



**Association of Professional Trainers
SINGAPORE**

Annual General Meeting 2017
Annual Report

WELCOME TO APTS

where your journey of Discovery, Growth & Breakthrough begins



C o n t e n t s

1. Agenda
2. Secretary's Report
3. Treasurer's Report

A g e n d a

The 10th Annual General Meeting is to be held on 29th June 2017, 8.45-9.15pm, Thursday @ 7900A, The Plaza, #12-324 Beach Road, Singapore 199591.

1. Opening Address by President
2. Acceptance of Last AGM Minutes
3. Presentation of Secretary's Report
4. Adoption of Secretary's Report
5. Presentation of Treasurer's Report
6. Adoption of Treasurer's Report
7. Any Other Matters
8. Closing

Accepted by

David Lee

President

Secretary's Report

The existing Executive Committee has served the first of the two-year term since June 2016. This report serves to summarise the activities and progress that took place during the past one year.

Overview: What Are We Made Of?

Many of us have heard of this saying "When the going gets tough, the tough gets going.". We know what tough times are. But what exactly does being tough mean? The past year has been challenging for many. The poor economy eventually resulted in reduction of training budgets and hence less training engagements for trainers. Hence some have decided to leave the training profession to try other things. Does that mean these people are not tough? It depends. If one walks away from a profession to pursue another more promising one after diligent and responsible considerations, that is commendable. However if one walks away simply when things become challenging, that is weakness. Such an attitude often leads to a downward spiral. Yet there are those who strengthen themselves during tough times. They take time to reflect, recharge and renew. As a result, they have more to offer when circumstances turn around. Are you tough? What are you made of?

The same principle applies to our association. Whether times were good or bad, we continued in our mission for the last ten years. We pride ourselves in bringing more value to members than the modest amount of membership fees paid. Many new trainers benefitted from us but left soon after they became successful. But that did not stop us from continuing to help new trainers. More and more practitioners from various industries are having a career switch towards training. They need help. The only way APTS can continue to serve these needs hinges on capable but humble, busy but dedicated and caring but tough volunteers serving in the Exco. That's what APTS is made of.

In this report, we look at reasons to appreciate and celebrate as well as challenges to overcome.

Reasons to Appreciate & Celebrate

Despite a year of low training volume, we continue to help members equip themselves through a wide array of topics during the free monthly workshops. These include learning from Harvard University's success, embracing new marketing techniques, widening product range and increasing personal effectiveness and motivation. Our appreciation goes to Karen Foo and Exco members who consistently helped to choose the right trainers and topics. We also saw a hike in the number of guests who are exploring the training profession during the monthly meetings. This is significant since there was hardly any additional or commercial marketing or publicity. Thanks to Eugene Seah, Adrian Oey and other Exco who continuously invite their contacts.

Early this year, we set a goal of reaching 300 in membership within the next few years. This will help us gain a stronger voice in the industry as well as generate high volume of contents in our APTS web portal for the good of our members. Through collaborations, we managed to attract over 100 new registrants for

our portal. The focus now is to increase the number of articles so as to rank high in Google search engine which will in turn increase our members' visibility and training engagements. Our appreciation goes to David Lee who kept collaborations going and growing.

Apart from organisations such as Marina Bay Sands and Royal Bank of Scotland where are PCT Advisors are from, we are in the process of adding two more – one from DHL and another a MIT scholar from A-Star. This is our ongoing commitment to bring fresh and relevant industry insights on training and development.

We are glad that through prudence and volunteerism, our modest asset has crossed the ten thousand dollars mark. We defied the odds of poor economy and low membership and in turn strengthened our finances so that we can do more as an association. One example is the recent purchase of an accounting system. Thanks to Victor Goh for beefing up our accounting system.

Finally, special appreciation goes to Exco members such as Kian Boon, Seel Ho, Ruby Tan and others who have faithfully and joyfully kept the events and administrations going.

Challenges to Overcome

Sustainability is a great concern. As a not for profit association, we are only as good as the people serving as volunteers. Attracting people who are capable, responsible and humble to serve in the Exco is a tough and ongoing challenge. Over the years, while we have been fortunate to recruit good people, we have also seen many who were non contributing. Moving forward, we need to continue with the difficult task of identifying good Exco candidates who are not driven by titles and selfish ambitions but a passion to serve. We also need committed Exco members who can initiate and increase collaborations with employers and government agencies.

In a similar manner, we have to overcome the paradox of success in helping new trainers. It is vital but difficult to instil the value of gratitude. People who carry the "What's in it for me" attitude are aplenty. They tap our resources and use us as their stepping stone. Once they have gotten what they want, they disappear. This is one of the primary factors slowing our growth in membership. One way to retain membership is to further increase visibility and businesses for our members through our portal, collaborations etc. However, we would still prefer to build a culture where we see ourselves as a family - one that stays together through thick and thin, one that paves the way for the future generation.

Let's continue to believe in doing the right thing. We have lasted for ten years. We can make the next ten better.

Prepared by

Ruby Tan

Honorary Secretary

Treasurer's Report

INCOME & EXPENDITURE STATEMENT

	1 Apr 16 - 31 Mar 17	1 Apr 15 - 31 Mar 16
	S\$	S\$
INCOME:		
Guest Fees	1,100.00	680.00
Membership Fee	2,060.00	2,780.00
Other Income - PCT Fees	4,530.03	4,930.00
Total Income	7,690.03	8,390.00
Less EXPENSES:		
Bank Charges	0.00	385.00
Catering and Refreshments	1,600.65	1,245.00
Registrar of Society Filing Fee	0.00	183.90
Professional Fees (APTS website)	11.57	76.11
Room Rental	1,227.68	1,211.68
Stationery & Printing	806.15	24.10
PCT Expenses	2,787.25	3,830.75
Seminar room \$1,471.25		
Stationery, Manual, activities items \$27.00		
J. Teo PCT Admin fee \$350.00		
A. Brandle PCT Admin fee \$150.00		
Video production \$30.00		
Certificate \$9.00		
Evaluating, Assessing & Coaching \$450.00		
Slides \$300.00		
Total Expenses	6,433.30	6,956.54
Surplus for the year before taxation	1,256.73	1,433.46
Surplus for the year after taxation	1,187.20	1,404.56
Accumulated Fund at Beginning of Year	9,877.21	8,472.65
Accumulated Fund at End of Year	11,064.41	9,877.21

BALANCE SHEET

	As at 31 Mar 17 S\$	As at 31 Mar 16 S\$
ASSETS:		
Current Assets : Cash on hand	11,064.41	9,877.21
Total Assets	11,064.41	9,877.21
LIABILITIES		
Current Liabilities	0.00	0.00
Accumulated Fund		
Balance at beginning of year	9,877.21	8,472.65
Surplus / (Shortfall) for the year	1,187.20	1,404.56
Balance at end of year	11,064.41	9,877.21

Prepared by

Victor Goh
Treasurer

Audited by

Andrea Brandle
Internal Auditor

Andy Ng
Internal Auditor