Association for Project Management

Board Meeting - Summary Bulletin

July 2018

*Please note this is a summary for publication purposes and not the formal Board minutes.*

* Success stories were noted. These included the recent volunteers’ forum.
* The Board noted declarations of interest made by trustees on specific agenda items.
* The annual report and accounts was received and approved on the recommendation of the Audit & Assurance Committee. The external auditor’s management report was noted and there had been a full, unqualified audit opinion received.
* The Board approved proposals in relation to the leases on its office accommodation in Princes Risborough.
* A series of proposals for the development of qualifications and for review of the membership standard had previously been discussed at a strategic away day. The Board formally approved the proposals for development via its project portfolio.
* Proposals for the Sir Monty Finniston Award and for the award of Honorary Fellowship were received from the Nominations Panel and approved.
* Formal approvals were made in relation to the Board’s Key Performance Indicators, the reappointment of the external auditor, the 2019 Board calendar, committee terms of reference and revised election rules. A proposed merger of two Specific Interest Groups was approved, subject to the endorsement of the Volunteers’ Steering Group.
* An update of a trustees’ engagement calendar was reviewed. The Board concluded a preferred approach to managing engagement with external stakeholders.
* The Board welcomed updates to a suite of ‘sub-strategies’. The next steps to review and update content were agreed.
* Proposals to support a sub-group of the International Project Management Association in developing the IPMA’s strategy were discussed and supported.
* The Board noted the Chief Executive’s report and the business performance report. These set out key issues, activities and performance monitoring from across the business. Options to increase access to student membership were approved.
* The strategic risk register was reviewed and noted. The Board reviewed plans to mitigate reputational risks. It also considered a ‘depth review’ of the threats and opportunities from providing better links between the chartered standard, qualifications and membership.
* Reports from Committee Chairs and Board Champions were received, discussed and noted.
* The Board noted its agenda plan of forthcoming business.

**Appendix 1 – Board Meeting Attendance Record 2018**

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| NAME | PRESENT | OUT OF |
| Susie Boyce | 4 | 4 |
| Paul Chapman | 4 | 4 |
| Alistair Godbold | 4 | 4 |
| John Gordon | 4 | 4 |
| Stephen Jones | 4 | 4 |
| Alan Macklin | 4 | 4 |
| John McGlynn | 4 | 4 |
| Milla Mazilu | 3 | 4 |
| Roy Millard | 3 | 4 |
| Ranjit Sidhu | 3 | 4 |
| Brian Wernham | 2 | 3 |