

APMP UK

2015 Annual Report

www.apmpuk.co.uk



HONING THE EDGE

Learn - Challenge - Innovate



Introduction

Our 2015 annual report outlines the UK Chapter's achievements during the previous year, as well as providing a financial overview, giving you an insight in to how members' funds are re-invested into member benefits.

The key areas identified by the 2015 volunteer board as part of its 3 year forward planning strategy are below:

1. To be the UK recognised authority in all areas of bid, proposal and business development

Being recognised by the government department of Business, Innovation and Skills as a valid and valued profession worthy of an apprenticeship has been a real accomplishment and paves the way for more recognition as we develop relationships with other professional bodies

2. Improved value of APMP UK chapter to its membership

Through the 22 outstanding and inspiring events we've organised during 2015, including the annual training day for over 100 delegates and our annual conference, attracting over 350 attendees hearing from exceptional speakers and exhibitors, we continue to provide members with opportunities for professional

development, upskilling and networking with other like-minded individuals.

3. Build an open and sustainable chapter organisation

As our membership continues to grow we must become more of an open and sustainable chapter organisation. Building on the structure and governance launched in 2014, we have become more strategic in our thinking and approach. Board succession plans are starting to take shape so that we can bring fresh thinking and ideas to pass on to our members.

Planned targets continue, as work in progress, to:

1. Enhance communication to members through the website, bulletins and social media
2. Increase quantity and geographical coverage and quality of face-to-face seminars
3. Formally publish governance to provide greater transparency, resilience and succession planning

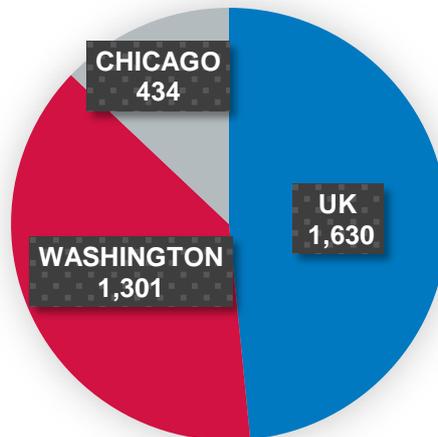
Our financial review is included in this annual report and is based on the annual financial statements prepared by our accountants and is available to download from our website at www.apmpuk.co.uk.



Membership

As one of the APMP's top three Chapters in 2015, our membership at 1,630 in the UK, continues to grow.

APMP's top three Chapters in 2015



The Chapter has grown in numbers, geographic spread, stature and status. By the end of 2015 membership had grown by over 25% and is now the largest Chapter of APMP. We have an innovative Corporate Membership scheme and have been successful in both retaining and gaining corporate members.

APMP Certification

APMP's certification programme entered its 11th year in 2015 and continues to be APMP's number one membership driver with 1,150 members gaining certification globally during the year. As a Chapter we supported members with the Certification Programme through a number of initiatives:



Apprenticeship

Reflecting the growing need to develop a formal education programme for those entering the bid and proposals profession, a trailblazer group of 10 employers, led by Amanda Nuttall, our Apprenticeship Director was formed during the year.

On 22 July 2015 the Skills Minister, Nick Boles MP, announced that the government had approved 26 new Trailblazer groups to develop new apprenticeship standards. We are very proud to announce that one of those groups was ours and that they received approval to commence the design of an apprenticeship for the role of a bid and proposal co-ordinator.

The group have developed the standards and had them approved by the Department for Business, Innovation and Skills (BIS). Work continues to navigate through two more approval gateways before the bid and proposal apprenticeship is formally in place.



Member Events

2015 saw continued growth in the UK Chapter's Member Events programme, bringing even more speaker events to new locations across the UK, reaching a broad audience and delivering benefits to our members:

The free events, voluntarily run by the APMP member community, offer the opportunity for members and their guests to meet like-minded professionals whilst learning more about a diverse range of subjects applicable in the bid and proposal world. Presenters can share their expertise and experience whilst honing their presenting skills, whilst delegates have the opportunity to earn Continuing Education Points (CEUs) through an interactive learning forum delivered on their doorstep.

This year's events programme included a diverse range of thought provoking topics across the bid engagement lifecycle. Some events were in such demand that they were run twice, and the London events typically sold out within two hours of publication.

This year, we reached out to the procurement professionals' institute, CIPS, engaging with them for the first time and inviting them to our events to encourage a further crossflow of information and understanding across the industries.

22 events in 2015, an
increase of 20%
on 2014

Over 1,350
attendees at local events

5 training masterclasses and workshops,
supporting
over 130
members

Events delivered in
6 new locations
around the UK, including Slough, Chippenham,
Basingstoke, Leicestershire, Leeds and Exeter

The 2015 Conference

Our 2015 conference, Honing the Edge, saw over 350 bid professionals convene for the centrepiece of the UK Chapters annual calendar. This year's theme focused on striving for excellence and how to inch past the competition within the competitive tendering environment.

This year's key note speakers drove home the conference theme, imparting their experiences which align to the bidding journey and race against the competition. **AP McCoy OBE** talked delegates through his journey to the finishing line and the drive, dedication and motivation he mustered to become a household name. **Richard Fallon**, a personal impact coach imparted his energy and passion on the audience and specifically talked about the art of persuasion and influence. Concluding the two-day event was journalist **James Naughtie**, who touched on the powerful intersection between journalism and bid development.

The calibre of speakers this year was its best yet, with a diverse programme of 24 sessions across all aspects of the bid and proposal lifecycle covering everything from strategy and messaging, new procurement rules and public procurement law, to automated proposals, new media's and the psychology of selling.

It was an honour to have several APMP international board members in attendance, including Executive Director Rick Harris and the new VP of Business Development, Christina Lewellen.

Pre-conference certification and formal competence training programmes attracted over 100 delegates. The Practitioner competency training again proved hugely successful and we are confident, with the support of the ATOs, that these become a regular fixture. Certification events were also very popular, ensuring an ever increasing proportion of our membership have professional qualifications.



Financial Review

This financial review is based on the annual financial statements prepared by our accountants and available to download from our website, www.apmpuk.co.uk.

In financial terms it has been another positive year with a surplus of £21,320 being achieved and with reserves standing at £211,538. This performance reflects the very positive contribution made by APMP UK's very able unremunerated volunteers.

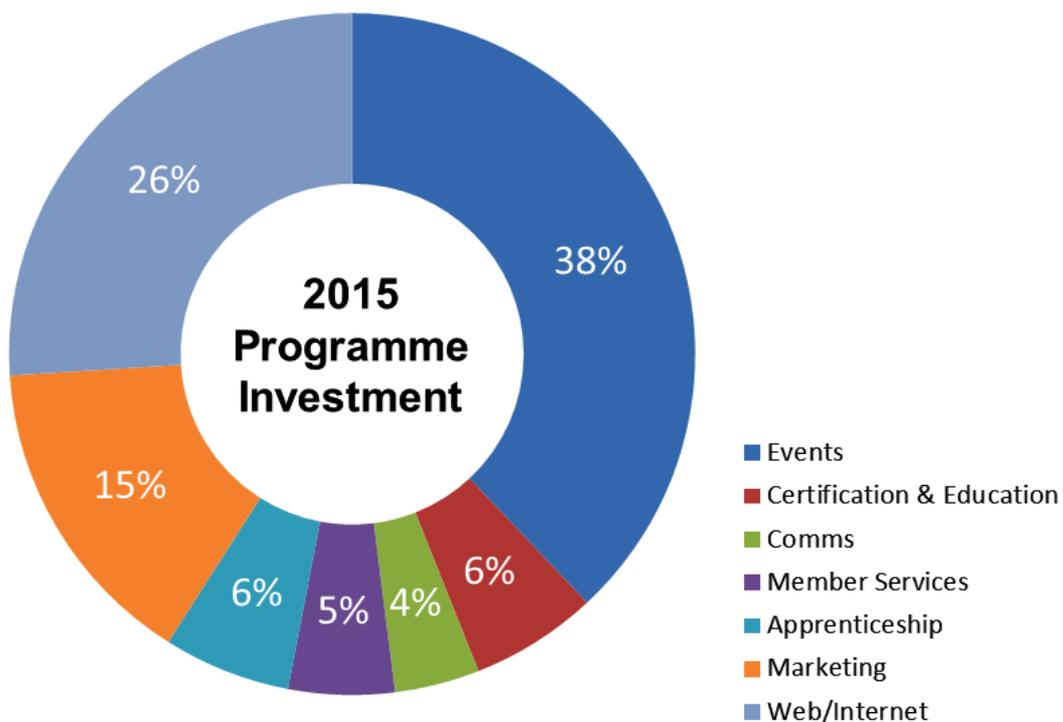
The APMP UK Chapter grew its annual income in 2015 by 8.3% from £147,980 to £160,217. The overall result was net incoming resources of £53,018. Income derived from individual and corporate membership, through chapter rebates, grew some 24.4%, from £21,747 to £27,052. Annual conference, certification, education and event activities income decreased 24% from £34,192 to £25,966, largely due to capping of conference delegate

fees and increased investment in member benefits such as the Apprenticeship programme and additional speaker events.

Direct expenditure on member benefits increased from £17,717 in the previous year to £25,763, a 45% increase.

The Chapter has continued to adopt a staffing model of volunteers augmented by paid external consultants, retained for specific projects and / or specific domain expertise. The significant increase in Chapter membership and the number of activities being offered to members across all geographic regions will continue to require increased expenditure on both consultants and support systems going forward.

Adoption of the Apprenticeship and Mentoring programmes will further increase investment in member benefits.



Consolidated Income and Expenditure

| | <u>Association</u> | | <u>Company</u> | |
|--------------------------------|--------------------|--------|----------------|---------|
| | 2015 | 2014 | 2015 | 2014 |
| <u>Income</u> | | | | |
| Membership | 27,052 | 21,747 | | - |
| From Company/Association | - | 18,412 | 5,407 | - |
| Conference | - | - | 118,951 | 98,162 |
| Chapter events | - | - | | 476 |
| Certification and Education | - | - | 8,807 | 27,595 |
| | 27,052 | 40,159 | 133,165 | 126,233 |
| <u>Direct Costs</u> | | | | |
| Conference costs | - | - | 74,172 | 67,489 |
| Speakers | - | - | 19,508 | 21,381 |
| Chapter events | - | - | 10,154 | 3,171 |
| Certification and Education | - | - | 3,365 | - |
| | | | 107,199 | 92,041 |
| <u>Governance Costs</u> | | | | |
| Marketing | - | - | 5,625 | - |
| IT Support | - | - | 7,453 | 4,829 |
| Administration and travelling | - | - | 6,464 | 5,336 |
| Accountancy | 325 | 300 | 2,145 | 1,925 |
| Bank charges | - | - | 4,266 | 3,614 |
| Sundries | - | - | 13 | 76 |
| To Association/Company | 5,407 | - | | 18,412 |
| | 5,732 | 300 | 25,966 | 34,192 |
| Surplus | 21,320 | 39,859 | 0 | 0 |

Consolidated Balance Sheet

| | <u>Association</u> | | <u>Company</u> | |
|--|--------------------|----------------|----------------|---------------|
| | 2015 | 2014 | 2015 | 2014 |
| <u>Current Assets</u> | | | | |
| Debtors | - | - | - | - |
| Funds held by company/association | 9,872 | 78575 | - | - |
| Value Added Tax | - | - | 4,557 | - |
| Cash at bank and in hand | 201,991 | 111,943 | 6,914 | 83,459 |
| | <u>211,863</u> | <u>190,518</u> | <u>11,471</u> | <u>83,459</u> |
| <u>Current Liabilities</u> | | | | |
| Due to company/association | - | - | 9,872 | 78575 |
| Value Added Tax | - | - | - | 2,585 |
| Accruals | 325 | 300 | 1,600 | 2,300 |
| Total assets less current liabilities | <u>211,538</u> | <u>190,218</u> | <u>-1</u> | <u>-1</u> |
| <u>Members' funds</u> | | | | |
| Brought forward | 190,218 | 150,359 | -1 | -1 |
| Surplus for year | 21,320 | 39,859 | - | - |
| | <u>211,538</u> | <u>190,218</u> | <u>-1</u> | <u>-1</u> |

Notes:

Note 1 – Description of Organisation

The Association of Proposal Management Professionals (APMP) is a non-profit professional membership association organised in 1989 to serve as the worldwide authority for professionals dedicated to the process of winning business through bids, proposals, tenders and presentations. Their stated mission is to promote the professional growth of its members, which it does through offering education, certification and networking.

APMP UK is the local chapter of APMP in the United Kingdom chartered in 2001, whose mission is to promote the professional growth of its affiliated members through APMP's objectives, mission and programmes. APMP UK provides regular speaker and networking events, education workshops with the largest activity being the annual APMP UK conference.

Note 2 – Membership

Individual and corporate memberships are fully managed by APMP internationally. Membership reported at the chapter level reflects those individuals who actively choose to affiliate with the UK chapter. The chapter receives a quarterly rebate of member fees commensurate with the number of affiliated members.

Note 3 – Governance and Commercial

The APMP UK Chapter is governed by an elected Board of Directors, comprising volunteers. Serving on the Chapter Board of Directors or any of its sub-committees is open to any paid-up member, affiliated to the UK Chapter who volunteers their services. All members of the Board and its sub-committees are required to subscribe to APMP UK's Confidentiality of Information and Conflict of Interest policies.

All commercial activity of the Chapter is undertaken through UKAPMP Limited, a company limited by guarantee and registered in England (Co. reg. number: 05602189).

Note 4 – Value Added Tax

UKAPMP Limited is registered for VAT in the United Kingdom (VAT reg. No. 909 7678 69).

