



**International Society of Typographic Designers Limited
Annual General Meeting Notice 2017–18**

The Companies Act 2006
Notice of Annual General Meeting
of ISTD Limited – Company number 5273293

**Notice is hereby given under the Act mentioned above
of the 2017–18 Annual General Meeting of the company
International Society of Typographic Designers Limited.**

The ISTD Annual General Meeting 2017–18 is to be held at:

**on-IDLE Ltd, 75 Brookesley Street, London, E3 4QJ
on Saturday 10 November 2018 at 1.15pm prompt.**

For the following purposes:

To receive the Report of the Directors and the Annual Accounts
for the year ended 31 March 2018
To transact any other ordinary business of the Company

By order of the Board
26 October 2018

The notice that list any resolutions on which you may vote, if you are a current
ISTD Member is included in this AGM document.

To comply with our statutory obligations the Annual Report and Accounts for
the year end 31 March 2018, together with the form of Proxy for any proposed
resolutions, are included in this document.

If you are unable to attend the AGM but wish to vote on the resolutions as listed,
if a poll is called on any of them, please complete the Form of Proxy included in
the AGM document.

Note

1. A member of the Company who is entitled to attend and vote at the Annual general meeting is entitled to appoint a proxy, who must also be a member of the company, to attend and vote instead of that member.
2. A proxy form is enclosed which to be valid must be completed and deposited at the appointed address not later than 48 hours before the time appointed for the holding of the meeting (1.15pm Saturday 10 November). Completion of the proxy form will not affect the right of a member to attend and vote at the meeting in person.
3. Only current members of the Company (ISTD Members, Fellows and HonFellows) are entitled to vote.

International Society of Typographic Designers is a Company Limited by Guarantee
Registered in England & Wales company number 05273293
Registered office: Griffins Court, 24–32 London Road, Newbury, Berkshire RG14 1JX



The Companies Act 2006
International Society of Typographic Designers Limited

Form of Proxy for use at the Annual General Meeting of the Company to be held on Saturday 10 November 2018.

I, _____

of, _____

being a member of ISTD Ltd ('the Company')

hereby appoint _____

[please enter the name of appointee if not the Chair]

or, failing he/she, the Chair of the Meeting as my proxy to vote in my name and on my behalf at the Annual General Meeting to be held at 1.15pm on 10 November 2018.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolutions

1 – To receive the Report of the Directors and the Annual accounts for the year ended 31 March 2018

For Against

2 – To transact any other ordinary business of the Company

For Against

Name _____

Signed _____

Dated this day _____ October 2018

Or email the relevant proxy information, including your appointee and vote to:
agm@istd.org.uk

Completed Proxy form to reach ISTD by 1.15pm Thursday 8 November 2018.



International Society of Typographic Designers Limited
Annual General Meeting 2017–18
13.15 Saturday 10 November 2018
on-IDLE Ltd, 75 Brookesley Street, London, E3 4QJ

AGENDA

- 1.0 Apologies for absence

- 2.0 MINUTES OF 2016–17 AGM
 - 2.1 Corrections
 - 2.2 Matters arising

- 3.0 ADOPTION OF BOARD REPORT
 - 3.1 Adoption of the Board report for 2017–18

- 4.0 ADOPTION OF ACCOUNTS
 - 4.1 Adoption of accounts for the year 1 April 2017 to 31 March 2018

- 5.0 ELECTION OF BOARD and OFFICERS
 - 5.1 Board members willing to stand for re-election:
 - Becky Chilcott
 - David Coates
 - Jonathan Doney
 - John Paul Dowling (Sabbatical)
 - Belinda Magee
 - Brian Palmer
 - Marc Peter
 - Clare Playne
 - Tony Pritchard
 - Caroline Roberts
 - Freda Sack
 - Erik Spiekermann
 - Neil Tinson
 - Andy Uren
 - Ade Mills
 - 5.2 Resignations from the Board
 - Jonathan Burr
 - 5.3 Election of Members co-opted to the Board
 - Jill Spratt

- 6.0 ANY OTHER BUSINESS



**Minutes of Annual General Meeting 2016–17 for ISTD Ltd
that was held on Saturday 21 October 2017
at on-IDLE Ltd, 75 Brookesley Street, London, E3 4QJ**

Chaired by Jonathan Doney

1.0 Apologies

Board

Brian Palmer FISTD – appoints Chair as proxy vote
Ade Mills MISTD

Members

Glyn Davies MISTD – appoints Chair as proxy vote
David Quay FISTD – appoints Freda Sack as proxy vote
Marilyn Sturgeon FISTD – appoints Freda Sack as proxy vote
Hans Bocking FISTD – appoints Chair as proxy vote
Robert Miller-Smith HonFISTD – appoints Chair as proxy vote
Ivan Cooper HonFISTD – appoints Jonathan Doney as Proxy Vote
Philip Ely MISTD – appoints Chair as proxy vote
Michael Harkins MISTD
Brenda Dermody MISTD

1.1 Attendees

Board

Jonathan Doney FISTD
David Coates FISTD
Belinda Magee FISTD
Freda Sack FISTD
Tony Pritchard FISTD
Clare Playne FISTD
Marc Peter MISTD
Caroline Roberts MISTD
Jonathan Burr MISTD

Members

Alexandros Kosmidis MISTD
Ting Sia MISTD
Sandina Miller MISTD

Chris Duggan (ISTD Accountant)



2.0 Minutes of 2016–17 ISTD AGM held at 13.15 Saturday 21 October 2017

2.1 Corrections – Under section 1.0 of the papers, apologies had been received from Robert Miller-Smith HonFISTD who was incorrectly included as Robert Miller HonFISTD.

2.2 Matters arising – No matters arising.

Marc Peter proposes acceptance of the 2016–17 AGM minutes as a true record – seconded by Freda Sack.

3.0 Adoption of Board report on behalf of the Board for 2016–17

Jonathan Doney as Chair gives those present time to read through Board report of activities for the year, including the Financial report and also the Education report.

There were no questions or matters arising.

Belinda Magee proposes adoption of the Board report 2016–17 AGM as a true record – seconded by Clare Playne.

4.0 Adoption of Accounts for 1st April 2016 to 31 March 2017

Chris Duggan – ISTD Accountant available to answer any questions relating to the ISTD accounts.

In a quick summary, Chris Duggan explains that membership subscription numbers have increased significantly over the year with new and returning members, whereas most societies are still seeing a decline. Student Assessment income has increased but the costs remained static. Therefore the overall gross surplus was very pleasing at almost a third increase from the previous year. All other costs remained consistent and from a financial point of view, a good year.

There were no other questions or matters arising

Clare Playne proposes adoption of Accounts for 1 April 2016 to 31 March 2017 as a true record – seconded by David Coates.

5.0 Election of Board and Officers

5.1 Chair: Board appointment

See 5.4

5.2 Election of members of the board willing to stand for re-election:

Jonathan Doney
Jonathan Burr
Becky Chilcott
David Coates
John Paul Dowling
Belinda Magee
Brian Palmer
Marc Peter
Clare Playne
Tony Pritchard
Caroline Roberts
Freda Sack
Erik Spiekermann
Neil Tinson
Andy Uren
Ade Mills



It was proposed that these Board members are re-elected as a group.

Sandina Miller proposes this arrangement,
– seconded by Ade Mills.

5.3 Board resignations

No resignations

5.4 Election of new members to the Board

5.1 Jonathan Doney is re-elected as Chair

6.0 Any Other Business

There being no other business relating to the AGM, the meeting closed at 13.24pm.



**International Society of Typographic Designers
AGM Board Report for period 1 April 2017 to 31 March 2018**

Last year I reported that the Society was in great shape and this continues to be the case. Membership levels have remained the same with new applications received on a regular basis. Financially, and as always, we continue to be prudent on how we use our income which is derived mainly from membership subscriptions. This income dictates what we can realistically achieve in any given year but despite these sometimes limiting resources, we remain in a strong financial position.

The past year has seen a major investment in the new education website which now provides greater and easier access to students and tutors in relation to our Student Assessment Scheme and their access to appropriate resources. Student registration and assessment reports, labelling, submission recognition via QR code and institutional invoicing are now completed wholly by this new on-line system.

A working group has been considering our on-line membership application process and has returned to the Board with several recommendations on how this should improve. Work is already underway to implement these changes before running several tests to ensure clarity of content and ease of use.

Our annual Student Assessment Scheme is now in its 43rd year. The ISTD Board are grateful to John-Paul Dowling for his leadership as Education Director. The relevant statistics are presented in his report. The main UK assessment was this year held at Cardiff Metropolitan University, Cardiff School of Art & Design and we thank David Wrenne, Programme Director BA (Hons) Graphic Communication for being our host.

Our international education co-ordinators; Becky Chilcot in Australia, Tiffany Turkington-Palmer in South Africa, Brenda Dermody in Ireland and John Kortboui in Lebanon deserve special thanks for their on-going effort and support in making the scheme a continued success in their own countries. For a second year, Aoife Mooney at Kent State University, Ohio, who the Board would like to thank for all her hard work, undertook the organisation of the Assessment in North America. There was a slight increase in the number of submissions but this event has attracted many enquiries from other universities who have expressed an interest to participate.

Assessment results for 2017

UK

Submissions: 143
Passes: 67
Merits: 11
Commendations: 3

Ireland

Submissions: 80
Passes: 21
Merits: 4
Commendations: 1

Middle East:

Submissions: 9
Passes: 4

South Africa

Submissions: 29
Passes: 11
Merits: 3

Australasia

Submissions: 70
Passes: 32
Merits: 6
Commendations: 3

North America

Submissions: 42
Passes: 10
Merits: 3
Commendations: 1



Early in the year, we were approached by West of England Design Forum (WEDF) in Bristol, to give a 'type talk' to their members and the local design community. ISTD previously presented at WEDF 12 years ago as part of the successful KUTV (Kern Up The Volume Tour). It seemed fitting that the presenters at that time, Jonathan Doney (now ISTD Chair) and Past President Erik Spiekermann, team up again for the talk, which they did. The event was a great success, breaking WEDF records for the speed in which the tickets sold – all gone in less than 3 hours! ISTD would like to thank Emma Hopton, WEDF Chair, for the invitation and her help and support in running and publicising the event.

ISTD was delighted that Jost Hochuli accepted an invitation to visit London in September 2017 with events supported by ISTD, Presence Switzerland and the Swiss Cultural Fund. Hochuli's visit during the London Design Festival included a small exhibition running from 8–22 September in the East End and was a rare opportunity to see an exhibition of this renowned Swiss designer's work. London College of Communication (LCC) at Elephant & Castle hosted a talk by Hochuli. Such was the popularity of this free event, that it 'sold out' within hours of the tickets being released. The talk, taking the form of an interview facilitated by Tony Pritchard, LCC senior lecturer and ISTD board member, was a rare opportunity to hear the renowned Swiss book designer's views on historical type matters; and why book design should not just be concerned with beautiful book-objects, but rather should be about making useful tools for reading.

2017-18 saw a marked increase in activity with Society publications going to members. The editorial team of Caroline Roberts and Jim Northover under the leadership of Tony Pritchard enabled the publication of our journal, *Typographic*. With the support and guidance of Clare Playne at Playne Design, Miriam Bruggen designed the issue. The ISTD Board are extremely grateful to these individuals for their significant contribution in publishing what is known to be, a highly collectable publication.

Members also received publications by Cal Swann, Jost Hochuli and Warren Lee and a history of Letraset by Mike Daines.

We continually strive to increase our membership but we are often asked, 'what do I get for my money?' It is not about the material things received through the post, it's about being part of a world-wide, like-minded group of professionals who by being members are acknowledged as those who continue to promote and maintain the highest possible standards in our profession. It's being part of something to be proud of which confirms our professional status and expertise.

All members of the Board deserve thanks for the considerable amount of time and effort they put in for ISTD on a voluntary basis. Freda Sack, David Coates, Caroline Roberts, Marc Peter, Tony Pritchard and Clare Playne deserve special mention as without their considerable input we would not be in the position we are today. My thanks go to them.

Jonathan Doney FISTD, Chair ISTD

On behalf of ISTD Board



**Report of the Directors and Unaudited Financial Statements
for the year ended 31 March 2018
for International Society of Typographic Designers Limited**

**Contents of the Financial Statements
for the year ended 31 March 2018**

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International Society of Typographic Designers Limited
Company Information
for the year ended 31 March 2018

Directors:

F A Sack
J C Doney
A C Uren
C Playne
M Peter
E Spiekermann
D B Coates
R A Chilcott
B J Magee

Registered Office:

Griffins Court
24–32 London Road
Newbury
Berkshire
RG14 1JX

Registered Number:

05273293 (England and Wales)

Accountants:

Wilkins Kennedy
Accountants
Griffins Court
24–32 London Road
Newbury
Berkshire
RG14 1JX



**International Society of Typographic Designers Limited
Report of the Directors
for the year ended 31 March 2018**

The directors present their report with the financial statements of the company for the year ended 31 March 2018.

Directors

The directors shown below have held office during the whole of the period from 1 April 2017 to the date of this report.

F A Sack
J C Doney
A C Uren
C Playne
M Peter
E Spiekermann
D B Coates
R A Chilcott
B J Magee

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

On Behalf of the Board:

D B Coates – Director

11 July 2018



International Society of Typographic Designers Limited
Income Statement
for the year ended 31 March 2018

	Notes	2018 £	2017 £
Turnover		40,246	44,422
Cost of sales		<u>10,193</u>	<u>15,323</u>
Gross Surplus		30,053	29,099
Administrative expenses		<u>24,197</u>	<u>24,487</u>
Operating Surplus		5,856	4,612
Interest receivable and similar income		<u>27</u>	<u>52</u>
Surplus before Taxation		5,883	4,664
Tax on surplus	4	<u>1,118</u>	<u>993</u>
Surplus for the Financial Year		<u>4,765</u>	<u>3,731</u>



International Society of Typographic Designers Limited
(Registered number: 05273293)
Balance Sheet 31 March 2018

	Notes	2018 £	2017 £
Current Assets			
Stocks	5	166	125
Debtors	6	10,476	2,067
Cash at bank and in hand		<u>72,012</u>	<u>73,782</u>
		82,654	75,974
Creditors			
Amounts falling due within 1 year	7	<u>19,958</u>	<u>18,043</u>
		62,696	<u>57,931</u>
Net Current Assets			
		<u>62,696</u>	<u>57,931</u>
Total Assets Less Current Liabilities			
		<u>62,696</u>	<u>57,931</u>
Reserves			
Income and expenditure account		<u>62,696</u>	<u>57,931</u>
		<u>62,696</u>	<u>57,931</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006
and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 11 July 2018 and were signed on its behalf by:

J C Doney – Director

D B Coates – Director



International Society of Typographic Designers Limited
Notes to the Financial Statements
for the year ended 31 March 2018

1. STATUTORY INFORMATION

International Society of Typographic Designers Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling which is the functional currency of the company and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Significant judgements and estimates

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the period. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Revenue recognition

The key judgement made by management in respect of revenue is the point at which that revenue should be recognised. Management consider the underlying contract terms and conclude upon the most appropriate point of the cycle at which to recognise revenue based upon these terms and in particular where the risks and rewards of ownership transfer.

Tangible Fixed Assets

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. Residual value assessments consider issues such as the remaining life of the asset and projected disposal values.

Turnover

Turnover is measured at the fair value of the consideration received or receivable net of VAT and trade discounts. Turnover relates to the sales within the UK market. The policies adopted for the recognition of turnover are as follows:

Rendering of services

When the outcome of a transaction can be estimated reliably, turnover from the rendering of services is recognised as the service is performed.



International Society of Typographic Designers Limited
Notes to the Financial Statements – continued
for the year ended 31 March 2018

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer Equipment – Straight line over 3 years

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

Current tax represents the amount of tax payable or receivable in respect of the taxable profit (or loss) for the current or past reporting periods. It is measured at the amount expected to be paid or recovered using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax represents the future tax consequences of transactions and events recognised in the financial statements of current and previous periods. It is recognised in respect of all timing differences, with certain exceptions. Timing differences are differences between taxable profits and total comprehensive income as stated in the financial statements that arise from the inclusion of income and expense in tax assessments in periods different from those in which they are recognised in the financial statements. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profit.

Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date that are expected to apply to the reversal of timing differences. Deferred tax on revalued non-depreciable tangible fixed assets and investment properties is measured using the rates and allowances that apply to the sale of the asset.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

Impairments

Rentals paid under operating leases are charged to the profit and loss on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

Payments in respect of other post-retirement benefits are charged to profit or loss in the period to which they relate.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account in other administrative expenses.



International Society of Typographic Designers Limited
Notes to the Financial Statements – continued
for the year ended 31 March 2018

Provisions

Provisions are recognised when the company has a legal or constructive obligation at the report date as a result of a past event, it is probable that the company will be required to settle the obligation and the amount of the obligation can be reliably estimated.

Provisions are recognised at the best estimate of the amount required to settle the obligation at the reporting date.

Impairments

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or asset's cash generating unit, is estimated and compared to its carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the profit and loss, unless it's carried at a revalued amount, where the impairment loss is a revaluation decrease.

Short-term employees benefits

Short-term employees' benefits are recognised as an expense in the period in which they are incurred.

3. TAXATION

Analysis of the Tax Charge

The tax charge on the surplus for the year was as follows:

	2018	2017
	£	£
Current tax:		
UK corporation tax	1,118	933
Tax on surplus	1,118	933

UK corporation tax has been charged at 20% (2017 - 20%).

4. TANGIBLE FIXED ASSETS

	Computer Equipment
	£
Cost	
At 1 April 2017 and 31 March 2018	1,569
Depreciation	
At 1 April 2017 and 31 March 2018	1,569
Net Book Value	
At 31 March 2018	–



International Society of Typographic Designers Limited
Notes to the Financial Statements – continued
for the year ended to 31 March 2018

5. STOCKS	2018	2017
	£	£
Stock of Books and Magazines	<u>166</u>	<u>125</u>
6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2018	2017
	£	£
Prepayments and accrued income	<u>10,476</u>	<u>2,067</u>
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2018	2017
	£	£
Trade creditors	5,285	9,236
Tax	1,118	933
Accruals and deferred income	<u>13,555</u>	<u>7,874</u>
	<u>19,958</u>	<u>18,043</u>

8. MEMBER'S GUARANTEE

The company is limited by guarantee, having no share capital, whereby the liability of its members to contribute to the assets of the company in the event of it being wound up may not exceed £1 as set out in its memorandum of association.



**International Society of Typographic Designers Limited
Report of the Accountants to the Directors of
International Society of Typographic Designers Limited**

As described on the Balance Sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2018 set out on pages three to nine and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Wilkins Kennedy
Accountants
Griffins Court
24–32 London Road
Newbury
Berkshire
RG14 1JX

11 July 2018



International Society of Typographic Designers Limited
Detailed Income and Expenditure Account
for the year ended 31 March 2018

	2018		2017	
	£	£	£	£
Turnover				
Membership Subscriptions	26,615		28,817	
Student Assessments	12,363		15,219	
Publication Sales	<u>1,268</u>		<u>386</u>	
		40,246		44,422
Cost of sales				
Opening stock	125		167	
Typographic publication and award costs	-		2,197	
Membership costs	441		270	
Student Assessment Costs	<u>9,793</u>		<u>12,815</u>	
	10,359		15,448	
Closing stock	<u>(166)</u>		<u>(125)</u>	
		10,193		15,323
GROSS SURPLUS		30,053		29,099
Other income				
Bank Account Interest		<u>27</u>		<u>52</u>
		30,080		29,151
Expenditure				
Insurance	140		140	
Administration Costs	5,000		5,000	
Printing, Postage & Stationery	871		833	
Advertising & Sponsorship	5,436		6,162	
Board Meetings	1,412		953	
Storage	2,676		2,244	
Web and internet costs	5,172		5,238	
Sundry expenses	-		31	
Accountancy	<u>1,980</u>		<u>1,980</u>	
		22,687		22,581
		7,393		6,570
Finance costs	41		67	
Bank charges	<u>1,469</u>		<u>1,839</u>	
Credit card		<u>1,510</u>		<u>1,906</u>
NET SURPLUS		<u>5,883</u>		<u>4,664</u>