



The Association of the UK School of Professional Toastmasters

**Seventh Annual General Meeting
Held on
Saturday 18th February 2012 at 1.00pm
at the Mere Court Hotel, Knutsford, Cheshire**

Minutes

Present (23)

Matthew Adam, Robert Brown, Jane Burridge, Sandra Bynoe, Chris Caroe, Nicola Henderson, Stuart Holton, Graham Hunt, Patrick Lethaby, Stewart Lilly, Gary Lowcock-Bell, Glenn Mayes, Paul Mitchell, Anthony Morton, John Oakley, Denis Plater, John Reid, Mark Shaw-Brookman, Wayne Shelton, Philip Shorthouse, Christopher Upham MBE, BEM, Brian Wroe & David Wylie.

Apologies for absence (20)

Nigel Barry, Sheridan Bowers, John Craige, Alan Deacon, Phil Eardley, Alan Feeney, Robert Gilbert, Anthony Green, Les Hizzett, Timothy Lee, David MacLeod, James MacLeod, Barbara Maggs, Bradley Parkes, Eric Porter, Glenda Proctor, Terry Smith, Terry Summers, Peter Thompson & Alec Walker

It was disappointing to note that over 30 members had failed to notify the Secretary of their intention to attend/not attend.

The President, Jane Burridge, welcomed everyone to the AGM and informed those gathered that, owing to human error, (for which the Secretary's apologises!!) the agenda had been circulated 18 days prior to the AGM and not 21 as stipulated in the Constitution. She proposed that the meeting went ahead in spite of this and this was unanimously agreed.

Minutes of the Sixth Annual General Meeting

The minutes of the Sixth Annual General Meeting of the Association of the UK School of Professional Toastmasters held on Saturday 19th February 2011 at 1pm at the Four Pillars Hotel, Witney, Oxfordshire, having previously been circulated, were taken as read and duly approved.

There were no matters arising and the President, **Jane Burridge**, signed the minutes as a true record.

President's Report – Jane Burridge

The President presented her report - copy attached as appendix 1 – and there were no questions.

The President thanked the following:

- ❖ **John Oakley** and **Matthew Adam** for all their hard work in ensuring a smooth transition from the UKSPT to AUKSPT
- ❖ **Philip Shorthouse, Sandra Bynoe, Timothy Lee** and **Stewart Lilley** for all their efforts in establishing the Marketing & Communications Team

The President congratulated **Christopher Upham** on his being conferred a Member of the Most Excellent Order of the British Empire (MBE) in the New Year's Honours List.

The President proposed a vote of thanks to **John Reid** and his wife, Sally, for all their hard work in organising the AGM weekend.

Secretary's Report – Paul Mitchell

The Secretary presented his report - copy attached as appendix 2 - and there were no questions.

Treasurer's Report – Mark Shaw-Brookman

The Treasurer presented his report - copy attached as appendix 3 – and there were no questions.

Matthew Adam proposed and **Christopher Upham** seconded that the presented accounts be adopted and this was unanimously agreed.

Philip Shorthouse proposed a vote of thanks to **the President, Treasurer** and **Secretary** for their hard work. This was unanimously agreed.

Amendment to the AUKSPT Constitution – Bob Brown

Copies of the Amendments had already been circulated to the membership but **Bob** outlined the proposals

- ❖ The Immediate Past President (IPP) would become the Association's Almoner
- ❖ Officers would be 'in post' for one year with the exception of the Secretary and Treasurer who would serve for 2 years

Patrick Lethaby asked for the position of 'Welfare Officer' to be elaborated upon and how the role would affect retired members. **Bob** stated that negotiations were ongoing but that, at present, no fund had been 'set aside' although the IPP would be the appointed officer.

Denis Plater asked whether all members would be notified of every instance in which the Almoner was involved but **Bob** stated that matters would be dealt with on a case-by-case basis.

John Reid suggested advertising in the Collarette that the Association had an Almoner thus enabling members to notify him/her when one of our number required assistance.

John Oakley suggested that it would be prudent to notify partners of this facility.

Stewart Lilley congratulated **Bob** for his work in preparing the new document.

Christopher Upham proposed the following amendment:

- ❖ The IPP shall be an ex-officio of the Executive Committee and will act as 'Welfare Officer' for the Association. After so serving there must be a break of one year before they may seek election to the Committee.

Patrick Lethaby was concerned that the IPP might be restricted in holding the role for only 12 months but **Bob** stated that the Almoner may well become a 'permanent' position.

Stewart Lilley suggested that a suitable framework would need to be established for the Almoner.

The President asked what the reaction would be if subscriptions were increased by, say, £5 to provide an Almoner's Fund and the response was unanimously in favour.

Bob Brown proposed and **Glenn Mayes** seconded that **Christopher Upham's** amendment be drafted into the Constitution.

Christopher Upham proposed and **John Reid** seconded that the proposed amendments to the Constitution be implemented and this was unanimously agreed.

Election of officers 2011/2012

The Secretary informed the meeting that the following nominations had been received, duly proposed and seconded for the Executive Committee for the ensuing year:

President

John Oakley

Senior Vice President

Robert Brown

Junior Vice President

John Reid

Secretary (2-year post)

Paul Mitchell

Treasurer (2-year post)

Mark Shaw-Brookman

Examiner of Accounts

David Wylie

Stuart Holton

(In future years, these **will not** be Executive Committee members)

There being no need for a ballot in relation to any of the above positions **the President** declared that all the nominees were duly elected to the relevant positions and installed them as such.

As there were 8 nominations for the 7 Executive Committee posts, a secret ballot was taken with Philip Shorthouse appointed as Teller. As a result, the following members were elected:

Committee members

Matthew Adam

Sandra Bynoe

Robert Gilbert

Stuart Holton

Glenn Mayes

Brian Wroe

David Wylie

Bob Brown suggested that the Secretary should write to the unsuccessful candidate inviting them, nevertheless, for any input which might be of benefit to the Association.

The President displayed the plaque which had been given to the Hotel on behalf of the Association.

Graham Hunt felt that it would be appropriate to present every Hotel which hosted the AGM with a similar item.

The President then had the honour of presenting an Honorary Fellowship to **Graham Hunt** in recognition of his outstanding work within the UKSPT. **Graham** was clearly overwhelmed and gave an emotional response in which he remarked how amazed he was at the progress of the Association, which had exceeded his wildest expectations, and thanked everyone for their commitment, enthusiasm and professionalism.

Marketing & Communications Team

Philip Shorthouse presented his report – copy attached as appendix 4.

Several members made mention of the fact that retiring Military personnel would be a good 'target' as potential Toastmasters given their background.

Wayne Shelton added that former members of the military received funding for 10 years after leaving the Services for resettlement purposes so would be a 'captive audience'. **The President** asked **Glenn & Phil** to liaise with **Wayne** to formulate a project aimed at this sector.

John Reid asked for the Collarette to be published on the Members' Forum so that it was only available to those entitled to use the facility. **Bob Brown** agreed stating that it would avoid 'exploitation' by other Toastmaster organisations.

Philip Shorthouse elaborated on Hindu Weddings and encouraged members to share their experiences with regard to differing types of celebration.

Report on the UKSPT

Glenn Mayes reported that it was a great privilege for him to be the School's Director of Training adding that there was always great interest in the package being offered but that potential candidates did not always enquire for the right reasons!! The January Course had 26 'interested parties' but only 2 actually participated. At present, there were 8 students for the June Course to be held in Ipswich all of whom had to confirm their attendance. The following Course was planned to be held in York in October. Currently, the cost of the residential Course, which runs from Sunday until 5pm on Thursday, is £2250 whereas other organisations charge £2500 for 3-day non-residential training. **Glenn** reiterated that to become a member of AUKSPT, completion of our Training Course was essential. Guest speakers would be invited to evening sessions over dinner with costs being met by the Association for their 3-hours 'consultation'.

Patrick Lethaby asked if would be possible for day or half-day refresher training – paid for by Members - on the more unusual aspects of Toastmastering to be made available.

Sandra Bynoe asked how the School could become accredited adding that there was a considerable amount of paperwork requiring completion connected with this process along with a fee of around £800. **The President** asked **Glenn** to indicate what help he would need to progress this.

Graham Hunt stated that he had every confidence in **Glenn Mayes** and **John Oakley** in their respective roles in carrying the School forward.

Development Training was ongoing but **Glenn** would be seeking input from the Members concerning areas where 'brushing up' or re-training was required.

Glenn informed the Meeting that the Training Manual had been revamped and, amongst other additions, now had 26 indices including articles on Livery work by **David Wylie** and Jewish Ceremonies by **Matthew Adam**. Once completed, the Manual would be available for purchase by Members.

Purchase of UKSPT

Matthew Adam presented his report – copy attached as appendix 5.

John Reid proposed a vote of thanks to **Matthew** for all his efforts with regard to the transfer of the School to AUKSPT ownership and this was endorsed by **David Wylie**. **Matthew** was very grateful for the gesture but stated that it was a 'team effort' and duly thanked the other 4 members involved.

The President remarked on the talent amongst the membership and said that this was to be applauded.

Matthew added that the 'new' Association web site would have the facility for members to pay fees on-line and that parts of the October Training Course would be taped and displayed as videos for members to view.

Dress Code – wearing of Medals

Bob Brown gave a short résumé regarding the wearing of Military or public Service medals whilst 'in reds'. In essence, these must be personally awarded, miniature and worn on the left lapel.

Date and location for the Eighth Annual General Meeting

The eighth AGM will be held on Saturday 16th February 2013, location to be notified.

The President realised that any pre-set date might be difficult for some members but the consensus was that the AGM was only one day a year and members should make every effort to attend.

The present Constitution states that the **Junior Vice President** is responsible for organising the AGM Dinner but **the President** asked that others should volunteer to help with this task. **John Reid** felt that these should not be Executive Committee members whilst **Philip Shorthouse** thought that the JVP could co-opt extra helpers as required adding that the venue for the AGM should move around the country in order to ensure fairness among the membership.

Formal Installation of Officers

Jane Burridge installed:

- ❖ **John Oakley** as President
- ❖ **Bob Brown** as Senior Vice President
- ❖ **John Reid** as Junior Vice President
- ❖ **Paul Mitchell** as Secretary
- ❖ **Mark Shaw-Brookman** as Treasurer

John Oakley, as the President, then presented **Jane Burridge** with her Immediate Past President's insignia.

The meeting was closed at 3.21pm

Appendix 1 – President's Report

When I came to write this report I realised just how productive this past year has been for the Association! I'd just like to share with you some of the high points:

The highest high point has to be that, following the very positive response and vote at last year's AGM, on May 31st AUKSPT formally became the owners of the UK School of Professional Toastmasters Limited. It took a little while to get to the point of running the first course, but this took place in January – with only two students, however that represented a financial break-even, and one of the graduates has already joined the Association with the second hopefully to follow shortly. Glenn and Matt will update us more fully later but on behalf of the Association I would like to thank John Oakley, Matthew Adam and Glenn Mayes for the hard work they have put in to bring us this far.

Our new website is now fully up to speed; 34 of our members have registered for access to the Members' Area where our reference documents are archived, and some have even ventured into the Forum there and posted messages! It would be great to see more activity on the Forum, and it would be great to have a picture of each of the (unlucky?) 13 members who haven't submitted a photo of themselves – no-one in this room though, I think! Our website provider Hugh Douglas-Smith of OfficePark Ltd was here today so I do hope you managed to talk to him if you need a new website. We shall be talking to Hugh about designing a new sister website for the School.

In response to comments at last year's AGM we have set up a Marketing Communications team to try to improve the flow of information within the Association and come up with ways to promote the Association and its member Toastmasters in the outside world; this has been ably led by Immediate Past President Phil Shorthouse – thanks to Phil and his team Sandra, Tim and Stuart - and Phil will be giving us a report on the activity later in this meeting.

In the Collaret, the quarterly newsletter which Phil and his team have initiated, among many other interesting things we read about the success of our colleague Peter Thompson in the Kent Wedding Awards; and we shall shortly be reading about another Award to a fellow member:

Past President Chris Upham, already holder of the **Medal of the Order of the British Empire for Meritorious Service**, usually known as the **British Empire Medal**, was appointed, in the New Year Honours List, as **Member of the Most Excellent Order of the British Empire** for services to the Police. Chris I know everyone will wish to join me in congratulating you on this honour!

Another initiative of our Communications and Marketing team was an analysis of the demographics of our membership. We are a national organisation and the Executive Committee is mindful of the need to make it possible for the Association to reflect that as much as possible.

So: we have ventured the furthest north yet for this our seventh AGM – and our thanks are due to John Reid who has worked heroically to make this all possible. And, your EC has been dragged screaming and kicking into the white heat of technology, with experiments in the use of Skype conferencing to replace physical meetings. We hope that this will mean that it is possible for members in any part of the UK to take active part in the actual business of running and developing the Association. On that note I should like to thank all the members of the EC for their hard work during the past year.

For me personally there have been two highlights: the first of these was the confidence shown by the Toastmasters General Council in making me their first elected Chairman for the next year; I believe that this reflects as much upon the standing of our Association within the professional Toastmaster community as it does upon any abilities of mine. My second personal highlight was finding a reversible modification to the President's chain of office which meant that the jewel on its ample chain no longer dangles at my knees...

There is one other highlight but that will be dealt with later in our meeting so I shall keep that as my little secret for now!

And that is quite enough from me; now let us hear from the Officers who do most of the work: may I thank you for your attention and invite our Honorary Secretary to give his report.

Appendix 2 – Secretary's Report

I have pleasure in providing my first report as your Secretary, having been Press-Ganged by other members of the Executive Committee into accepting the position 12 months ago. I can now fully understand why Bob Brown walks round with a constant grin!!

The membership of our Association has remained steady and, at the end of 2011, stood at 74. We 'lost' 8 members for a variety of reasons when renewal notices were sent out but 'gained' 6. It's fair to say that members of the other Toastmaster Associations charge fees in excess of ours and a figure of £100 is not unusual. Accordingly, membership of the AUKSPT does represent excellent value-for-money.

Can I remind members of the Association's collarette? Currently, about 50% of our members possess one, the 'loan' of which costs £70, this fee being refundable if or when the item is returned. The collarette is a splendid adornment when dressed 'in reds' and I would urge any member who does not have one to contact me to arrange delivery. As an aside, they are available over this weekend so there is ample time to be the proud owner of one before tonight's dinner!!

We still continue to arrange our Insurance Cover through the Toastmasters' General Council and, at present, 87% of our Members take advantage of the favourable rates. Our Treasurer will say more about this and the premium for next year in his Report.

The new Association website has been 'up and running' for some time and it is only right to congratulate Jane Burrige on her sterling work in getting the site 'live'. It not only provides an excellent forum for our members but also for prospective clients to see at first hand the professional services that we have to offer. In order to retain our exclusivity, we have purchased numerous domain names in an attempt to prevent other organisations from 'muscling in'. The Executive Committee has been working hard on your behalf to ensure that AUKPST takes the lead in the world of Toastmastering and Jane, our outgoing President, is currently Chairing the Toastmasters' General Council.

The most important work undertaken in the past twelve months has been the acquisition of the UKSPT Ltd and ownership of the School transferred over to AUKSPT on 31st May 2011 with 22 members taking up the offer to participate in the 'Loan Agreement'. Special thanks are due to Executive Committee members John Oakley and Matthew Adam who ensured a smooth transition. I know that Graham Hunt was delighted with the final outcome, secure in the knowledge that the solid foundations he created will continue to be built upon by Glenn and his Team thus ensuring we maintain our standing in the world of Toastmastering.

I am pleased to report that emails I have circulated relating to the Association's business generally receive an enthusiastic response – some favourable, others not so!! Please do respond in whatever way you feel necessary but can I ask particularly that you advise of any changes in your personal details etc.

Several 'job opportunities' were circulated to members during 2011 where the original recipient was double-booked or unable to fulfil the engagement for other reasons and I am pleased to report that all of these were taken by a fellow Toastmaster. Some members have expressed concern at the manner in which these assignments are allocated but the Executive Committee feels that the current 'first-come-first-served' policy is the fairest. In the technological era in which we now live, a large number of members has email access via their mobile phone which enables them to 'pick up' the opportunities whilst away from home. If anyone can come up with a fairer way of allocation, please do let me know.

Whilst we strive to be perfect, the Executive Committee is aware that there are things that need improving to ensure that we continue to be at the forefront of development in Toastmastering nationally. The new website will enable us to communicate with you better, and you with us.

Thank you for all your support during the past year, and I trust that this will continue to be given to the incoming Executive Committee.

Paul Mitchell
Honorary Secretary

Appendix 3 – Treasurer's Report

I am pleased to present the Accounts for the year to 31 December 2011

Regarding members' Collarets, the money for this insignia is "ring-fenced" in Lloyds Bank because these medals are on loan and should be returned to the Association if they leave. In such circumstances the Association is liable to repay the cost deposited by the member. A total of 40 have been taken on loan. Each medal costs £67.62 and the charge of £70.00 to members helps to defray postage.

In addition a sum of £3500 has been transferred into Lloyds Bank in case the Association has to cover any unexpected costs incurred by the School until it become profitable.

The Presidential Collarets are passed on to the new Officers at the AGM each year – the medals are shown in the Accounts and are depreciated over a 4 year period. The Past President's jewel is presented to the outgoing President at the AGM and becomes that person's property.

During the financial year the Association has made arrangements for a new website to be designed. The balance of this cost is included in the accounts.

We welcomed 6 new members but 8 members retired or resigned which meant that our membership was reduced from 76 to 74. Members paid £15 insurance last year which figure is retained and I am pleased to confirm that our Public Liability Insurance is the best value that can be obtained in the Profession.

Once again we have a healthy working credit balance to carry forward therefore I am not requesting any increase in the fee for 2012.

You will note that there are potential liabilities of £6137.18 shown on the "Assets, Depreciation and Liabilities" sheet.

a) The monies received for Collarets which are "on loan" to members have been placed in one "ring- fenced" Lloyds Bank account.

b) The Executive Committee felt it prudent to put aside funds as necessary to safeguard the loans made by members to purchase the School, and the interest payable thereon, until such time as the School is running profitably. To this end £3500 has been transferred this year in a second "ring-fenced" Lloyds Bank account.

At the AGM in February 2011 Clause 4) IV (b), was approved in respect of the time allowed for payment of fees and insurance. I confirm that a Pro-forma Invoice for fees and insurance will be emailed to all members during the week following the AGM and cleared funds must be received by 31 March. Please assist me by ensuring this occurs.

I commend this Report and the Accounts to Members for their approval and will be pleased to take any questions.

Appendix 4 – Communication & Marketing Report

At last year's AGM an item was raised by a Founder member and founder Treasurer of the Association Tim Lee; regarding better communication within the Association, especially as we were becoming larger, more established, organised and recognised. Several other members showed support for a newsletter and a media/communications officer. It was agreed that these 'ideas' would be progressed by the Executive Committee.

At the first EC meeting after the AGM the ideas were discussed in full, and although PP David Wylie initially offered to be the media/communications officer, it was felt that the task ahead would need a larger Communications and Marketing Team. **NOT a committee which would need to be constitutionally approved.** A team including David which was committed to develop and run with ideas and help promote; within and even outside of the Association. Those members who had actually shown interest at the AGM were invited to join the team, all agreed.

The current members are still those interested persons.

- Sandra Bynoe
- Past President David Wylie.
- Past Treasure and a founder member of the Association. Timothy Lee.
- Stewart Lilly
- And me PP Phil Shorthouse

The C & M team has exchanged numerous emails, text messages and also met twice, the first meeting was more of a brain-storming session to consider proposals/ideas from the EC and members of the team.

From that meeting several items were actually implemented

- The Associations larger newsletter was established, **The Collaret**, thanks must go however to PP David Wylie for launching the original news sheet.
 - The plan is to produce a quarterly newsletter, but this largely depends on support from members with suitable articles. To date in both issues we have appealed for articles, but only two articles have so far been submitted, all other material has been supplied by or initiated by the team.
- To assist with promoting Toastmaster courses at the school, and to ensure we did not overload areas of the UK with more Association toastmasters, the team carried out a

demographics exercise, and its findings, based on counties, regions was published for the EC.

- This information will assist when marketing courses with the Armed Forces retirement associations, also retiring police and fire officers etc for example.
- A member of the team will be interviewing our outgoing Lady President and then submit an article to suitable magazines, such a Saga, and YOURS.

Other items have been referred for further investigation and discussion such as:-

- Looking at Association publicity material.
- Press releases etc.
- The use of SKYPE for future team meetings. (Already being tried out by the EC).
- Supporting the development of the school.

The C&M team was proud to be involved in the production of the FELLOW bar and assisting with the citation relating to the Past President Graham Hunts recognition as the first FELLOW of the Association.

At the last team meeting frustration was expressed about the problems of not being able to achieve as much as we had hoped for; due to demands of work from the teams full-time jobs.

Two members had seen 50% of their departments staff dismissed, demanding more work for the remaining staff.

However as Team Leader, I can assure the members of our Association we will continue to do our best, and also to thank the team for their support and commitment.

Philip Shorthouse

Appendix 5 – Purchase of UKSPT Report

FINANCE

- First course successfully held – modest profit £104.34. Break even with 2, 3+=profit
- Kept set-up costs down, e.g. not yet purchased school laptop, phasing the course re-write costs
- £25,500 was raised in loans. Annual interest payment is therefore £2,550.
- Sufficient funds in the bank to pay for loan interest payments for the next 2 years. Just under £6,400.
- First loan interest payment is due 30th May – I will write to people nearer the time. Aiming to do it by bank transfer to keep costs down.

GOVERNANCE

- At the last AGM the Exec were charged with forming the company in the most appropriate manner.

Resulting company structure:

UKSPT Ltd Trading as the UK School of Professional Toastmasters (Company limited by Guarantee)

UK School of Professional Toastmasters Ltd – company limited by shares, wholly owned subsidiary, non trading / dormant.

- Company limited by guarantee – similar to shareholders, but instead of paying for shares upfront, the guarantors will pay £1 each if the company goes bankrupt. Shares are used for profit making companies, guarantors for non-profits (because the profit made belongs to the Association not the shareholders).
- Currently 5 guarantors who are the School's board members (Jane, John, Phil, Glenn & me)
- Agreed last year that the association's executive will have delegated authority to appoint the Board of directors. Ratify again for this year
- This year the Board will ask the Executive to keep all 5 directors in place, to aid stability during the start-up period.
- For now, the guarantors of the company will be the Board of the School. This simplifies admin and keeps costs down.

Matthew Adam