwork to be submitted for him to be registered as a LO, due to prolonged delays by his observer group LO assessor. Ian suggested that the most appropriate course of action might, reluctantly, be to re-start the process. Vince would consider the option.

Two associates are currently test ready, one of which has received a test date. Vince has contacted Scott Tulip regarding tests in our area. Scott said examiners will be drafted in from other districts to carry out the tests.

Our associates should not be asked to travel far for their test.

All car national observers are coming up for re-assessment. Ian advised that he had already been waiting for several weeks for a re-assessment as a bike NO.

8) **Motorcycle Section:**

Ian said one of the associates who began the course had to pull out due to personal circumstances, but would like to finish the course at a later date. Ian contacted the IAM on behalf of the associate to explain. The IAM agreed to extend the associates' membership to the end of September 2019 to give him another full year of membership at no extra cost to give him a chance to restart the course.

Recent bike tests have been held in Inverness. One associate achieved a 1st pass in June. Two more associates are test ready with one of them sitting their test this weekend.

Two further associates are nearly test ready.

Ian said the IAM has notified him that he is due for re-assessment. He has contacted Scott Tulip about this but has had no reply yet.

9) **Moray Group Examiner Options:**

Since Mr Duncan Pockett resigned from the IAM we do not have a local examiner in this area. This is causing problems because the IAM have not been able to provide a replacement examiner, resulting in long waiting times for tests. Ian, Vince and Scott Tulip have discussed the matter. It was suggested that one of our National Observers could train to become an examiner or that the Moray group offer Group Sign Off certificates instead of the IAM Roadsmart test. New members have to decide on joining the IAM if they want to sit the test or go for Group Sign Off. After some discussion we decided against offering the option of Group Sign Off.

Ian will inform Scott Tulip of our decision.

Ian sent an email to all our group National observers inviting them to train as an examiner. Only one bike observer is keen. There has been no response from any of the car observers.

Vince said he has decided against becoming an examiner. Ian said he was considering training to become an examiner, but this would mean he would have to step back from his duties within our group and once again we would be looking for a new chairman. Billy said the IAM should provide examiners and not rob groups like ours of valued observers.

10) **Facebook Video:**

Liz Devenport has been looking up other IAM groups on Facebook to see what they are doing for advertising. The Boston Group have posted a short video which has had a lot of hits and likes. She thought we could do the same. Committee members were asked to view the video and then decide if we want to make a video of our own. Both Ian and Vince have the necessary equipment to make a video.

11) **Group Self Audit:**

Scott Tulip has sent Ian a Group Self Audit survey to complete. Ian said he may need to ask some committee members to help him fill it in.

12) **Date of AGM**

It was decided to hold the next AGM during the second half of February 2019.

13) **AOCB:**

The Group is still holding a number of IAM driving vouchers that, if not sold, could result in the Group losing £???? – **please check this figure with Bob and add it to the minutes.** We decided that although the idea worked well in the first year, we can't afford to risk the impact on the Group finances and we will not buy vouchers again.

Date of next committee meeting is to be sometime in early December 2018. Committee members were asked to email Heather soon with dates that they are not available.

Ian thanked Jim for his hospitality and closed the meeting at 21.05