



Moray Advanced Motorists & Motorcyclists (MAMM)

## Minutes of Committee Meeting

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

on Thursday 22<sup>nd</sup> August 2019 at 19:30

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

- 1) **Apologies:** None
- 2) **Minutes of previous Committee Meeting:** Approved.
- 3) **Matters Arising:** Extra Ordinary Meeting (GDPR)

6) Actions to protect data:

Action 2 Register of historical information.

Ian will contact Bob regarding producing and maintaining an overview of personal data he holds.

Action 7 Website Audit

Ian confirmed that Alan Addison had put contract statement templates and other relevant data on to the website around 16<sup>th</sup> June 2019.

**Matters Arising:** Previous Committee Meeting 16<sup>th</sup> May 2019

5) Car Section:

- Vince reported that an associate had received a copy of the course log book less than one week after enrolment. He said this is a great improvement and hopes it continues.
- Vince confirmed that an advert has been placed in the Spotlight magazine for our next course in 2020.
- The car and motorcycle contact email address display on the website has been simplified
- Liz said she sent an email to the chairman via the website but Ian did not receive it. Ian will check out the problem. **Post meeting note:** Ian has tested the 'Chairman' email button and confirmed no email is sent. Ian will follow this up with Alan Addison.
- Car and Bike tests. Ian said one motorcyclist had been offered a test in Fort William. Vince said that one associate had a problem regarding examiner allocation but this was eventually sorted out. Vince said Scott Tulip wants to come up and hold car tests on 20<sup>th</sup> and 21<sup>st</sup> September 2019 but Billy was concerned that test dates set in advance go against our way of delivering the course as this puts associates under pressure to be test ready by a certain date.
- Vince said he had contacted Henrick Hauptmann regarding an email from Scott Tulip. Henrick had applied to the IAM direct for a retest and had a complaint about the examiner. This has now been satisfactorily resolved.

7) AGM Minutes have now been put on the website.

9) Spring Forum meeting.

- Ian had looked into the Tesco blue token scheme. He said you need a physical project to qualify so it is not for us.
- Ian will chase up members who have not yet returned Automatic Disqualification declarations (Bob and Billy).

11) AOCB

Jim did not get dashcams fitted to his car. The garage said it was not worth spending £400 for all the miles he drives. Jim has decided to buy a dashcam that plugs into the cigarette lighter costing approx. £100

**4) Treasurers Report:** In the absence of Bob Drysdale no report was available.

**5) Car Section:**

- Vince said we have one newly qualified Observer, Stewart Fewcett.
- We currently have 5 associates (2 not active), 3 active and working towards being test ready by 20<sup>th</sup> or 21<sup>st</sup> September. Vince has spoken to the 2 non active members but neither are willing to continue with the course at present.
- Vince said we have 2 new associates. Another person requested a taster session and he has emailed them but has had no reply.
- One associate passed recently. Vince was critical of the examiners comments in relation to the marks awarded on the test.
- Alan Innes is taking over giving the presentations in the library for the spring course. Vince and Alan will sort out laptops and projector etc. Vince said we may be able to hire a projector from the library if necessary.
- Vince said LOA assessments will be held in October with Scott Tulip. Scott had told
- Vince that our Nos are all up to standard. All LOs have been tested or retested.

**6) Motorcycle Section:**

- Billy said they have 2 new observers and another and a third had had to drop out of training for medical reasons. This year there had been 10 associates on the course. So far 3 have passed their test and 4 are nearly test ready. One associate has re-located, one decided not to complete the road work and one is recovering from a road traffic accident.
- Billy said bike tests have all been arranged OK, only one person being asked to go to Fort William, which was later resolved.
- He said there has been lots of interest in Ride Scott Free but no follow up interest in actually taking up the ride, having been sent further information about it.
- Billy had offered to attend a Police Bike Safety day at Inverurie. Support for the event was over-subscribed so he was not needed. Scott Tulip had not contacted Billy to tell him he would not be required, which was disappointing. Had Billy not been in contact himself, he would have had a wasted journey

**7) Matters relating to the RSDM/ASDM meeting on 3<sup>rd</sup> September 2019**

- We discussed the list of information and items that had been requested for the meeting. Details of the outcome of the discussion are at the Appendix to these minutes.
- After some discussion it was decided to extend the time booked for the meeting to 2100 Heather will arrange this although, the aim would still be to conclude it by 2030.

- Ian said as the meeting had been initiated by the ASDM/RSDM it would be up to them to record minutes. Our members will all take notes.

**8) Date of next AGM:**

- Dates suggested were Tuesday 18<sup>th</sup> or Thursday 20<sup>th</sup> February 2020 and a decision will be made when Bob gets in touch next.
- Ian said he would send out information regarding new committee.

**9) AOCB:**

- Liz said someone had been trying to send a message using the send button on the public page on the website but it was not working. She emailed the person but has had no reply.
- Group Sign-off: Vince spoke about Group Sign Off instead of sitting the IAM test. He said now the Associate can decide to go for Group Sign Off at any stage during the course not just at the beginning. Due to the wait for examiners he thought some associates may prefer this. He wondered if Group Sign Off would still qualify the associate for reduced car insurance. Ian said he is not in favour of Group Sign Off as there would be a variation in standards and the associate had paid for an examiner included in the price of the course. We will discuss this further with the RSDM/ASDM at the meeting.
- The next meeting is with Scott Tulip and Peter Serhatlic on 3<sup>rd</sup> September 2019 at 19.00. All committee members present confirmed they would be able to attend.
- The next committee meeting will be held in early December 2019. TBC
- Ian thanked Jim for his hospitality and thanked everyone for coming
- Meeting closed at 20.55.

**Appendix 1 to MAMM Committee Meeting Minutes 22 August 2019**

**RSDM/RSDM Meeting 3 September 2019 - Information Requirements**

Item	Y/N	Remarks	Who
Details on their recruitment policy - pre suspension for Lanark	Y	Advertisement in local press/free-drop pamphlets; word of mouth; Group website; Facebook	N/A
Training plans	Y	Observers – trained in accordance with LOPS report requirements and Observer competencies document. Associates – trained in accordance with the material in the handbook; supplementary theory module sessions; training allocations coordinated by the Car/Motorcycle Coordinators.	IMI/IAMRS
How they communicate with members	Y	Emails, texts, phone – all in accordance with the Group GDPR policy.	N/A
Their succession plans for committee positions and training team	N	The Group has no succession plan, other than publicising the Committee roles that are available for re-election at the AGM. The Group is very poorly supported by its Membership in respect of running the Group.	N/A
Their Group policies on Risk Assessments	N	The Group Observers comply with the IMI Observer competencies document and have not identified any additional requirement for carrying out risk assessments.	N/A
Their Group policies on complaints	Y	The Group complies with the Complaints Procedure in the Group Handbook (Code of Conduct Section).	N/A
Their Group policies on data protection	Y	The Group has published a Data Protection (GDPR compliance) policy. Ian to provide a copy.	Ian
Their Group policies on Expenses	Y	The Group has no documented expenses policy but reimburses eligible costs that are incurred in the furtherance of road safety on behalf of the Group/IAMRS. Typical examples are attending the IAMRS forum events, motorcycle observer training rides. All expenses are submitted to the Treasurer using a locally produced form and are paid either by cheque or bank transfer. All expenses payments are reflected in the Group accounts. Bob to provide a copy of the expense claim form.	Bob
Minutes of last 12 months committee meetings	Y	Heather to provide.	Heather

Item	Y/N	Remarks	Who
Information on Group use of IAM branded materials	N	No records available	N/A
Details of a programme of refresher training for members	N	There is no programme for existing members but all Associates are aware that refresher training can be provided. All Members are reminded that they can attend the theory sessions in the Library – car and motorcycle.	
Observer refresher training	Y	The Committee agreed in 2018 that all LO would be subject to a standards check every 2 years from the date of them being awarded LO status. The standard is judged against the appropriate LOPS report form and records kept in accordance with the Group GDPR policy. Heather to provide a copy of the minutes of the meeting.	Heather
Details of partnership working and results	N	The Group has no partnership arrangements.	
Social media plan	N	The Group has recently set up a Facebook page with a Members and Public access areas. Other than that (and the advertising referred to above) the Group has no social media plan.	Liz
Relevant social activities for members	N	As identified above, the Group Membership gives little support to the Group. Renewal of annual membership fees is a challenge for our Treasurer who puts in a significant amount of effort to secure renewal. There was a heavily promoted suggestion for a Members' dinner to mark the 50 <sup>th</sup> anniversary of the Group which had to be cancelled due to lack of interest.	
Minutes of last 3 AGMs plus appendices	Y	Heather to provide a copy of the minutes of the meetings.	Heather
Last 3 AGM financial reports	Y	These are part of the AGM minutes but Bob to have copies available as a back-up.	Heather Bob