

# Carlisle & West Cumbria Advanced Motorists

## Minutes of the CWCAM Zoom Committee Meeting Wednesday 6<sup>th</sup> January 2021

### 1. Welcome

The Chairman welcomed those in attendance.

#### Those attending

See Attendance List is shown on Page 7 of these Minutes.

### 2. Minutes of the Previous Meeting

The Minutes of the previous meeting on 2<sup>nd</sup> December 2020 were taken as a 'True and Accurate Record' of the proceedings.

### 3. Actions Arising

Action Ref.	Against	Progress made?
#1Nov20	PF; JM;	Provide a short summary of their background and a photo of themselves, with or without their bike, for inclusion on the Group Web Site.  D G-W Compete. PF & JM Action Ongoing
#2Nov20	GC	Run a Zoom Trial to see if it can be used by another host using his log in details.  Action now passed to Webmaster. See Action #7 Dec 20.
#5 Nov20	GC; PF	The Secretary and Chief Observer (Car) are to update the What's App list to include both Dave Gibson-Whorton & Jim Mitchell. D G-W Compete. JM Action Ongoing  Note: Jim does not possess an i-phone and as such this Action can be closed. Action #5Nov20 Complete
#1 Dec20	ALL	Each Committee member is to review their TORs and propose changes if necessary.  Action Complete. All TORs have been agreed.
#2 Dec20	GC	Secretary to progress induction training with new Committee members, if required.  Action Complete. Initial training and advice have been given although further advice will be given whenever it is required.
#3 Dec20	GC; PF	Secretary and Chief Observer (Cars) to work together and consider the viability of a Drive Safe Course.  Action Complete. 'Viability' has been established and the project is a 'work in progress'. The CO (Car) and the Secretary will continue to develop the learning material, which is currently in the design stage.
#4 Dec20	GC; SP	Secretary and Associate Co-ordinator to review membership databases and identify those that we could invite to become GA donors.  Action Complete. Non-GA Donors have been identified and will be contacted.

#5 Dec20	SP	Steve Parr to pass Jim Mitchell's mobile to Peter for inclusion on the WhatsApp Groups.  <a href="#">Action Complete</a>
#6 Dec20	N MacD; GC; M Mck	Chief Observer (Bikes) to revise the 2021 Ride Out Schedule, and forward it to George, who will then help Mick to add it to the website.  <a href="#">Action Complete</a>
#7 Dec20	M Mck	Webmaster to investigate Zoom Hosting options.  <a href="#">Action Ongoing</a>
#8 Dec20	GC	Secretary to send Peter his Zoom Personal id to see if he can use it to host a meeting.  <a href="#">Action Ongoing</a> . Zoom personal id sent from George to Peter. Peter should now try to set up a Zoom meeting using this id. <b>See new Action #1 Jan21.</b>
#9 Dec20	N MacD	Chief Observer (Bikes) to contact Sgt Lee Hill and explain that the Chairman is taking over as Bike Safe Co-ordinator. Also, to ask Lee if he can start the vetting process for the new LOs.  <a href="#">Action Complete</a> . Bike Safe information has been sent from Nigel to Chairman Dave. Now that Vice-Chairman Dave has taken over as Bike Safe Coordinator, Nigel as emailed both to ensure that all the email traffic from Sgt Lee Hill now passes to Vice-Chairman Dave. <b>See new Action #2 Jan21.</b>
#10 Dec20	GC	The Secretary is to ask Euan McQuarrie for advice on making video to show technical aspects of driving and riding.  <a href="#">Action Complete</a> . Euan is a Car Associate who is studying 'Film Making' at University in Carlisle. He readily agreed to help with this project but needs more information about what it is we are trying to achieve Etc. Suggest that we form a planning group of 3 or 4 Committee Members to scope out our requirements before getting back to Euan. <b>See new Action #3 Jan21.</b> Steve Parr has given Chairman Dave bike cameras, which Dave has fitted to his bike. These will be extremely useful when it comes to filming. Mick also said that he is a registered Drone Pilot and that too will be extremely useful.
#11 Dec20	PF	The Chief Observer (Cars) will investigate possible ways of engaging the Car Associates during this period when in-car training is prohibited by IAM RS.  <a href="#">Action Ongoing</a> There is a need to progress something to engage those on the waiting list. Discussion group could be set up and Theory Presentation could be given Etc.
#12 Dec20	M Mck	The Webmaster will investigate setting up a private diary through Facebook. <a href="#">Action Complete</a> Mick has set up a Facebook presence that any of us can contribute to. Members are encouraged to do so. There is also a feature for 'events', which Mick suggests can be used to inform members of the public in general.
#13 Dec20	M Mck	The Webmaster will arrange for a few draft CWCAM logos to be produced for consideration by the Committee.  <a href="#">Action Complete</a>
#14 Dec20	D G-W	The Chairman will contact Jeremy Richardson and welcome him to the Group, whilst stating that our Chief Observer will be in touch.  <a href="#">Action Complete</a>

#15 Dec20	D G-W	Chairman Dave to arrange for First Aid Training, when COVID restrictions allow.  <b>Action Complete</b> Note: nothing can be progressed until we are COVID free. Propose to close this Action and reinstate it when the time is right.) John said that his neighbour is a qualified First Aider and he is willing to help when we start this training. He also has the relevant Resusci-Anne models, and he is happy for us to use them.
#1 Jan21	PF	Try to set up a Zoom meeting using GC's personal id: 236 222 9423.
#2 Jan21	D G-W; DR	Ensure Bike Safe related emails sent from Nigel to D G-W have been passed to DR for action.
#3 Jan 21	GC	Form a planning-group to progress the video project.
#4 Jan21	GC	Check Group Handbook and see if the Treasurer's TORs stipulate that the Treasurer must be a member of IAM RS.
#5 Jan 21	GC	Check the Group Handbook and see if it states that the Treasurer must be a member of IAM RS.
# 6Jan21	GC	Ensure audit pick up points have been addressed and action any that are outstanding.
#7 Jan21	SL; PF; N MacD	Generate scenarios that could be used to stimulate Associate involvement through Zoom discussion sessions. They could be based on real life incidents without reference to dates times and places Etc.
#8 Jan 21	N MacD; PF	Chief Observer Car and Chief Observer Bikes to arrange for an Examiner - Observer Zoom based meeting.
#9 Jan 21	N MacD; M MCK	To plan a long weekend break in Scotland for Bike Members to be scheduled for later in the year when (hopefully) COVID restrictions have been lifted.
#10 Jan 21	D G-W; TR	To liaise with the owner of the Moto Cross sight and tentatively organise a date for later in the year (COVID dependent) when BBC and CWCAM members can access the site for a day's off-road riding.
#11 Jan 21	DR	Investigate the two air vests that appear to be on the market and come up with a comparison on cost and effectiveness that can be considered by the Committee.

#### 4. Announcements from the Chair

**Treasurer Paul Hayhoe's notice to stand down:** The Chairman informed the Committee that Treasurer Paul will be standing down on 31<sup>st</sup> March, which is the end of our Financial Year. He has been Treasurer for the past 6 years and we are sorry that he is moving on. However, he is moving to another part of the Country and his Accountancy business is working flat out at present as many of his Clients are affected by COVID. Paul therefore feels that the time is right to resign and concentrate his efforts entirely on his business. The Secretary is running a parallel ledger which correlates with Paul's ledger, so that there will be no break in continuity once he goes. The fact remains that we now need to seek a new Treasurer. Dave then said that his Wife, Nicola, is a Bookkeeper and having discussed it with her he said that Nicola would be happy to fulfil the role in much the same way that Paul does. I.E. become Treasurer to specifically run the Ledger with no obligation to attend Committee Meetings and become involved in other management aspects of the Group. To facilitate this move Dave proposed that Vice-Chairman Dave takes over the role of Bike Safe Coordinator. This would give him the time to help Nicola with the Treasurer's role. Chairman Dave thanked and commended Vice-Chairman Dave for his positive and helpful attitude and his agreement to take on this role at short notice.

George said that the only issue would be that the Treasurer would also be a Trustee of the Group under Charities Commission rules. Dave has already discussed this with Nicola, and she is happy to be a Trustee. George said he would check the Group Handbook to see if there were any other stipulations regarding the Treasurer being a member of IAM RS. **(See new Action #4 Jan 21)**. George also said that if this were the case, the Group could pay the cost of enrolling Nicola as an Associate car member. The Committee agreed that this appeared to be a viable way ahead, if the rules permit.

**Current situation with COVID and IAM RS Coaching:** The Chairman confirmed that all car and bike training is currently suspended.

**Thank you to all new Committee Members and new post-holders for their enthusiasm and efforts:** The Chairman thanked all the Committee Members for their dedication and enthusiasm in dealing with the management of the Group.

**Preparation for follow-up Audit by Steve Ellis:** The Chairman has sent an email to Steve Ellis and received a positive response. No suggestion was made regarding the next Audit date. However, Dave said that we will first confirm that all the Audit pick-up points have been addressed and then we will invite Steve Ellis to carry out the follow-up Audit. Dave also said that all Committee members should attend this Audit once a date is set. It is likely that this will be in or around March 21. **See new Action #6 Jan 21.**

**Strategy for keeping Associates and Trainee LO (Car) interested during this period:** It was suggested by George that we could advertise a series of discussions to involve Associates. Vice -Chairman Dave suggested that scenario-based discussions would be of benefit and Steve confirmed that this was a training technique used by the Police. It was suggested that Peter and Steve could come up with 'hypothetical' situations which do not include details of names and places. but which are based on real life situations they faced as Police Traffic Officers. **See new Action #7 Jan 21.**

**'Drive Safe' Course:** Progress is being made and the design is well in hand. CWCAM may make a bid to the Police and Crime Commissioner in April for a grant to help fund the course. The Aim is to run a pilot and if successful, to offer this course to IAM RS to roll out across the country. George said that he has discussed this with Amanda Smith, Head Field Service Delivery (and Steve Ellis' Line Manager) and she said that the Nantwich Group have the same idea and is pressing IAM RS to do something about it. The difference is that CWCAM will produce a course that looks and feels like all the other courses George has written for IAM RS (for both the Charity and commercial sides of their business). Whereas the Nantwich Group has presented IAM RS with a problem CWCAM will present them with a solution. Amanda also told George that she did not want to see Groups using up Observer resources on this type of course when there will be a backlog of car Associates in need of training once COVID restrictions are lifted. George made the point to Amanda that this is a 'red herring' as the COVID backlog is a temporary situation whereas the need for Drive Safe is permanent. He also told her that irrespective of what IAM RS do, CWCAM will go ahead and run this course.

**Need for an Events Coordinator:** Dave asked if anyone would like to take on the role of Events Coordinator. There were no takers. This is not a pressing need at present as events are off the menu until we clear this current COVID period. However, at some point in the future we will need an Events Manager.

**Roadcraft Books; HC books and Radio Pouches:** The 2020 versions of RC and the HC have been bought for all Observers and it is now a matter of distributing them. Likewise, Radio Pouches have been bought for those that said they were needing them. George has arranged to meet with Dave this Friday to transfer items. Mick then suggested that they could be put in the BBC facility, where they could be picked up by one of the Committee who is also a BBC driver, for distribution out West.

## 5. Observer Matters:

Recent Bike Tests	New Car Associates	New Bike Associates
Dave Schwarzer First	Nil	Nil
Dave Cragg failed to Pass		

Nigel said that Ian Wildgoose, (NO Car and NO Bike) is an Observer who has moved into the area and who has expressed a wish to join CWCAM. No subs have been paid to date and Ian declined to be QA assessed in a car at the time when we were in Tier 2. Now that we are in Lockdown all QA assessment is suspended and we will monitor this situation.

Jeremy Richards (NO Bike; LOA Bike; Master Distinction Bike) has also moved to Wigton. George said that Jeremy has paid his CWCAM membership and that he has no issues being QA assessed on the bike. However, Lockdown and liberal doses of road salt make this unviable at present. Again, we will monitor this situation and contact Jeremy to arrange a QA check when COVID restrictions allow.

#### **6. Treasurer's Report:**

George explained that he had created a 'ghost account' that mimics the Ledger Account run by Paul. He did this because he wanted to familiarise himself with the debit and credit entries in the way PAUL has set the Ledger up, so that there will be a seamless transfer when Paul resigns at the end of March. George then shared the screen and showed the Income and Expenditure statement for the months of November and December, along with the summary for the year to date. George showed that in December we spent £633.82 on books, equipment, and annual web hosting fees but that we still had £3299.57 in the Bank. The money is there to spend on these items and the Group Account is in good shape.

#### **7. Secretary's Report:**

**Score Card:** IAM training is in abeyance and as such the monthly Score Card is not being issued.

**Gift Aid:** George stated that he was concerned over the length of time our claim was taking. On contacting HMRC they said that they had not received it and that we should submit it again. He then explained where he thought the error lay. A new submission was made and HMRC confirmed that they have now received it. They also said they would treat the claim as a priority because of the previous misunderstanding. It is therefore hoped that we should receive Gift Aid payment from HMRC, hopefully before the next Committee Meeting.

**Access to Committee and Observers area of the Website:** George said:

- Mick has created an area that only Observers and Committee members can access.
- To access this area go to: Members' Area > Committee and Observers Area > password 'pop007'
- In this area you can:
  - Put in the dates of planned guidance session with Associates. Nigel and Peter can then see who is doing what and when. This has the potential to greatly help with QA planning.
  - There is an allocation sheet where Peter & Nigel will show the allocation of Observers to Associates. George will do this on their behalf if either of them is on holiday Etc. All of us have access to this document, so you can see who the other Observers are training. There is also a section of this document to record Test passes.
  - There is a document showing a Flow Chart that explains how we handle new Associates and who does what. This is mainly for Steve, Nigel, Peter, and George but it is there for all to see as it explains the CWCAM procedure everyone must be aware of, so that it can be explained to Associates.
  - The final document gives access to Branding Material, where Mick has placed the new CWCAM Logo

George echoed Dave's thanks to Mick for a good job extremely well done.

#### **PCC Fund:**

Steve told us about money the PCC has available in a fund, which receives its income from the Proceeds of Crime money. We were unable to make a bid for money in December, but the next bid period is in April and if

we prepare now, we could make a bid to cover the cost of running the Drive Safe Course as a pilot. All bids must come through a serving Police Officer, so we would need to involve Lee Hill or Jo House.

#### **8. Chief Observer's Report:**

Nigel suggested that we could have an 'Observer – Examiner Meeting', which would be particularly useful for the new Observers. Steve predicted that there may be a problem with Car Examiners in the future, but he felt that there would be value in having a meeting. Mick said that the new Observers would benefit. Steve proposed that the right time for a meeting would be just before we start training again, and this was agreed. **See new Action #8 Jan 21.**

#### **9. Health and Safety:**

There was nothing to report on Health and Safety.

#### **10. Key Dates for Diary:**

Despite the COVID restrictions, we have planned 2021 Ride Out Dates and we will monitor the viability as we go along. Observers are encouraged to check the Ride Out Dates in the Observer and Committee Members section of the website and add their availability.

#### **11. AOB:**

**Proposed long Weekend in Scotland:** Nigel mentioned the planned long-weekend trip to Wales in May 2020, that was cancelled owing to COVID. Nigel said he would be happy to organise a similar trip to Scotland sometime this year when COVID restrictions are lifted. Mick offered his assistance to Nigel to help with the organisation. **See Action #9 Jan 21.**

**Moto Cross riding:** Chairman Dave said that he had been in touch with an EX British Moto Cross Champion, who has spent £40k developing his own Moto Cross site in this area and has said that he is prepared to open it up to Blood Bikes Cumbria and CWCAM at no cost for a day's off-road riding. Dave said it is a 'world class' circuit and a very generous offer. The most likely date for this is likely to be in September. **See Action #10 Jan21.**

**Events:** Vice-Chairman Dave has said that he is happy to generate / populate the 'What's on' section of the website, with Mick's help. Mick asked whether non-IAM members are eligible to participate in the ride outs. George said that IAM rules allow non-members to attend and be covered by the 3<sup>rd</sup> Party Liability Insurance as it is an organised IAM event, as it is a possible means to attract new members. However, those same people are not allowed to attend on a regular basis.

**Air Vests:** Vice-Chairman Dave has investigated this, and it appears there is another manufacturer of air vest, in addition to Helite. Steve Parr has one of these alternative vests and Dave said they look similar, although the alternative does not come fitted with a gas cylinder, which must be purchased separately. The alternative is far cheaper than the Helite item but does not come certified. Dave said that he will put together a short presentation for discussion at the next Committee Meeting. **See new Action #11 Jan 21.**

The Committee can then decide if we want to go ahead with the purchase of air vests and if so, under what terms. (I.E. BBC subsidise the sale of the Helite vest to their members. George said that it must be remembered that BBC receive generous financial support from sponsors, whereas CWCAM does not).

#### **12. Date of next Meeting:**

The next meeting will be scheduled for Wednesday 3<sup>rd</sup> February at 19:00

**Note:** this Committee Meeting was recorded for ease of writing the Minutes. This recording has now been deleted and there is no permanent record.

**(See below for attendance Table)**

**Attendance at Committee on 6<sup>th</sup> January 2021:**

<b>Role</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>
Chairman	Dave Gibson-Whorton	✓	✓
Vice-Chairman	Dave Rothery	✓	
Secretary	George A Cairns	✓	
Treasurer	Paul Hayhoe		✓
Chief Observer (Motorcycles)	Nigel MacDonald	✓	
Chief Observer (Cars)	Peter Forsyth		✓
Associate Co-ordinator	Steve Parr		✓
Webmaster & IT Co-ordinator	Mick McKerrow	✓	
Member without Portfolio	Tony Rutherford		✓
Member without Portfolio	John Murchison	✓	
Technical Advisor & CRASH Committee	Steve Lambert	✓	