

# **1st Annual General Meeting.**

The Association of the UK School of Professional Toastmasters

Saturday 25<sup>th</sup> February 2006 at 2.15 pm  
At the 'Courtyard Marriott Hotel, Newport Pagnell

## **Minutes**

**Present:** Graham Hunt, Glenn Mayes, Ian Low, Dave Wharton, Patrick Lethaby, Sheridan Bowers, Dave Wylie, Shirley Wilson, George Lambeth, Alan Cockayne, Jane Burridge, Alan Feeney, Graham Jickells, Philip Shorthouse, Terry Summers, John Shade, Mark Shaw-Brookman, Michael Fenech, Nicholas Pascoe, David Luker, Chris Upham, Tim Lee, Neil Batchelor.

### **1) Welcome - Graham Hunt - President AUKSPT 2005/06**

Graham Hunt warmly welcomed members to the first annual general meeting of the association.

### **2) Apologies for absence**

Berty Bowes, Sybil Cox, Neil Batchelor, Kevin Perkins, Bob Westecott, Tracy Capel, Jim Macleod, Les Hizzett, David Abbott, Chris Watt, Graham Sampson, Peter May, Maurice Smith, Tony Booth, Helen Spencer-Watkins, Karen Upham, Bernard Fry, Michael Bick, David Macleod, Greg Fenner, Richard Simms.

### **3) In Memoriam.**

At the request of the President, members stood in silent reflection for the loss of two founding members during 2005 - Norris McCoy and Dawn Davies (Both Course Apr 2004).

### **4) Minutes of Inaugural General Meeting held 6<sup>th</sup> February 2005.**

Presidents read minutes as some members had not brought / seen minutes. Minutes were agreed and signed by the President as true record.

### **5) Matters Arising**

The majority of matters would be covered in following agenda items.

### **6) Presidents Report**

Graham Hunt reported ..

I am conscious of the amount of work we have to get through today so will not keep you very long with my report.

The membership, as Glenn will I am sure confirm has grown significantly this year but what is more pleasing to me is that many members show a healthy enthusiasm and contribute to the debates etc.

This AGM is very well attended but as in all organisations, there are a proportion of non-attendees that perhaps ought not to be so big next year. By communicating to the members what we are achieving we ought to be able to persuade others to attend. Illness of course is unforeseen. When we have determined the date for next year's AGM I would like each and every member to keep this weekend clear. Unlike every other organisation we only meet once a

year so it ought not to be too difficult to keep. I have passed on a Ladies Festival and a wedding Breakfast this weekend.

The website is visited / hit regularly and I cannot press upon you too highly to open up the Association page every time you go onto the Internet. You do not have to stay on it for more than 10 seconds for a hit to be recorded and the more hits the more prominence on the WWW. The Forum is not used by many people of late so please make use of it. I would suggest that items for the Forum could go via the secretary. I am sure that we can all have confidence in the secretary to do this directly and with the interests of the Association at heart. With this in mind I have to say that Glenn has fulfilled his duties as secretary with fervency and zeal and I am pleased that he has agreed to continue for one more year. The way that he has carried out his responsibilities has influenced my nomination of him as Senior Vice-President bearing in mind Bertie is not yet fully recovered from his illness. Hence my support for him for Junior Vice-President. He may well be sufficiently recovered to accept a nomination next year. The votes, of course, are decided by you.

Sadly we lost Dawn Davies and Norris McCoy last year. Dawn was ebullient and enthusiastic and the Association has lost a fine lady toastmaster and treasurer. A pocket dynamo is how I will remember her. Norris' death was also very sudden and in all the people who have passed through the school, none was more enthusiastic than he. He was so looking forward to his toastmaster career so quickly snatched from him.

Tim Lee stepped in, volunteering as treasurer and as you know, a volunteer is worth a dozen conscripts. Tim liaises with Glenn and I hope he is going to continue as treasurer.

Alan Cockayne as you know has had a lot on his plate recently without counting the work he has put into the Dinner this evening. I was hoping that when we appointed two social secretaries last year, this work towards the annual function would have been shared. This is something we needed to consider for subsequent festivities.

Times change and today it is publicly accepted that same gender partnerships can take place. By all means make professional use of such events. I will be writing a paper in conjunction with a colleague in the ITGB (*Institute of Toastmasters of Great Britain*) on a common sense approach by the Toastmaster.

It is a great pleasure to meet you all again in your capacity as members of the Association and I am looking forward to your and your partners company this evening. I am immensely pleased with your progress and the influence and, against some opposition, you are positively affecting on the toastmaster world. There are those who demean you without hesitation and with prejudice. Please try not to reciprocate; they are just not worth it. That is not to say you cannot defend yourself or indeed call upon the Association for support.

May you all have full diaries for the foreseeable future and may the communication and co-operation between your fellow members be extended and frequent.

## **7) Secretary's Report**

- As of today we have 52 paid up members with one pending. This makes us the second largest 'Toastmaster' organisation in the country after the NAT (National Association of Toastmasters). Big is not always beautiful but we are an organisation to be reckoned with.
- A highlight was recognition by the Toastmasters General Council in Feb 2005 following fairly exhaustive 'hearing' before the existing members of the TGC. My thanks for the support of Sheridan Bowers who faced the inquisition with me and of course the invaluable preparation work of our President Graham. Officially 'organisations' seeking recognition must have at least 10 members and have been in existence for a minimum of 5 years. Despite this the consensus of the TGC was that they would rather have us 'with in than without'. The secretary and President now sit on the TGC - other members are welcome to attend as representatives.

- We have established a strong foundation as an organisation on which to build. Its now necessary to steadily develop our profile and take the association forward. This will be discussed later in the agenda.
- The secretary thanked members for their patience today with the little admin hurdles that arose. Please keep the secretary informed of any changes and try and check your Emails regularly. 'Jobs' will continue to be circulated by Email in the first instant. Please check the association website regularly to check you links and details are accurate.

## 8) Treasurers Report

Timothy Lee reported that the costs of the Association had come in well below the projected budget in the first year; all of the anticipated advertising entries had been 'free' basic entries. So the accounts were healthy. Due to the recent changeover he was not in a position to publish 'examined' accounts for the first year but these would be prepared and circulated as soon as practicable and certainly by the end of March 2006.

He suggested that due to the difficulties with the sad passing of the previous treasurer we should have three, preferably four, signatories on the account.

## 9) Amendment to Constitution - Establishment of 'Senior Vice President' as part of executive committee.(Para '1 a' refers) Motion proposed by Graham Hunt & Glenn Mayes.

A case was put forward for a SVP to provide flexibility to cover the number of national 'presidential' commitments likely to befall the Association as part of the TGC and continued expansion of the AUKSPT. Alan Cockayne argued for the status quo to be maintained. A lively debate followed.

Vote: 19 in favour. One opposed. Three abstentions. Motion carried.

**Action: Secretary to amend Constitution.**

## 10) Election of Officers 2006/2007:

Alan Cockayne proposed that the current system of nominating candidates for executive office was seriously flawed, as many members did not know other members unless they had trained with them! It was agreed that future nominations would be circulated with a brief pen-picture form candidates willing to stand for election. Agreed.

**Action: Secretary for 2007 Elections.**

### President

Graham Hunt was the only nomination. Proposed by Glenn Mayes, Seconded by Sheridan Bowers. Agreed unanimously. This would be Graham's final year.

### Senior Vice President

Nominations were: Bertie Bowes, Alan Cockayne and Glenn Mayes.

The President explained Bertie's own concerns about his health. Alan Cockayne & Glenn Mayes then gave short verbal summaries of their own background and ethos. A lively debate was followed. David Wylie 'volunteered' to assist as Assistant Secretary to assist in transition phase. Formal vote followed.

*Results: Alan Cockayne 6; Glenn Mayes 11; 6 members abstained.*

Agreed in principle - SVP would succeed role of President in 2007 subject to vote at next AGM.

### **Junior Vice President**

Nominations were Berty Bowes, Sheridan Bowers and Alan Cockayne.

Report re SVP applied. Sheridan Bowers declined to stand. Alan Cockayne proposed by David Wylie, seconded by George Lambeth. Vote unanimous.

### **Secretary**

David Wylie previously volunteered as ex officio 'Assistant Secretary' in order to assist with next year's release of current secretary. David gave a resume of his previous secretarial experiences. Proposed by Tim Lee; seconded by Chris Upham. Agreed.

Glenn Mayes was the only nomination for Secretary. Proposed by Tim Lee, seconded by David Luker. Agreed.

### **Treasurer**

Timothy Lee was only nomination. Resume given re his financial experience. Proposed by Glenn Mayes, seconded by Graham Hunt. Agreed.

### **Social Secretaries (Two)**

Nominations - Alan Cockayne (Previously decline to stand again as Soc Secretary) Jim Macleod - Secretary had not received willingness to stand again.

Chris Upham, Phil Shorthouse and Terry Summers volunteered to share the role in view of workload involved in AGM.

Proposed - all three - Graham Hunt; seconded; Tim Lee. Carried.

### **Committee Members (Three)**

Nominations: (Five for three positions) Sybil Cox, Sheridan Bowers; Berty Bowes; Shirley Wilson; Patrick Lethaby. Those present gave a resume of their experience. Paper ballot then took place - each member able to nominate three for committee. Votes were very close but top three were Sheridan Bowers, Shirley Wilson & Berty Bowes

### **Resume of Officers / Committee Members of Association for 2006/07:**

President:	Graham Hunt
Senior Vice President:	Glenn Mayes
Junior Vice President:	Alan Cockayne
Secretary:	Glenn Mayes
Treasurer:	Timothy Lee
Social Secretaries:	Chris Upham, Phil Shorthouse and Terry Summers.
Committee Members:	Sheridan Bowers, Shirley Wilson and Berty Bowes.

### **11) Insurance 2006/07**

The Secretary reported that the Association currently pays £345 p a for group public liability insurance of £2m per claim. The TGC current group rate (due in Mar 06) is £945 divided by currently 103 registered members.

Recent enquiries with the Insurance Broker confirmed that current renewal now is still £345 for the Association, even with its 52 members. There may be slight increase in line with inflation from the June 06 renewal! Apparently as our business falls under education e.g. 'UK School' in title we get a better deal than an 'organisation' such as TGC because considered lower risk.

As some District Councils now required minimum public liability of £5m from any agents working on their premise - quotes for £5m are being sought. It is recommended that we stay independent and not seek inclusion in TGC policy.

Proposed by Tim Lee, seconded by David Luker. Agreed.

**Action: Secretary/President**

The secretary recommended that in dealings with clients and venues in particular, that members high-light the insurance cover and suggest venues would naturally not wish to engage uninsured toastmasters!

## **12) Officers' Collaret Badges**

The President proposed consideration of collaret badges for executive members of association along lines of a bar to add to existing UKSPT collarette for period of office. Sample badges for President & Vice Presidents were discussed and interim badges agreed.

It was agreed that more work needs to be done over consideration of a separate collaret for all association members and / or for executives of the association. Quality chains / regalia come at a price that could easily be of disproportionate value to the objectives of the Association.

**Action: President & executive**

## **13) Publicity Strategy of AUKSPT**

The secretary reported that the AUKSPT had been registered (basic free entries - only) with the following trade year books:

- Ask Hollis - The Directory of UK Associations (Hollis Publishing Ltd) .. Hollis Business Entertainment (Hollis Publishing Ltd)
- Corporate Event Services (Hollis Publishing Ltd)
- The White Book (White Book Company)

Members were reminded that any leads generated by such entries would be circulated to relevant area by Email / phone as part of secretarial service.

No funds had yet been invested in publicity for the association. The previous executive had considered investing in stand material etc for attending national weddings shows etc but had declined to so invest at this early stage as fees payable for stands frequently exceeded £1000 per event for a very small space! Covering such events was also time consuming and wedding fairs generating variable success in leads generally. The issue of the way forward was raised for discussion.

It was suggested that the Association purchase some display stands / material that members could hire for nominal fee to use at their own wedding fair displays.

Jane Burrige and Alan Feeney agreed to act as a publicity working party to scope all options for publicity (including the website) on behalf of the Association with due consultation of the membership. Ideas to be fed to them directly.

**Action: All members.**

The secretary reminded all members that any proposed suggestion / actions must be fed back to the Executive for consideration and agreement before implemented.

## **14) Joining & Membership Fees - 2006/2007**

Further to the item '8' above The Treasurer reported that the Associations bank balance was comfortable and recommended that the current fees of £50 joining and £50 annual membership should continue for 2006/07. Proposed by Ian Lowe; seconded by Terry Summers. Agreed unanimously.

The treasurer stated he would be circulating renewal notices shortly for current year – 1<sup>st</sup> Feb 2006 to 31 Jan 07.

**Action: Treasurer**

#### **15) Improvements to AUKSPT Website**

Alan Cockayne raised concerns about the quality of the current association website. Asked if any member had received any leads from it? Felt it was not particularly user friendly and need overhauling and bringing up to date. Felt the Forum was a valuable tool that was seriously under utilised and could be used more for sharing experiences good and bad, informing of good practice and general advice. It was agreed that this should be included in the terms of reference for the Publicity working group established above. (Item 13)

#### **16) Members 'Continuous Professional Development'**

Alan Cockayne raised a concern over the need for CPO as part of the core role for the Association. He felt the strong use of the Web Members Forum would address many of these issues.

**Action: All Members**

#### **17) Code of Conduct**

Bob Westecott (in absentia) raised a proposal that we establish agreement that one association member will not knowingly undercut the quotation of another association member to secure business from the first members prospective client.

It was agreed that this element was already covered in the Associations 'Code of Ethics' but the principle as stated was firmly endorsed.

**Action: All Members**

#### **18) Any other Business**

##### **18.1) TGC Report**

The Secretary gave a brief report of the TGC meeting held on 19 Feb 06

- Some of Toastmaster Training branches have lengthy waiting lists for trainees awaiting courses. Concerns re over supply of toastmasters .
- TGC seeking to develop a 'standard' format of training .
- Recommending as good practice the production of a 'credit card' insurance certificate for use by TGC members. Model awaited .
- Some local Councils insisting toastmasters operating on their premises have minimum £5m public liability insurance before allowing access to officiate. Particular problem on south coast apparently .
- Reminder: The official single point of contact (SPOC) for the various toastmaster associations is the Secretary of the TGC .
- Next Meeting is 24<sup>th</sup> September 2006 at Met Police Sports Club, Bushy, Herts

##### **18.2) Pink Weddings**

Ian Low raised an issue around association advice or training for same sex commitment ceremonies. The President advised that he was currently working on a paper with a colleague from the Institute on this very issue, with a view to placing matter before the TGC in due course. In the mean time the usual rules apply regarding the wishes of the clients - protocol reflecting the happy couple and their wishes on forms of introductions and names / titles used.

### **18.3) Almoners Account**

The Treasurer announced that he would be recommending the setting up of an Almoners / Welfare account at the next AGM. The rationale being the loss of two members during 2005, suggested members may wish to make suitable gesture payments by way of flowers, donations or contributions to members / partners in such circumstances as practised by some of the other toastmaster associations

### **18.4) Professional Development**

Patrick Lethaby requested consideration being given to further developmental training particularly for those new to the business. Others also suggested the introduction of a logbook / refresher training. Jane Burrige suggested appointing a mentor for new graduates. Agreed issue to be considered for next AGM. The President reassured members that he was always available for advice / assistance where required.

**Action: President / Secretary**

### **18.5) Executive CV's**

Graham Jickells requested a resume' of the elected officers be provided for the membership to prepare for future meetings to aid discussion and voting process. Agreed.

**Action: Secretary**

### **18.5) 'Ollie's' Fund**

At the Presidents request, Alan Cockayne gave an explanation of his chosen charity to receive any benefits from the fund raising activities of the AGM Dinner to follow. Alan managed to convey the very sad tale of the loss of his infant grandson, Ollie. His family had set up a short-term fund to make a sizable donation to the hospitals that fought so valiantly to save his life. All those present appreciated Alan's courage in repeating such a painful episode.

### **19) Date of next annual general meeting.**

Agreed: The AGM would be followed by a social event for members and partners. Date for event will be 24<sup>th</sup> / 25<sup>th</sup> Feb 2007. AGM on Saturday followed by evening black tie function. Members are expected to keep the weekend free, emergencies excepted, and attend. Social Secretaries to liase and consider options / venues.

**Action: Social Secretaries**

Glenn Mayes Hon Secretary  
Association of the UK School of Professional Toastmasters