



Moray Advanced Motorists & motorcyclists (MAMM)

## Minutes of Committee Meeting

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

on Monday 17<sup>th</sup> December 2018 at 19:30

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

- 1) **Apologies:** None
- 2) **Minutes of previous committee meeting:** Approved
- 3) **Matters Arising:** Extraordinary Committee Meeting GDPR
- 5) Contract statements - Bob sent out contract statements by email/mail. Vince and Ian expressed some doubt about having received a contract statement.

So far only two members have refused permission for us to hold personal data about them. They are Michael Reid and Glenn Morrison. We will respect their wishes. Glenn Morrison is an observer so in his case issues regarding contact details will have to be resolved.

- 6) Actions to protect data -

Action 1 Ian has again chased up Scott Tulip but still no reply. Ian will see Scott at the Spring Forum and ask about the range of personal data it is acceptable for us to retain for historical information.

Action 2 Ian has asked Scott if we need to keep a register of this information. Again no reply.

Action 3 All committee members have replied to Ian confirming that they only keep relevant information and that it is securely stored.

Action 5 Guideline section on GDPR. Ian has added an appendix explaining use of personal data. There is also a link on our website.

- 7) Website Audit -

Action 2 Ian will chase up Alan Addison to put contract statements and any other relevant documents on to our website.

12) Implementation Declaration - This document will be signed by Ian Jones, Chairman and Bob Drysdale, Treasurer & Membership Secretary.

13) AOCB:

Action 1 All car and bike observers have been contacted and asked to delete all historical information they hold relating to former members and associates.

**Matters Arising:** Previous Committee Meeting

7) Car section – Vince said the Local Observer who was awaiting paperwork from his LO assessor has now been registered as an LO.

The two associates who were awaiting tests have both passed with different examiners.

All National Observers are coming up for re-assessment soon. So far there has been no contact from Scott Tulip regarding this. Ian will remind him when he is at the observer event in Elgin on 16<sup>th</sup> February 2019.

Ian has recently passed his National Observer assessment.

9) Moray Group Examiner Options - Ian has confirmed to Scott Tulip our decision against offering the option of Group Sign Off.

Group Examiner – Still no one offering to become an examiner from the car section but one bike observer is interested.

Ian said we need to ask for another member to come forward at the AGM to join the committee so that he, or someone else, could train to become an examiner.

Vince said it is an IAM problem and they should provide an examiner. Ian is concerned that associates have to suffer long delays waiting for a test date.

Ian said lack of examiners will be the main topic for discussion at the AGM. Vince said Scott wants IAM members to train to become examiners and not have the examiners all ex-police. Bob asked about examiners in other areas. Ian said motorcycle examiner at Inverness is ex-police.

10) Facebook Video - Most committee members have not yet viewed this video.

12) Date of AGM - It was decided to hold the AGM during the second half of February 2019 with exception of 14<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> and 25<sup>th</sup> of February 2019.

13) AOCB - The group still hold 4 IAM Roadsmart vouchers which expire at the end of December 2018. Ian contacted the IAM and successfully appealed to them for an extension to the expiry date. The vouchers are now valid until the end of December 2019. This is

great news as we would have lost a substantial amount of money if the vouchers had expired unsold. We will not be buying any more vouchers in the future.

Vince said a lady bought and paid for a voucher (also due to expire at the end of December 2018). To date she has not contacted him to arrange any drives. He has tried to contact her several times. Vince is concerned that she will lose her money. Ian and Bob said that Vince has done more than enough and it is up to the lady to contact him. Vince said he would try one last time to contact her.

4) **Treasurers Report:** We have £1449.11 in the bank and vouchers to the value of £536.00. Our funds are lower than normal for this time of year due to the lack of car associates on the last course.

5) **Car Section:** All National and Local Observers are now IMI qualified. Vince said hopefully we will have three teams of three observers ready for the next course in March 2019.

At present we have three associates. One is test ready and their test is arranged with examiner Bill Leslie. One associate has been out of contact for a while but is test ready.

The other associate has been on the books for over 12 months, but due to an accident had to have some time off. They are not test ready yet, but Vince hopes to persuade them to sit their test in the New Year.

Vince said he is going to update the presentations for the next course as a result of the observers meeting held at the Eight Acres in October 2018.

The Elgin Library has been booked for the next course in March 2019, and Vince checked that the Library had also been booked for the motorcycle spring course.

Vince said he had sent an email to all observers regarding the observers day at Eight Acres with Scott Tulip in February 2019. So far he has had 5 observers reply that they are interested in attending.

6) **Motorcycle Section:** Ian said that after some discussion Billy has agreed to take over as motorcycle co-ordinator.

They have 2 associates carried over from 2017/2016.

They had 10 new associates in 2018. Two were already IAM car members.

They have had 7 enquiries for the 2019 course. Three have already joined, so they go into 2019 with a total of 13 associates. In 2018 six associates achieved passes with one gaining a F1RST.

Scottish Motor Cycle Show in March 2019. Scott Tulip has asked our group for a donation of £50 towards cost of staging this event. Ian will email Scott to decline. We have also

been asked to donate £100 towards the cost of an observer weekend at Aberfoyle. Again Ian will decline.

We currently have 5 motorcycle observers. Another member showed some interest in becoming an observer, Ian sent him some information but so far has had no reply.

7) **Observer Standards – Assurance:**

Local observer standards were discussed. Ian suggested using the LO check sheet to check Local Observer standards annually and Vince thought a check every two years would be adequate. It was decided to check LO standards every two years. This will be rolled out at the next observers meeting. Most of our observers are National Observers so this only applies to a few of our observers. Billy said observers should accept that standards need to be checked and this would show the IAM that we are trying to keep up the standard of our Local Observers. Ian said that generally the observer standards in our group are high.

8) **Observer Event – Eight Acres on 16<sup>th</sup> February 2019:**

As mentioned in 5) Car section.

9) **AGM Agenda:**

Ian said he would use a copy of last year's agenda as a guide. Main topic for discussion will be group examiner.

Ian said we need to make members aware of the situation and ask for their opinions.

Vince said Scott Tulip would like all Scottish groups to amalgamate into one super-group. This would make life easier for Scott.

Vince said Pam Gordon is due to retire from the Police soon and she may return to examining for the IAM. He offered to contact her and ask. Ian agreed that would be a good plan.

Ian asked for the full email list of members so that he can send out the AGM paperwork. Bob will provide this. Heather will send out paperwork by post to members who do not have email.

Agenda must be sent out at least 21 days before the AGM. Ian said he will send a warning email to members in January 2019.

10) **Spring Forum, Stirling on 13<sup>th</sup> April 2019:**

We have received an invitation for 2 members to attend free of charge. Others can attend at a cost to the group. Ian will reply and reserve 2 places.

11) **Website Mailbox:**

Ian said this mailbox has been targeted by SPAM (70-80 messages) and he thinks it is not really worth having.

Ian will contact Alan Addison to change motorcycle contact details to Billy's email address. Billy said he may create a new email address exclusively for IAM paperwork.

12) **AOCB:**

Vince asked Alan Innes if he would be prepared to take over the job of giving all the course presentations in the future. Alan agreed to do this but was not keen to give presentations for only one associate and a few observers. Vince said if we have very low numbers of associates in future he would only give one introductory presentation and not the usual six week course.

Ian said that he and Vince had been invited to RAF Kinloss recently to give a presentation/road safety day. He said it went very well but they have not had any follow up response. This may be because the men they spoke to were soon to be posted abroad.

Billy said he had done the same in the past for the motorcycle section but it had resulted in no new associates.

Billy said Scott Tulip was not impressed with the motorcycle section holding their classroom sessions before going out on the road. Ian said he told Scott that they have the classroom work in the bad weather ready to go out on the roads in the fine weather.

Vince said car associates and observers like the presentations.

Billy said much of the car presentations are also relevant to bikers.

Ian said we would have a short committee meeting after the AGM.

Ian thanked everyone for coming and thanked Jim for his hospitality.

Meeting closed 21:00.