



The Association of the UK School of Professional Toastmasters

Eighth Annual General Meeting Held on Saturday 16th February 2013 at 1.00pm at Deans Place Hotel, Alfriston, East Sussex

Minutes

Present (21)

Matthew ADAM, Andy BIGBY, Jane BURRIDGE, Alan FEENEY, Robert GILBERT, Stuart HOLTON, Graham HUNT, Patrick LETHABY, David MacLEOD, Glenn MAYES, Paul MITCHELL, Tony MORTON, John OAKLEY, Denis PLATER, Glenda PROCTER, John REID, Mark SHAW-BROOKMAN, Philip SHORTHOUSE, Terry SUMMERS, Christopher UPHAM & John YARROW

Apologies for absence (40)

David ABBOTT, Richard BAKER, Nigel BARRY, Sheridan BOWERS, Robert BROWN, Trevor BROWN, Sandra BYNOE, Chris CAROE, Robert CHARLES, Philip COOK, John CRAIGE, David DAVIES, Phil EARDLEY, Nicholas FUNNELL, Les HIZZETT, Roger HOLMES, John HUMPHREYS, Timothy LEE, Stewart LILLY, Robert LLOYD, Gary LOWCOCK-BELL, James MacLEOD, Barbara MAGGS, John NELSON, Bradley PARKES, Nicholas PASCOE, Roger PHILLIPS, Eric PORTER, John SHADE, Wayne SHELTON, Terry SMITH, David STANLEY, Peter THOMPSON, Alec WALKER, Kim WALTERS, Edmond WELLS, Roger WHITFIELD, Alex WILSON, Brian WROE & David WYLIE.

It was particularly disappointing to note that 10 members had failed to notify the Secretary, or another member of the Executive Committee, of their intention to attend/not attend the AGM..

The President, John OAKLEY, welcomed everyone to the AGM and paid special thanks to those members who had travelled long distances to be in attendance.

Minutes of the Seventh Annual General Meeting

The minutes of the Seventh Annual General Meeting of the Association of the UK School of Professional Toastmasters held on Saturday 18th February 2012 at 1pm at the Mere Court Hotel, Knutsford, Cheshire, having previously been circulated, were taken as read and duly approved. There were no matters arising and the President, **John OAKLEY**, signed the minutes as a true record.

President's Report – John OAKLEY

The President presented his report - copy attached as appendix 1; there were no questions.

The President thanked members of the Executive Committee for all their support and efforts during his year in office.

The President wished to thank **Senior Vice President, Robert BROWN**, *in absentia*, for all his hard work in organising the AGM weekend.

Secretary's Report – Paul MITCHELL

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

Treasurer's Report – Mark SHAW-BROOKMAN

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

Glenn MAYES proposed, **Patrick LETHABY** 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 all their hard work; this was seconded by **Denis PLATER** and unanimously agreed.

Election of Officers 2012/2013

President

Robert BROWN

Proposed by: John OAKLEY

Seconded by: Christopher UPHAM

Senior Vice President

John REID

Proposed by: Glenn MAYES
Seconded by: Graham HUNT

Junior Vice President

Paul MITCHELL

Proposed by: Christopher UPHAM
Seconded by: Matthew ADAM

Secretary (2-year post)

Stuart HOLTON

Proposed by: Mark SHAW-BROOKMAN
Seconded by: John REID

Treasurer (2-year post)

Mark SHAW-BROOKMAN

Examiners of Accounts

Christopher UPHAM (Proposed by: Paul MITCHELL, Seconded by: Stuart HOLTON)

David WYLIE (Proposed by: Mark SHAW-BROOKMAN, Seconded by: John REID)

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.

The following members were elected onto the Executive Committee:

Committee members

Matthew ADAM
Alan FEENEY
Robert GILBERT
Stewart LILLY
David MacLEOD
Glenn MAYES
Denis PLATER

Marketing & Communications Team

In the absence of any input from the Team, **The Secretary** reported that it needed 'renewed focus' and every effort would be made to get it re-established in the coming year.

Philip SHORTHOUSE, understandably, expressed his frustration at the lack of progress since he had resigned as Chairman of the C&M Team owing to work commitments.

John REID asked if the members could be canvassed for volunteers as there were undoubtedly suitable candidates within the Association.

Action: Secretary to circulate appropriate email.

Report on the UKSPT – 'The School'

Glenn MAYES presented his report- copy attached as appendix 4.

A discussion ensued concerning the 'unsuccessful candidate' from the most recent course and **John REID** indicated that the matter had been handled very sensitively. **Denis PLATER** asked if there was any indication that the student would not be suitable for training and **Glenn** reported that there was not and that a re-test had been offered.

Patrick LETHABY asked if The School could arrange small 'training groups' to cover specific areas of Toastmastering. **Glenn** reported that 'refresher training' was an option being considered and that the Training Manual was being revamped and would hopefully be available to members for purchase in the next couple of months.

Jane BURRIDGE asked if members would be happy to pay for 'workshops' and this was agreed unanimously. In addition, as The School was not overly-subscribed at present, now was perhaps an appropriate time to launch in-house training for members.

A lively discussion ensued regarding various aspects of training and related matters:

John OAKLEY asked if members would be prepared to pay £40-£50 for the Training Manual and whether it would be available electronically or in CD format. There was unanimous agreement concerning payment but several 'data protection' and related issues were raised in connection with the latter query.

John OAKLEY also enquired whether there was an 'appetite' within the Association for internal Celebrancy training. **Graham HUNT** asked if it could be included in the initial Training Course with **John REID** suggesting it could be covered as a post-graduate course.

John YARROW wondered whether the Association could be divided into geographical regions for training purposes but **Philip SHORTHOUSE** reported that this was already covered in the demographic report from the Communications & Marketing Team.

Mark SHAW-BROOKMAN presented proposals in respect of the Association's 'Reserve' for School Investment Fund. **John OAKLEY** felt that there was a potential 'conflict of interest' as a

lender whilst **John REID** stated that he would prefer repayment 'on time' so long as the School was able to do so. He added that the proposals were prudent and should be accepted since lenders had entered into a 5-year agreement. **Glenda PROCTER** asked if there would be any priority as regards repayment to lenders ie would those who had paid in the lower amounts receive their monies first and **John OAKLEY** said that creditors would be paid proportionately 'across the board'. **Matthew ADAM** pointed out that lenders would need to be in agreement regarding the repayment method, **John OAKLEY** adding that there was a high-risk attached to the loans, hence the attractive rate of interest.

Andy BIGBY informed the meeting that he had researched 'Toastmaster Training' with most agencies offering one-to-one tuition. However, he felt that 'group training' was a far better option and praised the professionalism of the AUKSPT.

Glenn MAYES confirmed that, whilst the School was not losing money, neither was it running at a profit. **David MacLEOD** felt that the Association must do its best to repay the loans and accepted that it was the intention to meet commitments. **Philip SHORTHOUSE** felt that the proposals should be accepted as there was a danger that the future of the Association could be in jeopardy if they were not.

Mark SHAW-BROOKMAN proposed that the recommendations should be accepted *en bloc* and this was seconded by **John REID** - unanimously agreed.

This was a lively debate!!

Date and location for the Ninth Annual General Meeting

The Ninth AGM will be held on Saturday 22nd February 2014, in Yorkshire.

Matthew ADAM very kindly volunteered to 'sound out' potential venues in the Harrogate area an report back to the Executive committee in due course.

Formal Installation of Officers

John OAKLEY (in the absence of The President) installed:

- ❖ **John REID** as Senior Vice President
- ❖ **Paul MITCHELL** as Junior Vice President
- ❖ **Stuart HOLTON** as Secretary
- ❖ **Mark SHAW-BROOKMAN** as Treasurer

The meeting was closed at 3.43pm

Appendix 1 – President's Report

Ladies & Gentlemen,

It has been my privilege to be your President for the last year and to wear the President's Jewel, although it does mean that you have to alter your way of working, in particular when bending down to retrieve something. You very quickly learn that the back of the chain hits you in the neck and then gets tangled up - the only answer is the 'bunny dip' as perfected by the ladies!!

During the course of the year we have achieved greater involvement as an Association within the TGC. Under Jane's Chairmanship we had the first-ever National Toastmasters' Conference at which a number of our members were represented and are now involved in various working parties to improve the profile and marketing of professional Toastmasters. One of the first achievements was to generate a high-definition TGC logo which members are entitled to utilise on their websites and other promotional material.

Additionally, we have tried to create added-value to your membership so, apart from Public Liability Insurance, we made arrangements early on in the year for members to buy Toastmaster clothing at trade prices from Wessex Formal Wear and significant savings can be made on shirts, waistcoats, ties and studs.

Once again, it has been an honour and a privilege to have been your President and I believe that the Association is in good heart and will continue to be one of the leading Toastmaster Associations in the Country.

Appendix 2 – Secretary's Report

I have pleasure in presenting my second report as your Secretary and it has been an honour to have been of service to such a prestigious organisation.

The membership of our Association has remained steady and, at the end of 2012, stood at 71 – an overall reduction of 3 compared to 2011 through resignations for a variety of reasons. It's fair to say that some other Toastmaster Associations charge their members fees in excess of ours and a figure of £100 is not unusual. Accordingly, membership of our Association does represent excellent value-for-money.

Again, 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 possess one to contact me to arrange delivery. Coincidentally, 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 the vast majority of our Members have taken advantage of their favourable rates. No doubt our Treasurer will say more about this and the premium for next year in his Report.

The new Association website is now well-established and it is only right to congratulate Jane Burrige on her sterling work as 'webmaster'. 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 continued to purchase appropriate domain names in an attempt to prevent other organisations from 'muscling in'. Sadly, only about a third of the membership has registered in order to benefit from the facilities on the site, in particular, the Members' Area where queries and problems can be aired and, hopefully, solutions found!!

There does seem to be an element of apathy amongst some members which is borne out by the fact that 10 did not have the common decency to indicate their intention to attend the AGM or not. Given the high standards expected within our Profession this apparent lack of basic courtesy is quite saddening.

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 Immediate Past President, is currently chairing the Toastmasters' General Council.

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!! I have been updating the database of Members' details but, to date, have received only 27 responses.

Several 'job opportunities' were circulated to members during 2012 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, the vast majority 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.

Now some good news regarding 2 of our members!!

Philip Shorthouse won the top Toastmaster/Master of Ceremonies category at the 2012 Kent Wedding Awards which was not only a tremendous personal achievement but has almost certainly helped to enhance this Association's standing in the Toastmastering world.

In addition, Mark Shaw-Brookman, our Treasurer, was honoured to be selected as one of the WRVS Diamond Champions – recognition of contributions by the over-60s through volunteer work - to mark Her Majesty the Queen's Diamond Jubilee and attended a Reception at St. James' Palace hosted by the Prince of Wales & the Duchess of Cornwall. Well done Philip & Mark!!

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 and, together with your input, we will, hopefully, be able to maintain this progress.

In thanking you for all your support during the past year, I know that this will continue to be forthcoming to the President & Executive Committee in the next 12 months.

Paul R. Mitchell
Honorary Secretary

Appendix 3 - Treasurer's Report



Association of the U.K. School of Professional Toastmasters (AUKSPT)



Mark Shaw-Brookman (Hon Treasurer)

Danes Croft, 5 Pembroke Close, Burghfield Common, Berkshire, RG7 3YW

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TREASURER'S REPORT to Annual General Meeting on 16 February 2013

I am pleased to present the Accounts for the year to 31 December 2012

As in previous years the money for Members' Collarets is "ring-fenced" in Lloyds Bank because these medals are on loan and should be returned to the Association if members 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 cost £67.62 and the charge of £70.00 to members helps to defray postage. I have to advise that the transfer of the payment for one Collaret did not occur prior to Year End so this is being done during the current year.

The Presidential Collarets are passed on to the new Officers at the AGM each year – the medals are shown in the Accounts and have been depreciated over the past 4-year period therefore their value is £nil. The Past President's jewel is presented to the outgoing President at the AGM and becomes that person's property. We hold in reserve two Past President's Jewels in readiness for presentation in 2014 & 2015 and, for insurance purposes these retain their value of £150 each.

Membership Statistics:

As at 31 December 2010	76
As at 31 December 2011	74
As at 31 December 2012	71

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 membership fee for 2013.

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At the AGM in February 2011 it was agreed that the time allowed for payment of fees and insurance was reduced. 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.

If any member wishes to pay their membership, and where appropriate, their insurance this weekend I would be happy to receive cheques or cash. Pro-forma invoice for both items are attached.

You will note that there are potential liabilities of £7313.44 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 an additional £1000 has been transferred this year in a second "ring-fenced" Lloyds Bank account. This total currently stand at £4500 plus a small amount of interest.
- c) Following the acceptance of this Report and the Accounts I will have a proposal to make top members regarding the Lloyds Bank ring-fenced monies in respect of the ~~AUKSP School~~,

UKSP

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



INCOME AND EXPENDITURE SUMMARY FOR PERIOD ENDED 31 DECEMBER 2012			
Membership Statistics			
Membership fee £65	Number of members 71	Insurance fee £15	Insurance taken up No: 69
1 Bank and Cash Balances at		Opening 1 Jan 12	Closing 31 Dec 12
Cash in Hand		0	0
Bank accounts (give details of Account Number and Sort Code)			
<u>National Westminster: sort code 60-17-21</u>			
<i>(General working income and expenses)</i>			
Current account 88586146		250	2036
Deposit (Reserve) account 88586154		3020	2341
<u>Lloyds: sort code 30-97-21</u>			
<i>(Collaret deposits in current a/c)</i>			
Current (Treasurers) account 00902429		2730	2732
<i>(AUKSPT School loans reserve in deposit a/c)</i>			
Deposit (Bus Instant Access) account 00895317		3509	4511
2 Total Cash Held in the Accounts		9510	11819
3 Net increase in funds for the year			2109
		Income	Expenditure
		£	£
5 Joining Fees received		200	
6 Annual Subscriptions received		4615	
7 Insurance fees received		885	
TGC Insurance fees paid			751
8 Regalia			
8a Lapel Pins		20	
8b Collarettes		135	68
8c Postage		5	
8d Expenses re Presidential Regalia			111
9 Gifts & Donations		5	
10 Bank interest		3	
11 Management & Administration Costs			
11a EC Expenses			1696
11b UKSPT Course attendance			
11c TGC Meeting attendance			
11d Purchase of stamps			82
11e Communications & Marketing Team			
12 TGC Membership fee			60
13 Domains & Website			
UKSPT School & Association domains		416	336
14 Other Items			
14a AGM Feb 2012		2640	4111
14b AGM Feb 2013		290	200
14c NatWest Bank Charge			35
14d NatWest Compensation		345	
15 Total Income & Expenditure		9559	7449
16 Net Increase in Funds for the Year			2109



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16 February 2013

Proposals in respect of the Association's reserve for School Investment Fund

While the Executive Committee members still have complete confidence that the School will attract students and prove profitable in the longer term, unsurprisingly due to the economic climate, it is taking longer than anticipated to start turning a profit.

It therefore behoves the Association to give thought to safeguarding the loans made by members to UKSPT Ltd thus, as the Association's Treasurer, I have been requested to formulate and propose Motions to the AGM in respect of being able to cover our potential liabilities for the School's loans.

The loans to UKSPT Ltd total £25,500 and the Association's reserve currently stands at £4500 plus interest of £11.06 therefore the following measures are intended to safeguard the loans during the longer than anticipated period before the School starts paying its way.

The Association's Income: Provided our membership does not drop below 70 people then the membership fee income totals some £4550 annually.

I propose that:

- (a) Provided sufficient funds remain available I transfer to the Lloyds (School Reserve) Account a minimum sum of £3000 each year.

Unfortunately even this increased amount will not be sufficient to cover the actual loans of £25,500 in the original repayment time-scale of five years - by the end of 2016 the Association's reserve for the School should reach a minimum of £16,500 plus a relatively small amount of interest (!). There would be potential shortfall of £9000 in the Association's Reserve account and it would take a further three years to accumulate the total amount needed.

To continue my proposals:

- (b) The School's Directors contact the lenders to ask if they would be willing to extend the loan period by an additional three years so that the Association's reserve can be built up sufficiently to cover the total required. Also the School's Directors and Association Executive Committee should consider other alternative proposals, together with a plan of how to deal with any inability to meet annual interest payments over the next 4 years, as they fall due.
- (c) The Association's members approve a proposal so that the Association could provide an interest free loan to the School of up to £1000 to alleviate any short-term cash flow requirements. This will be used only if the School's financial situation deteriorates to such an extent that the Executive Committee has to take speedy action.
- (d) The Executive Committee of the AUKSPT is given full powers by the AUKSPT members present at the AGM (16 February 2013) to take such action within the above proposals as may be necessary to ensure that the School is able to function financially.
- (e) In the event that the Association does need to provide funds to protect the lenders then the Association should use the most appropriate method available, considering the Association's constitution, tax-efficiency and any relevant legal requirements. This is likely to be in the form of a loan made to the School with deferred interest due, rather than the payment of loan money to the lenders directly, on the condition that the Board use the funds received to repay loans to the lenders upon receipt.

I commend these proposals to the members of the AUKSPT present at today's AGM and request your approval.



Appendix 4 - School Report

The Toastmaster school made a loss during its first financial year (which was actually an 18 month period) of £4,784. Excluding the costs to purchase the school, depreciation and the first loan payments, the loss was £1,098. However a course with 3 attendees was running over the financial year end-date and so the full benefit of that course is not included in this figure.

As at the date of the AGM the company's bank balance was approx. £2,500. This is just insufficient to pay the next interest payments which are due in May, and if a profitable course is not run prior to that date, the company may need to seek short term support from the Association.

At present, there is no realistic prospect of being able to repay the underlying loan amounts from the School's funds. Further, there is a real risk that sufficient profits will not be generated during the coming year to make the loan interest payments due in 2014.

As a result the school is in a precarious position. Mark will shortly be presenting a proposal as to how we might deal with this position from the Association's view point.

We have in the last few months gone live with a new website, which is attracting more enquiries. Glenn has explained that he has a number of potential trainees that he is in communication with, and we know that the time-span from initial enquiry to booking can be considerable (18 - 24 months). As a result, the directors are confident that the school has a promising future and will in time be able to make a significant financial contribution to the association, however this position will be a number of years away.