



Moray Advanced Motorists & motorcyclists (MAMM)

Minutes of Committee Meeting

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

on Thursday 16th May 2019 at 19:30

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

- 1) **Apologies:** Bob Drysdale
- 2) **Minutes of previous committee meeting:** Approved
- 3) **Matters Arising:** Extraordinary Committee Meeting (GDPR)

6) Actions to protect data:

Action 1 Range of personal information it is acceptable to retain for historical information.

Ian said he was happy for Bob to maintain historical records provided safe guards are in place – all agreed. Closed.

Action 2 Register of historical information.

Ian said he will ask Bob to give produce and maintain an overview of the personal information he holds. DTE spreadsheet downloads and returned contract statements, etc.

Action 3 All committee members to ensure that the information storage medium they use is password protected and that software security is installed. Complete.

Action 5 Group rules to be updated to include requirements to destroy safely any information held on storage devices they no longer intend to keep and on transfer of committee position responsibility. Complete.

Action 7 Website Audit. Ian will chase up Alan Addison to put Contract Statement templates and any other relevant documents on the Group's website.

Action 12 Implementation Declaration. Complete.

Matters Arising – Previous Committee Meeting

- 7) Car National Observer reassessments.

Vince said the group should be notified by IAM regarding National Observer reassessments. Post-meeting note: this is the case. Closed.

- 9) Ian had asked for another committee member to come forward at the AGM. No one volunteered.
- 13) IAM Roadsmart car vouchers are now all sold and used. Closed.
- 6) Scottish Motorcycle Show, March 2019. Ian notified the ASDM that the Group declined to pay £50 towards staging this event. Closed.
- 10) Spring Forum. Ian Jones attended and had circulated notes taken about the event. No-one else on the Committee was able to attend. Closed.
- 11) Alan Addison has changed motorcycle email contact details from Ian Jones to Billy Johnson. Closed.
- 4) **Treasurers Report:** In absence of Bob Drysdale no report was available.
- 5) **Car Section:** Vince is very unhappy about the length of time new associates have to wait to receive their copy of the log book when purchasing the IAM Roadsmart course. He has spoken to Paul Woolsley, head of membership at IAM about this but has not had a satisfactory reply. In some cases it has taken up to 21 days to deliver log books. A contract supplier dispatches the books direct to the Associate so that may be part of the problem.

Vince has spent a lot of time looking up the DTE over this and found that there were two associates who had been given membership from 2017 to 2020! No one at IAM can explain why this happened.

Advertising for the spring and autumn courses was discussed. Adverts in Spotlight magazine cost £100 each. The spring advert included details of both car and motorcycle courses and gets a good response. Last autumn there was only one new car associate. Ian suggested we keep the autumn advert to maintain visibility of the Group. Billy asked if the Facebook logo appeared on the advert. Vince suggested we drop the autumn course and give bespoke courses to anyone who wants to do the course. This was agreed. No library booking has been made for September 2019.

Ian and Vince will draft an advert for Spotlight magazine giving dates for the next course in March 2020. The size and cost of the advert will depend on the content.

Vince said he gets lots of inquiries from bikers via the website, possibly because the default contact option is the 'drivers' address. Billy suggested changing the dropdown box to a car or bike option to help direct inquiries to the appropriate person. Ian will contact Alan Addison and ask him to make each of the email addresses more visible.

Vince has been in contact with Scot Tulip regarding tests for associates. Scot had reminded Vince of the dates he had set aside for a visit in June and expected our group to come up with enough associates to be test ready to fill his time here. Scot had been told previously that this may not be a practical option and it was unlikely we would have enough test-ready Associates to make his trip worthwhile. Vince thought Scot could also fit in some National Observer assessments at the same time (as some are due shortly) but Scot did not mention this. One Associate is test ready and a

few are nearly test ready, but they can't be programmed to suit Scot's availability. These arrangements are seen by the Group as an unsatisfactory way of dealing with the lack of a Group Examiner. The solution is to find a Group Examiner and not be dependent on Scot setting dates for us to get associates ready for test by.

Ian said Scot's plan to come up for one or two days to carry out associates' tests was not practical and we should continue update the records of test ready associates on to DTE and use the system the way it is intended to work for the allocation of an Examiner. It was not up to Scot to set his own process for allocating Associates to an Examiner.

Vince then read out an email he had received from Scot. It was a garbled message in which Henrick Hauptmann's name came up. Henrick is a current full member of the Moray Group. It wasn't clear to the Committee what it was about; Vince offered to contact Henrick to ask him if he can explain what it is about in case the Group can offer some support.

- 6) **Motorcycle Section:** Billy said they had started with 9 associates. One is now out of contact. One has transferred to Aberdeenshire group due to work commitments. He still appears as being a member of the Moray Group on DTE. Billy will contact the associate to ask if he has been out for a ride with anyone from Aberdeenshire yet. There are 6 new associates on this course and one rollover from the last course.

Billy has asked Scot Tulip about bike tests but had no reply yet.

Billy said Police Scotland are having a bike safety event at Inverurie on 1th June and 13th July have asked for bike IAM National Observers to help by taking bikers out for rides. Billy is supporting the event.

Billy said he has had 5 inquiries from people interested in taking the bike course. He is taking one of them out on a taster session next week.

There are currently 5 bike observers and two associates who are keen to train as observers and Ian is currently training them.

- 7) **AGM Minutes Acceptance:** Ian said he saw no reason why the Group should wait for the Membership to ratify the AGM Minutes at the next AGM. The Committee agreed that as they were a body elected by the Membership, it was acceptable for us to accept the Minutes so they can be put onto the website now.

The minutes of the AGM held on Tuesday 19th February 2019 were agreed at committee meeting on Thursday 16th May 2019.

Ian will ask Alan Addison to put the AGM minutes onto the web site.

- 8) **Northern Forum 23rd March 2019:** Ian went to the meeting which was their AGM. He said the meeting was very poorly attended. They held two meetings in 2018.

Items discussed at the AGM:

- Problems with National Observer assessments.
- Observer training session at Eight Acres Hotel.
- New IAM Group Handbook – Version 13.
- Northern Forum subscriptions £20, to be confirmed at the next meeting.
- Suggestions put forward to try to increase membership included advertising, contacting Council staff with driving jobs, local MPs and other high profile people to become members.
- Regional training groups and groups merging.
- The next meeting will be held around mid-September 2019 – to be confirmed.

9) **Spring Forum 13th April 2019:** Ian attended the meeting.

He went over some of the topics they discussed, which had been circulated in a previous email. He said it had been suggested to offer Observers reduced or free membership fees to encourage new observers and retention of current observers. Group funds would be expected to cover this cost. We agreed that we were not a big enough group to support this idea.

One group had applied to the Tesco Blue Tokens scheme for funding. Vince said he had looked into this in the past. At that time a guaranteed minimum amount was given out. We did not qualify because funds were only given out to projects that were guaranteed to be completed within 12 months. Ian will give the possibility more thought.

Groups approaching local authorities to recruit new members was suggested. Vince said one of our past associates was a council employee and she had put an article promoting Moray IAM Group in their own council newsletter but we had no response from it. It's unlikely that TMC would have any funds to support course funding in the current climate.

All groups were reminded that automatic disqualification declaration needs to be signed by all the trustees and returned. All members of the committee make up the Moray Group trustees. Ian will email the information to committee members to sign.

Groups were asked to confirm that their websites are hosted on the IAM website. Our Website has a link to the IAM website. Ian will find out more about this.

10) **Use of email addresses (GDPR)**

Ian is concerned about Member's email addresses being circulated within the group. He had been an article on the radio about a firm being fined a large sum of money for allowing their customers email addresses to be viewed by each other. We decided to only send emails to multiple addresses by BCC and not to circulate Associates' emails at all.

11) **AOCB:** Alan asked about sharing observers with other groups. Ian said, personally, he would consider it as a one off just to help out but it was unlikely to be practical to enter into a formal arrangement. Bad weather could be a problem for bikers.

Expenses for observer training was discussed. Vince said he had never claimed any expenses for this. Ian said if new bike observers are being trained this can add up to hundreds of miles being

covered. Bike Associates all pay their Observer £5 donation per ride towards cost of fuel/running costs. Vince suggested observers should get the IAM mileage rate. Ian said that would add up to too much and he was happy with £5 contribution. It was suggested that for Local Observer training sessions the National Observer should get £5 per session from group funds.

Ian proposed: That Local Observer Assessors to be given expenses of £5 per session if they apply for it.

Vince Seconded the proposal.

Unanimously approved.

Jim said he was about to have a dash- cam fitted to his car and asked for others opinion on dash-cams. A short discussion followed. Ian said it can be very useful to have footage of an accident for insurance claims.

Ian suggested date for next meeting should be towards the end of August and asked committee members to let him know ASAP which dates were suitable.

Ian thanked everyone for coming and closed the meeting at 20.55.