

The Association of the UK School of Professional Toastmasters

Fourth Annual General Meeting Saturday 21st February 2009 at 2.00pm At the Best Western Henley Hotel, Henley-in-Arden, Warwickshire

Minutes

Present.

Matthew Adam, Sheridan Bowers, Robert Brown, Jane Burridge, Alan Feeney, Anthony Green, Stuart Holton, Graham Hunt, Ivor Jones, Timothy Lee, Patrick Lethaby, Gary Lowcock-Bell, David MacLeod, Jim MacLeod, Barbara Maggs, Glenn Mayes, Paul Mitchell, Anthony Morton, John Oakley, Glenda Procter, Alan Riddick, John Shade, Mark Shaw-Brookman, Philip Shorthouse, Terence Smith, Peter Thompson, Christopher Upham, David Wylie

Apologies for absence

David Abbot, Neil Batchelor, Wilfried Boison, Paul Bridge, Sybil Cox, Susan Hall, Les Hizzetts, Lesley Keenan, Victor Llewellyn, Robert Lloyd, Roger Phillips, Helen Spencer-Watkins, Terry Summers, Bob Westecott, Jane Williams, Alexander Wilson.

Minutes of the Third Annual General Meeting

The minutes of the Third Annual General Meeting of the Association of the UK School of Professional Toastmasters held on Saturday the 23rd of February 2008 at 2 p.m. at the McDonald Randolph Hotel, Oxford, were read and approved by the membership present.

There were no matters arising from the minutes. The President Chris Upham signed the minutes as a true record.

Presidents Report – Christopher Upham

To be elected by your peers should always be an honour and it has been a great honour for me to be president of this association.

It has though been quite different from any other chairs I have held in that you take over half way through one AGM and finish half way through the next and there are no other meetings to chair in between.

That's not to say that nothing happens in between, if only.

Regalia and Wedding Shows

I agreed at last year's meeting to circulate members and canvass their views in relation to attending, as an association, national wedding shows and in relation to ribbons and medallions.

I did this immediately after the meeting and I am grateful to the large number of members who responded and gave their views.

The bottom line is that the vast majority believe that we should not get involved in national wedding shows and that we should consider having a ribbon and medallion which is distinct from the school one. The matter of regalia will be discussed later in the agenda.

Resignation of two members

Many of you will remember the debate last year about dress code and this again will be debated a little later but I honestly believe it was the fact that the majority of us disagreed with the rigid proposals put forward by Bertie Bowes which led to a very unpleasant situation which followed.

Bertie clearly felt that our standards were not up to his and when he responded to my circulation about wedding shows and regalia he chose to widen it to include membership criteria and standards and in doing so used defamatory language towards another member. When tackled and asked to apologise he refused to do so and subsequently resigned. He was later joined by his fellow NAT member Ian Low. **I did speak and write Ian to try to persuade him to stay but his mind was made up unfortunately.**

Each and every one of us has the right to disagree with the rest of us and to come here and debate matters and to correspond with the Executive or each other at any time. What I believe none of us has the right to do is to level accusations at individuals or speak of fellow members in a way which at best can be described as less than courteous.

We are professionals and we should behave professionally and we should treat each other respectfully.

Is it sad to lose two members? Yes it is, but if they feel that we are not fulfilling their needs in respect of our standards then it is a matter for them.

I know from the many supportive comments I received that you felt I handled the situation appropriately.

Thanks

I have been in touch with fellow officers on occasions and I think that between us we have done a reasonable job of dealing with the administration of the organisation this last year.

I wish to record my thanks to David Wylie for the work he has done as Secretary, which I have to say involves far more than the President's role.

Web Site

I had hoped that we would be talking about our updated web site at this meeting but sadly that is not the case.

I am not a liberty to discuss the reasons that Sandra Pilgrim has been unable to tackle that project. I am aware of them and it is suffice to say that I am satisfied they were beyond her control and that we should not be critical of her. She is deserving of our support. Hopefully when we discuss it later someone else will take on responsibility for moving it forward.

School Courses

In the course of the year I attended one of Graham's courses and I am pleased to report that he is still attracting quality people and I was impressed by their ability and enthusiasm.

The Association

This Association has now come a long way in a relatively short time. We are the biggest, are we the best? I don't know, but we can certainly hold our own with any of them and I think one of the attractions for many of us is that we are not stuffy the way some of them are and hopefully we will never become so. We do have to consider who we allow to join, standards of dress etc but let's not get carried away and let's not impose things on ourselves that we have no way of controlling.

Thanks to Social Secretaries

I would like to extend my sincere thanks to Phil Shorthouse and Terry Summers our Social Secretaries for the work they have done in organising this AGM and dinner. It is often an unenviable task and they, particularly Phil have worked very hard on behalf of us all.

Closing Remarks

I repeat what I said at the start, it has been an honour to be your President and I hope that this weekend we all come here with the will to debate the issues, reach sensible conclusions and move the organisation forward.

Secretary's Report – David Wylie

Secretary reported that the Association now has 79 members of whom 73 have taken up insurance. He encouraged members to continue to pass work through the Secretary to other members and thanked all the membership for their support throughout the year.

Treasurers Report – Timothy Lee

Treasurer presented his report (attached as Appendix I); he also expressed his willingness to act as Treasurer for the next year, but that a new Treasurer would be needed thereafter. Tony Green and Alan Riddick, currently Examiners, have yet to sign-off the accounts.

Election of officers 2009/2010

President.

David Wylie proposed by Christopher Upham and seconded by Glenn Mayes.
This was duly passed by the members present.

Senior Vice President.

Philip Shorthouse proposed by Christopher Upham and seconded by Peter Thompson.
This was duly passed by the members present.

Junior Vice President.

Alan Riddick proposed by David Wylie and seconded by Peter Thompson.
This was duly passed by the members present.

Secretary.

At last year's AGM Glenn Mayes offered his services as Secretary for this year however at the AGM Jane Burridge indicated her willingness to stand for election, proposed by Glenn Mayes and seconded by Graham Hunt.
This was duly passed by the members present.

Treasurer.

Timothy Lee proposed by Glenn Mayes, seconded by David Wylie.
This was duly passed by the members present.
NB Mark Shaw-Brookman indicated his willingness to stand for election for this role next year.
Gary Lowcock-Bell and Tony Green were appointed Account Examiners.

Social Secretaries.

Terry Summers had been proposed by David Wylie but was not present.
Outgoing Social Secretary Philip Shorthouse pointed out that unless the two social secretaries live close, it is very difficult to work as a team, and perhaps one would be better? At present the AGM is the only event for the Secretaries to organise. As the constitution states that the Association has 2 Social Secretaries, either one post could be declared vacant or the Constitution changed; this discussion was deferred until later in the meeting.

Committee members.

Tony Green proposed by Alan Riddick seconded by Timothy Lee.
Paul Mitchell proposed by Alan Riddick seconded by David Wylie.
John Oakley volunteered, seconded by Timothy Lee.
Peter Thompson proposed by David Wylie seconded by Alan Riddick.

These members were duly elected by the members present.

Taking over the Chair, David Wylie thanked members for their confidence in electing him as President and assured them that he would do the job to the best of his ability.

Philip Shorthouse proposed a Vote of Thanks to all outgoing Officers.

Public Liability Insurance.

David Wylie informed the members that we are awaiting the premium for the insurance cover for 2009/2010 for £5 million of indemnity policy from the TGC and cannot therefore confirm the cost per member; this will be communicated as soon as possible.

Membership Selection, Development and Retention Criteria – Glenn Mayes.

Glenn Mayes presented his paper (attached as Appendix II)
A lively debate ensued, including the following points and opinions:

- Should we accept Toastmasters into the AUKSPT who have not come through the UK School of Professional Toastmasters and if so under what criteria?
- The Association was set up to look after the interests of Graduates from the school, why would we look for external applicants?
- Where will the School be in 5 or 10 years time? Will there still be a flow of members?
- We would need to understand what training any prospective external member had undergone

- Should we introduce professional development and/or levels of membership within the AUKSPT and if so how should this be structured?
- The AUKSPT does not meet often enough and offers members little value except cheap insurance.
- The national membership makes meeting difficult but we could implement local groups (see below)
- There should be ongoing training based upon the School's groundwork
- We could implement progressive levels of membership, eg Associate, Full etc – but where would that leave existing members, and what about the financial implications of training, examining etc
- Some members have joined other organisations in order to expose themselves to the professional scrutiny involved in the application process, the AUKSPT currently offers no professional feedback after graduation
- Do we know why half of all UKSPT Graduates don't join the Association?

It was felt that first putting our own developmental criteria in place would make the criteria for external applicants fall into place.

Finally all agreed that there was not sufficient time at the AGM for this discussion.

Philip Shorthouse proposed and Alan Riddick seconded ***that we take on board Glenn's paper and the Executive Committee set up a Working Committee to consider these proposals further.***

Mark Shaw-Brookman tabled an amendment ***that an interim report on progress should be issued in 3 months.*** This was duly passed by the members present.

Gary Lowcock-Bell suggested that Terms of Reference for the Working Committee should be defined before the work starts.

Glenda Procter suggested circulating Glenn's paper to the full membership with space for them to add comments.

The Future of the School – Graham Hunt.

I must first take issue with the President's statement that the only benefit gained from the association is the insurance. Loyalty, camaraderie and network play an important part.

The school has now been in force for nine years, the last five of which as a limited company. The move to a limited company had advantages at the beginning but Mr Brown soon sorted out that when he removed the tax inducement for all small limited companies. Corporation tax also remains heavy and these, plus all the expenses of creating the course to high standards is perhaps more than you may think. All I will say is that unless I have a minimum of 12 students per year I am working for nothing.

There has been talk of a vested interest by myself in ensuring that only those who have passed through the school should be eligible for membership. I certainly have a vested interest in getting more students on my courses and the only vested interest I have in students joining the association is in their successful progression into the profession plus the advantage of insurance cover.

The association voted to keep the membership to members at the last AGM. This association is a democratic organisation and it accepts a majority decision. Those who can't accept it should leave. Whatever decision you arrive at will be brought about by collective vote at these meetings. You can't change anything by staying away. All I would ask for is for parity with those who have taken the school's final paper. I can arrange this if need be by creating a special course for them.

It is as well to remember that although over 70 graduates have become members; a greater number has decided to be independent or linked up with other bodies. Some, I suspect, are working without insurance. I do not recommend anyone to anyone else who is not insured.

This latter statistic has been seen as a problem within the association in that both association members and non-members are entitled to wear the same collaret - simply because the association does not currently have its own collaret. The collaret has been duly earned at the school and for that I am proud for past students to wear it. As toastmasters I see no difference between anyone now that the collaret is a likely addition to the association. The members now have a choice as to which and when they wear their collaret. I am entitled to wear three collarets and I make my choice depending on what function I attend or whatever mood I am in. As individuals you will have that choice, the one you have earned through your studies and the other you have to show membership. Either is correct and again, it is your choice.

The school has brought me great joy and although my passion for this work directs my commitment to it I do, from time to time feel absolutely ...er cream cracked but seeing the result of the work makes it all worthwhile. The quantity and the quality of the work that past students are getting and successfully completing, has exceeded all my best predictions.

The question now is, how much more am I prepared to do. Is it time for me to temper my exertions as I am coming up to 72 or have I the energy to recruit and extend the work of the school or even to share the work with others or simply sell the school to the highest bidder.

How can the school develop?

There are ways in which it can be extended and I am currently working on a model that could be nationally accepted but the path to this is very difficult as most bodies I have contacted so far have little or no idea of the extent to which each of you has had to work to gain your expertise, nor indeed how many toastmasters there are in this country who are announcing themselves as being qualified.

There is no such animal as a qualified toastmaster. This snippet of information from my brochure has duly been placed on the web pages of another training organisation.

I believe that whatever path the school takes it is best to have strong links/attachment to this association so that it can lead the way to bringing toastmasters together in the formation of standards recognised by all as being the ones to emulate and to gain a national qualification at least for every new toastmaster taught. It could also lead to experienced toastmasters adding qualifications to their CVs.

With this in mind I have been in consultation with members of the association who I genuinely believe, that if/when I decide enough is enough, there may be a progression that ensures the school's development, its continued links to the association and future role within the TGC and beyond.

That road would be very bumpy as you can bet that there are die-hards out there who will be set dead against anything different from the status quo.

I have observed the very sterling work as Presidents of this association by Glenn Mayes and Chris Upham. They have so many qualities of leadership and common sense associated with their backgrounds as coppers or indeed in spite of it.

The situation is not resolved yet as the credit crunch is having its effect on all of us and jobs are slowing down and in some cases drastically so. I will continue to consult with them and see them having a role within the school. When this is resolved you will all be informed.

What I do now say to you is that I believe you have all had the opportunity through the school to work as good professionals. I am not naive enough to think that some do not need to improve standards. You are all individuals. And work alone. What I ask you to do is to look carefully at what you do and try to improve on it. It is easy to become complacent.

I wish you all the success possible and if there are times or ideas you may have for the school's improvement I am always ready to listen.

Members Collaret – Glenn Mayes.

Glen presented his paper attached as Appendix III

Style of pendant

Members present unanimously chose to accept the Merit design for the jewel as retaining desired links to the School.

Style of ribbon

Variation in ribbon could be used to distinguish different levels of Membership if this is implemented in future. A derivation of the School ribbon was again thought desirable. Alan Riddick proposed and Bob Brown seconded ***that the ribbon should be the reverse of the School, ie red with a white trim.*** This was carried by the members present.

It was also noted that the ribbon should be of a standard size, and members should adjust for a perfect fit by stitching (in four places probably giving a better shape than two).

Material

Members present unanimously chose the silver gilt option

Inventory control

Once we have the collarettes the new joiners fee will include the cost of the collaret.

It was felt that there should be no compulsion for an *existing* member to buy the new jewel, however it was felt desirable that as many as possible should; the President expressed his hope that all members present at the AGM would do so.

After some discussion Alan Riddick proposed and Mark Shaw-Brookman seconded acceptance of option 4a in Glenn's paper, viz:

A member pays the full value as a "deposit" for use of the member's collaret for the duration of their membership, subject to it remaining the property of AUKSPT, and this payment is refundable when his or her membership ceases for whatever reason. If lost, the member pays for a replacement.

This was duly passed by the members present.

Timothy Lee confirmed that funds will need to be set aside to cover potential refund values and that the purchase strategy will need careful thought to manage the cash-flow implications.

It was pointed out that the Constitution will need to be amended to incorporate the adoption of collarettes.

Past President collarettes

It was agreed that the Past President jewel is an honour conferred by the Association upon a Past President in thanks for their contribution to the Association, and that they should keep the jewel upon retirement or leaving the Association, EXCEPT in the case of expulsion from the Association in which case the jewel should be returned.

Proposed amendment to the Constitution – Alan Riddick.

Amendments to section 1 of the Constitution: **Management of the Association** proposed by Alan Riddick seconded by Chris Upham and attached as Appendix IV were discussed, including the EC co-opting additional members for specific matters, and the election of ONE Social Secretary rather than two, as noted above. Alan added an amendment to the proposal to delete paragraph 3 d), as it was replaced by 1 c) ii). The proposed amendments were passed *nem con*.

According to 1.b.i the election of Barbara Maggs, proposed as Social Secretary by Jim MacLeod and seconded by Mark Shaw-Brookman, was duly passed by the members present.

Joining Members Fees – Timothy Lee.

Timothy Lee proposed that ***the subscriptions for 2009/2010 should remain at £60 plus the insurance premium*** (not yet confirmed by the Toastmasters General Council). This was seconded by David Wylie and duly passed by members present.

Timothy Lee proposed that ***the joining fee should from now on include the cost of the Association Jewel***; ie

£100 plus the jewel. Seconded by Glenn Mayes and duly passed by the members present.

Dress Code – Christopher Upham and David Wylie.

David Wylie gave the background of this agenda item as being an example of a member's picture on the AUKSPT website dressed inappropriately. We want to uphold our standards so the picture was not published. Graham Hunt felt that the Association could not refuse a member's picture, however Peter Thompson held that the EC is charged with safeguarding the reputation and credibility of the Association and had therefore acted correctly.

Christopher Upham then outlined the criteria by which a membership application should be assessed, ie as well as being satisfied that the applicant has passed the School course and paid the appropriate fees, the Secretary should also be satisfied that the applicants website (if any) reflects our standards, and that the photographs supplied with the application show compliance with our code of dress. The full criteria are given in Appendix V.

Jane Burridge pointed out that to do this she would need to have both a Dress Code and a set of Web Standards.

A debate then took place regarding the Dress Code. Members commented that any code should be for guidance only and that individual Toastmasters would have different interpretations of any such guidance.

Alan Riddick had submitted to the meeting a paper giving definitions of formal White Tie dress, including accepted variations for Toastmasters. Alan proposed and Peter Thompson seconded ***that the EC within a 3-month timeframe should propose to the members a Dress Code based upon both the White Tie paper and the UKSPT Dress Code.***

Christopher Upham stated that the Association already had a perfectly good code in that provided by the School; Chris proposed and Glenn Mayes seconded ***that the UKSPT Dress Code be accepted as the Association's Code.***

This was voted upon and passed by a majority vote however confusion reigned concerning whether this was an amendment to Alan's original proposal or a second proposal. Despite him stating that he withdrew his proposal, Alan's original proposal was also voted upon and carried by a majority vote.

At this point with two conflicting proposals passed by the meeting, more heat than light was generated by the discussion which followed. Finally Alan Riddick proposed and Paul Mitchell seconded ***that the EC issues to members guidelines based upon both the School Code and the White Tie paper, together with photographs illustrating correct mode of dress,*** and this was duly carried by a majority vote.

Any Other Business.

Newly trained Toastmasters shadowing or having as a Mentor more experienced Toastmasters?

Members requested that

- after each intake the Secretary will email the membership with details of new members and their whereabouts, to facilitate making connections
- the Secretary will start to compile a Register of members willing to act as mentors

Phil Shorthouse pointed out that there are financial (expenses), practical (two meals etc) and etiquette (client needs to be informed and agree) implications in having either a shadow or a mentor.

See also Local Groups item below.

AGM Dinner/Dance expenses additional costs – Philip Shorthouse.

Philip withdrew this item but did ask members present to consider if at the next AGM we might start the meeting at 11.00 and continue after lunch, and if it would be better held on a Sunday/Monday rather than Saturday/Sunday.

Local Groups – Alan Riddick

Members requested that Alan and the Secretary work together to define a local grouping structure to facilitate networking, feedback and interaction.

Revision of Website – Alan Riddick

Needs to be re-initiated, members requested the EC identify a suitable volunteer to take this work forward.

Association Logo – Alan Riddick

Members requested that the Secretary investigate the provision of high-resolution Association logos.

How is the credit crunch affecting us – Mark Shaw Brookman

There was not time to explore this during the AGM.

Could a standard/model contract form be produced that we could all adopt.

Again this was mentioned; several members stated that they have Booking Terms and Conditions on their websites which other members are welcome to use.

The time being well past the scheduled finish time, President David Wylie thanked all the members present for coming.

Date and location for the fifth annual general meeting.

The location is to be decided and the proposed date is Saturday the 20th of February 2010.

The meeting was closed at 5.15 p.m.

APPENDIX I
TREASURER'S REPORT - OVERVIEW

The Association of the UK School of Professional Toastmasters

Treasurers report for the year ending 31st January 2009

I am very pleased to present my report for the financial year ending 31st January 2009.

The Association finances remain in a very healthy position and currently the funds held are as follows:

Current Account	£ 53.78
Business Instant Access	<u>£8009.94</u>
Total	<u>£8063.72</u>
Less cheque outstanding	<u>£ 362.00</u>
Total Cash	<u>£7701.72</u>

Included with the papers enclosed are the following

- 1) Financial statement of activities and Balance Sheet as at 31/01/0
- 2) Appendix 1 Breakdown of expenses for year ending 31/01/09
- 3) Appendix 2 Notes to the accounts
- 4) Appendix 3 Breakdown of AGM income and Expenditure for 2008 AGM
- 5) Appendix 4 Breakdown of members joining fees, subscription income and insurance fees for year ending 31/01/09
- 6) Appendix 5 Budget options for year ending 31/01/10

As detailed in my last report the Presidents regalia purchased in 2008 is included as a fixed asset and depreciated over four years. The current asset value within the accounts is now £1410.62 after 2 years depreciation.

We currently await the quotation for this year's insurance premium. At last years AGM it was agreed that members would pay insurance premiums in addition to the annual subscription. The insurance premium was set at £10 per member last year and I have accounted for insurance separately in the accounts. The Insurance account is currently £25 .64 in credit made up as follows:

Insurance income for year 08/09	£680.00
Insurance premium	<u>£664.36</u>
Net insurance income for 08/09	£ 15.84
Income received for 09/10	<u>£ 10.00</u>
Balance of insurance account	<u>£ 25.84</u>

The net cost of the 2008 AGM to the Association was £2350.28 and a breakdown is detailed in Appendix 4. This was significantly more than the previous year and with carefully planning and control this year the Association costs for the 2009 AGM are expected to be in the region of £1000.

I have prepared a budget for 2009 / 10 and this is detailed in Appendix 6. I have included a number of options based on the proposals put forward around purchase of members and further Past President jewels.

The total cost of purchasing gilt silver jewels is detailed as follows

100 gilt silver member's collarets	£6762.00
6 gilt silver Past Presidents collarets	£1690.50
Total cost	£8452.50

Terms for the previous purchase were 50% with order and 50% on delivery. Provided we obtain similar terms with this order we would have sufficient funds to pay the 1st 50% now with the balance paid once 2009 subscriptions have been received. Within the budgets I have allowed for membership at both current levels and with a 25% loss of members due to the current economic climate. In both scenarios we would have sufficient fund to meet the commitment.

I have also budgeted for members either contributing 50% or 100% towards there collaret cost.

I make the following proposals for consideration:

- 1) Member's Insurance premium must be self financing and as such will be set to reflect the 2009 premium when known.
- 2) No change should be made to joining members fees other than they should be expected to pay what ever contribution towards the Association collaret as agreed at this AGM. Costs to include post and packaging
- 3) In view of proposals re new collaret, member's subscriptions should not increase this year, however members should pay whatever contribution is agreed at this AGM to receive and wear an Association medal. Costs should include post and packaging.
- 4) When members leave the association for whatever reason the Association medal should be returned. The association should make a nominal payment to the member of £10 to cover post and packing to return the medal to the Secretary
- 5) Member's subscriptions are due immediately after the AGM and should be received by 30th April at the latest. If not received by this date the Treasurer should advise the Secretary who should give the member 14 days notice of exclusion, such notice to be sent by recorded mail.

Timothy Lee MAUKSPT
Treasurer AUKSPT
8th February 2009

APPENDIX II

AUKSPT – Membership, Selection, Development & Retention Criteria

1. Background

Some discussion took place at the 2008 AGM re the future recruiting and development opportunities for the Association and its viability, should the source of regular recruits from the UKSPT Ltd, no longer be available. Produced below is a table showing other current toastmaster organisations' training and membership structures, where known. (Note these were based on information available from the internet and are intended as a guide only)

Since the foundation of the AUKSPT in spring of 2005, 'full' membership of the Association has been effectively 'automatic' following successful completion of the UKSPT Ltd course, completion of application form, signing of Code of Ethics and payment of relevant fee(s). The only checks carried out normally relate to checking existing individual websites for accuracy and professionalism. As it stands there are 'no' quality checks or any requirement for further assessment for any member. Development, if sought is normally sourced through application to another toastmasters 'organisation'. Some members have or are in process of joining other organisations to improve development and business opportunities, (in particular the NAT) where these opportunities are not formally available within the AUKSPT. At least two founding members of the AUKSPT have joined other associations then resigned from the AUKSPT.

No detail discussion has yet taken place over issues around:

- Toastmasters trained elsewhere, seeking to join the AUKSPT;
- Development membership options for future members;
- Development or performance review of existing members.
- Membership status for non working toastmasters.

This paper is submitted to encourage debate around these issues.

Decision(s) sought: To discuss and agree:

- a) Existing training route and consider acceptable alternatives, if necessary.
- b) Alternative 'membership' routes;
- c) A programme of quality assurance or personal development
- d) Consideration of implementation of 'country' or 'non working' membership.

2. The Way Forward - Options

- a) *Retain existing membership process.*

Advantages: Ensures consistency. All members have been trained to same standard, exposed to range of experienced toastmaster trainers, tested to same standard and enables members to recommend others with confidence.

Disadvantages: 100% reliant on continued succession of graduates from UKSPT Ltd. The Association is at a possible disadvantage over other associations in being unable to attract suitable recruits from other organisations, if considered appropriate.

- b) *Implement Developmental Membership Scheme*

A resume of the criteria for membership of a number of existing toastmaster organisations is attached at **Appendix 1**. It should be noted that the AUKSPT is not actually out of step with existing arrangements in other groups i.e. training, examination then membership. Some longer standing groups have developed a more sophisticated series of

criteria – training / examination/ viewing and graded membership. Implementation for the association would consolidate the reputation of the organisation as a forward thinking, sophisticated and major player in the TGC. Such a developmental programme including on the job assessments **may** assist in opening opportunities of obtaining formal recognition for our toastmaster training.

It is proposed that:

- i. Successful graduates of the UKSPT Ltd are appointed – ‘Associate’ or ‘Graduate’ status of the AUKSPT – e.g. ‘Assoc.AUKSPT’ or ‘Grad.AUKSPT’ on initial application.
- ii. ‘Graduate members’ would continue to wear the UKSPT Ltd collaret and would pay the standard joining and membership fee pro-rata depending on their course date as now.
- iii. Graduates would undertake a minimum of 6 months working and be subject to successful viewings on two separate occasions by past presidents or executive committee members of the association.
- iv. Graduates could then submit a formal application for full membership including copies of testimonials / reports if appropriate and then appear in full livery, before a ‘board of examiners’ of selection panel of past presidents or executive committee members.
- v. If approved, the new member could then pay a suitable admin fee including the issue of a members’ collaret and right to use post nominal’s – MAUKSPT.

Selection boards would need to be held at least twice a year - one being on morning of AGM in February, the other dependant on demand – perhaps the afternoon of the last day of the UKSPT Oct course.

c) Introduction of ‘joining’ Member Criteria

This matter requires serious consideration and as we have not been approached at this stage (to my knowledge) of non UKSPT Ltd graduates, it may be appropriate that we fully implement our internal development membership process before we venture down this route. Once our own process is established, external applications, if any, should fall into line.

d) Design and implement a performance / quality review process

Rationale: Ensure maintenance of professional standards, continued development, monitoring of code of ethics and quality of service and thereby, safeguarding the reputation of AUKSPT.

It is proposed that:

- i. **All** members are subject to a three (?) year – quality review assessment. Three years from granting of full membership.
- ii. Review to cover website / photos / testimonials / complaints if any and a viewing of the toastmaster actually working. The review to be conducted review by past presidents / executive committee as appropriate.
- iii. The Association to cover costs from central funds reflected in membership fees.
- iv. Feedback / advice or remedial development plan is agreed as appropriate.
- v. Sanctions: Written warning / removal of link from Association website / Exclusion from Association. Appeal to Executive Committee.

Advantages: Credibility. No existing process apparent in other associations.

Disadvantages: May not be popular with all members!

e) Introduction ‘Country Membership’

We do have some current members who have not or are not practicing toastmasters but retain full membership to keep links with the association and the cover for the occasional event perhaps. There are some members who have retired or may be intending to retire but again wish to keep their membership running. These incidents will continue to arise as the Association matures.

It is proposed that:

- i. Consideration be given to introducing a reduced fee regime for retired or non-operational toastmasters for those who wish to retain their social and professional links.
- ii. Country members would not have voting rights or insurance cover.
- iii. Country members would surrender their member's collaret.
- iv. Country members retain the right to return to full membership on payment of appropriate dues, should their circumstances or wishes change.

3 Costs

Implementation of these changes would seriously increase the amount of work generated for the secretary. Consideration may have to be given to either free membership in lieu or introduction of a suitable honorarium from the Association. The costs of mileage and potential accommodation charges for 'reviewing' officers for both upgrading members and reviews should be covered by the Association otherwise there would be no encouragement to upgrade / or review performance. These charges may need to be reflected in more realistic fees subject to review by treasurer and the executive committee. The AUKSPT currently enjoys some of the lowest membership fees as result of largely internet based organisation and lack of physical meetings per year.

4. Recommendations

- i. The AUKSPT implements a developmental approach to membership with introduction of 'Graduate Membership' (Grad.AUKSPT)
- ii. Implement revised membership criteria from Apr 2009 course.
- iii. The Association agrees to implement a regular review process of established toastmasters.
- iv. The Association continues to hold the question of externally qualified candidates until the revised internal membership criteria is established.
- v. The Association agrees to implement country membership at a reduced rate.
- vi. The constitution is amended as appropriate to reflect decisions made.

5. Conclusion

It is important that having established itself as a creditable organisation and now the largest TGC affiliate, that we continue to lead the way in 'professionalising' our proud profession. We need to have the courage to take forward, these changes to ensure we maintain the competitive edge, especially in the current economic down turn. On the other hand we do need to be cautious in maintaining our standards and tight selection criteria, there are toastmasters who have been excluded from other associations (in one case 'three') and then joined other associations.

In the interest of lively debate I commend this paper to you.

Glenn Mayes MSC Chartered MCIPD MAUKSPT
Past President
Past President

Association / Guilds – Training & Membership

Organisation	# Members	Training Programme	Membership Criteria	Quality Review	Notes
Alliance of Toastmasters	9	None shown	Not recorded	None specified	
Federation of Professional Toastmasters (*) (Fed.PT)	13	Advice offered re best training provision	Written exam & formal interview Min 6 months Associate Member (May require evidence from third parties & list of functions officiated) Further interview – Full membership	None specified	Formed 1985 – Noel Hampton (co founder UKSPT) 3 meetings a year plus AGM
Institute of Toastmasters of Great Britain (InstTGB) (*)	34	Not shown	‘Applicants to the institute who are already toastmasters are required to go through a rigorous process of examination to ensure that they are proficient enough to be considered members’	None specified	Formed 1972 Regular quarterly meetings Annual Ball following AGM
London Guild of Toastmasters	29	Runs training courses for aspiring toastmasters as / when sufficient interest.	Associate Member: Completes sponsored course: Shadows 4 events – apply within 6 – 12 month of offer made. Viewing of candidate working Full Membership: Undergo two successful viewings, by Past Presidents of the Guild, at different functions Complete a questionnaire unaided. Attend a selection panel of the Guild's management committee	None specified	Formed 1960.
National Association of Toastmasters (NAT) (*)	62	No formal training programme. Individuals available to train one to one	Associate: By written & then oral examination by a Court of Examiners (twice a year). Member: Further exam. Fellow: Examination by Fellowship Assessment Board & then approved by NAT Exec Comm. President: Elected from serving Fellows. Life Vice President: Gift of Exec.	None shown.	Formed 1954 Regular quarterly meetings – exchange views and developments Annual Ball Plus Christmas Luncheon
Toastmasters & Masters of Ceremonies Federation	27 (21 active)	Offers range of toastmaster training facilities. (Not specified)	Studied with, interviewed and examined by Past Presidents of TMCF	None specified	Formed 1954

Association - UK School of Professional Toastmasters	64 / 130 Graduates	Five day residential courses – Apr & Oct each year Tested by Examination	Currently automatic on application, following successful completion of course	One annual meeting (AGM). Email via Executive. Unofficial local networks.	Formed 2004
Northern Guild of Toastmasters (NGT)	33	Not shown	Not shown	Strives through training & seminars to keep pace with changes in profession.	Formed 1985
English Toastmasters Association (ETA) (*)	33	Three day – one to one based on individual need. Or One day ‘alignment’ course for existing toastmasters.	Membership follows training.	Training days / luncheons – twice pa. Apr & Oct.	Formed c 2006
Guild of International Professional Toastmasters (G.Int.PT)	12	Two weeks – non residential – central London. (£5000 plus VAT) (Ivor Spencer school of Professional Toastmasters)	Membership proposed on successful completion of Ivor Spencer’s course	Not recorded	Formed c 1980 (Ivor Spencer – Founder & Life President of G Int P T) No female members.
Guild of Professional Toastmasters	29	‘Professional Toastmasters Academy’: est. 1998. Two weeks – central London.	Not disclosed	Not disclosed	Formed June 1968 ‘Fellows’ (FGPT) – only. No female members.
Society of London Toastmasters	23	No training scheme. Individuals prepared to tutor.	By selection as / when vacancies arise.	Not disclosed	Formed Jan 1953. No female members.
Executive Guild of Toastmasters & Town Criers (EGTTC) (*)	12	Toastmaster Training Academy = 5 day residential course Jan, Apr & Oct. (£2500)	By application following course or Experience.	Not stated	Formed in 2007.
Independent Toastmasters Association (I.Tm.A)	6	Not shown	Not shown	Not shown.	

Britannic Guild of Toastmasters (BGT)	c. 12	Not shown	Not shown – Appointed ‘Fellows’	Not shown	
Royal Guild of Toastmasters	1	Ex Member Guild of Professional Toastmasters	-	-	One member
Association of Scottish Toastmasters (*)	9	Not shown	Not Shown	Not shown	Launched March 2001
David Tilt Associates	8	Not shown	Not Shown	Not Shown	

(*) Members include graduates UKSPT and / or members of AUKSPT



Affiliated / recognised by Toastmasters General Council (TGC)

Note: Membership numbers may include members of two or more associations

APPENDIX III

AUKSPT – Members Collaret

1. Background

Since formation in spring of 2004, members of the Association have continued to wear the 'original' collaret issued on graduation from the UKSPT training course. Some 130 students have graduated from the UKSPT Ltd since its founding, 130 graduates are therefore entitled to wear the collaret. Currently only some 64 'graduates' have chosen to become members of the AUKSPT. Consequently some 50% of graduates **may** be operating potentially without insurance, compliance of code of ethics etc, yet gaining from the growing reputation of the AUKSPT, simply by wearing the existing insignia and collaret of the Association.

In 2006, the Association agreed and procured from Merit Badge Ltd, Birmingham - a Presidents pendant and chain; two vice presidents collarets plus three past presidents collarets. The common design theme – as agreed in 2007 – was the retention of the UKSPT 'badge' as the centre piece of the pendants.

Concerns were raised at the last AGM (2008) following misconduct issues that the AUKSPT should consider its own distinctive pendant and collaret to distinguish 'members' from 'graduates'. A small number of members also raised concerns over the practicality of long term use of red and 'white' striped ribbon.

Decision(s) sought: To discuss and agree:

- 1) A style of pendant & collaret for AUKSPT members.
- 2) Purchase a quantity of members collarets
- 3) Purchase additional stock of Past Presidents collarets
- 4) Management of consequent AUKSPT inventory.

2. Options

a) ***Retain existing arrangements / use of UKSPT Ltd collaret.***

Advantages: No cost involved.

Disadvantages: Fails to resolve concerns over separate identity for AUKSPT members.

b) ***Procurement of independent collaret based on existing AUKSPT officer regalia.***

Attached below (Merit Badge Artwork) is the suggested 'design' offered by Merit – our existing supplier. A simple pendant based on the existing officer pendant, centre: the enamelled badge of the UKSPT with a circlet containing the words 'Association UK School of Professional Toastmasters'.

Following on from discussions at last years AGM, the design department has included a number of options for coloured ribbon. A survey of both TGC recognised associations and guilds plus other known toastmasters organisations shows that blue is the most popular, followed by red. With the exception of the 'new' executive Guild and their 'rainbow' ribbon, all are relatively conservative in nature.

Advantages: Existing die retained by supplier. No design cost to re-use. Establishment of an independent identity for AUKSPT but retaining links with original training source, the UKSPT Ltd.

Disadvantages: Financial investment required by the AUKSPT and /or individual members.
(See Para 3 below)

c) **Design and procure an original MAUKSPT collaret.**

Advantages: Fresh look.

Disadvantages: New development costs; new delay to await 2010 AGM; will sever links with UKSPT Ltd.

3. Costs

The costing of the new / additional collarets is tabled below. The existing officer's collarets are all 'gilt sterling silver' and consequently heavier and better quality finish. The debate is one of quality versus economy. Current membership figure of 64 used plus stock in hand – 10 graduates joining per annum. Unit cost prices quoted are excluding VAT @ 15%.

Item	Description	Unit Cost	Total Cost
Members Collarets	Base metal	(100) £27.50	£3162.50
	Gilt Sterling Silver	(100) £58.80	£6762.00
Past President Collarets	Gilt Sterling Silver (as per existing issue) (2010, 2011, 2012)	1 off - £285 3 off - £260 6 off - £245	£327.75 £897.00 £1690.50

4. Control of inventory

With the growing value of association collarets, the membership needs to address the principle of managing its inventory.

- a) Member pays full value as 'deposit' for collaret – subject to it remaining property of AUKSPT and refundable when returned on leaving or retiring from the association.
- b) Member pays 50% deposit – redeemable on departure and safe return of collarets.
- c) Member pays for as part of joining fee and retains permanently.
- d) Simple loan register maintained by treasurer / secretary

5. Recommendations

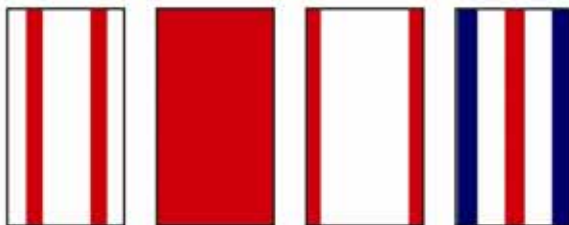
- 1) The Association adopts the distinctive red, white and blue ribbon for all members.
- 2) The Association purchases silver gilt member pendants.
- 3) Members pay full value for collaret – refundable on leaving / ceasing membership.
- 4) The association purchases a minimum of three silver gilt 'past president' collarets.
- 5) The constitution be amended to incorporate the adoption of collarets.

6. Conclusion

The Association has come a long way in a very short time and should continue to consolidate its position as the largest and most professional representative body in the UK. Establishing our separate identity with own distinctive badge building on the reputation of the UKSPT is essential.

I commend this paper to members as a platform for debate.

Glenn Mayes MSc Chartered MCIPD MAUKSPT
Past President



CUSTOMER: **AUKSPT**

ARTWORK: TDS

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APPENDIX IV

Proposed and Agreed Amendments to the Constitution of The Association of the UK School of Professional Toastmasters

1) Management of the Association

- a) The Association will be managed by an Executive Committee consisting of the following Officers who, with the exception of the Immediate Past President, will be elected at the Annual General Meeting
 - i. The President
 - ii. The Immediate Past President
 - iii. The Senior Vice President
 - iv. The Junior Vice President
 - v. The Secretary
 - vi. The Treasurer
 - vii. At least three Committee Members
- b) The Executive Committee can at their discretion co-opt members onto the Committee or onto Working Committees to deal with specific matters.
- c) In addition there will be two Sub-Committees
 - i. The Social Committee, consisting of the Social Secretary who may co-opt additional members as necessary for any particular event being organised. The Social Secretary is an 'ex officio' member of the Executive Committee.
 - ii. The Audit Committee, consisting of two 'account examiners'. The Audit Committee will act as examiners of the accounts prior to submission of the annual accounts
- d) Eligibility
 - i. Only fully paid members of the Association are eligible to nominate, or to be nominated, for election to the above offices.
 - ii. No member of the Association may hold more than one office of the Executive Committee.
- e) In the event of any member of the Executive Committee ceasing membership for any reason:
 - i. Nominations to fill the vacancy shall be invited within 14 days of the cessation of membership. Nominations to be notified to the Executive Committee within a further 21 days of the invitation being issued.
 - ii. In the event of more than one nomination, a ballot shall be conducted by post within 21 days of the closing date for nominations.
 - iii. The closing date of any ballot shall be clearly indicated on the ballot form.

APPENDIX V

AGENDA No 14

Applicants for membership should:-

- Have successfully passed a course of training at the UKSPT
- Complete an application form
- Send us photographs of them in their full uniform. These should include full frontal and side on views.
- If they already have a web site they should include their web site address.
- They should also send the current joining fee.

Having received an application the Secretary should:-

- Be Satisfied that the photographs show compliance with our Correct Mode of Dress.
- Be satisfied that any web site reflects our standards.
- Ensure that the applicant has passed the course.
- Ensure that payment has been made.

If everything is in order the Secretary should send the applicant:-

- A welcome letter.
- A Certificate of Membership.
- A Certificate of Public Liability Insurance.
- A copy of our Code of Ethics.
- A copy of our Correct Mode of Dress.
- A full list of our members.