



**Minutes of the
Forty Fifth Annual General Meeting
of
Association for Project Management
Held on Monday 21st November 2016
at
Presentation Room C, KPMG,
15 Canada Square, Canary Wharf,
London E14 5GL
Commencing at 10.35 am**

Association for Project Management
Ibis House
Regent Park, Summerleys Road
Princes Risborough
Buckinghamshire
HP27 9LE

The APM Chairman, Steve Wake, welcomed everyone to the meeting, which was attended by a quorate number of members (25) and in addition a number of staff and guests.

The Chairman introduced the others seated at the top table: APM President David Waboso CBE, Chief Executive Sara Drake, Company Secretary Mike Robinson and the audit partner from APM's external auditors Sandra de Lord.

The President formally opened the meeting and welcomed those present to the 45th Annual General Meeting of APM.

Apologies for absence received from the following were noted: Rod Baker, Graham Hawkins, Peter Horsted, Maura Launchbury, Albert Lester, Tom Taylor and Chris Woodcock.

G16.1 President's address

The President thanked the Chairman for his time, energy, commitment and huge contribution to APM. He also thanked the Chief Executive and all the headquarters team of APM. He also thanked the members and community of volunteers.

He then delivered the President's address. He concentrated on four themes:

1. The need to expand the understanding of what project managers do and the complications involved
2. Collaboration is essential
3. What do changes in technology mean for project management and society, and
4. The importance of having the right people involved.

G16.2 Minutes of the 44th Annual General Meeting

The minutes of the 44th annual general meeting, held on 9th November 2015, were approved by the meeting for signature by the President.

G16.3 To receive the annual accounts for the financial year ended 31st March 2016, the report of the trustees and the auditors' report.

The Chief Executive reported that the accounts had received an unqualified audit and thanked the finance team for their work in producing the accounts and reports and reviewed some of the headline figures. She then reviewed some of the highlights from the year. These included: the new PPQ qualification, the 2nd edition of the Competence Framework, new publications, Level 4 Trailblazer and the Salary and Market Trends survey.

The Chief Executive reviewed APM's determination to lead change which included the refresh of the corporate strategy led by Alistair Godbold, the launch of the small projects research fund and the beginning of the end of the wait for Chartered status.

The Chief Executive recognised the crucial importance of APM's volunteer community, the contribution of key events and conferences and the work done through APM's SIG's and Branches, expressing thanks to the Branch and SIG committees.

The Chief Executive reminded the meeting that in 2014 APM achieved Investors in Volunteers accreditation, becoming the first professional body to be officially recognised in this way for the

excellent work done with its volunteers. A periodic re-assessment of this is being undertaken by Investors in Volunteers and some volunteers may be contacted. APM is investing further in qualifications and standards and seeking wider understanding of how members derive value from APM.

The Chief Executive reported that the new APM website and CRM system would be going live in the next few weeks, and that APM continues with its senior contribution to the International Project Management Association and acting as the voice of project management.

Finally the Chief Executive referred to the close prospect of achieving Chartered status, the operational activities taking place to prepare for establishment of APM as a Chartered body in the Spring of 2017 and the work that is required towards hopefully launching a Register of Chartered Project Professionals later in that year.

The meeting agreed that this completed the receipt of the annual accounts for the financial year ended 31st March 2016, the report of the trustees and the auditors' report.

G16.4 Briefing on the development of APM's new corporate strategy

Alistair Godbold, Deputy Chair, presented a briefing on corporate strategy. He reviewed the extensive consultation exercise undertaken. He explained that projects are the engine of growth and improve people's lives. He then reviewed the key themes and explained the outcome that APM will offer the P3 community:

- **Assured practice** – leading and enabling a community, and
- **Assured capabilities** – qualifying people and organisations for what they do

And that APM will offer the delivery environment:

- Generating **recognition and trust** of the need and value of good project delivery to help develop and deploy great project professionals
- **Development** – influencing, developing and making available standards, qualifications, designations, guidelines and good practice

He went to explain that APM will offer for P3 community and the delivery environment:

- Leading - providing leadership for and being the voice of all those engaged in delivering beneficial change
- Listening and learning - engaging all involved in the delivery of change to share good practice and shape the delivery environment, and
- Diversity - making the profession compelling to all. Expanding the use of project techniques for the delivery of all change

Finally, he explained how APM saw its position in a complex and uncertain world.

G16.5 Result of the Board election

The Company Secretary reported that:

- 21 candidates had stood for election to the three posts available – nearly twice the previous record
- Turnout had been 17.2% - third highest ever, which was creditable given the usual correlation between high candidate numbers and low turnout
- There had been a further increase in the number of online votes to 62%.

As usual the ballot had been conducted by Electoral Reform Services.

The Company Secretary reported that the result of the election was as follows;

Result

JONES, Stephen	647 ELECTED
BOYCE, Susie	480 ELECTED
MAZILU, Milla	476 ELECTED
GHOLAMALIPOUR, Marjan	443
HOARE, Richard	366
CHAPMAN, Paul	357
BELL, Carol	348
BAKER, Rod	336
BURT, Christine	330
OKORO, Teri	310
RUNCIMAN, Neil	292
TAYLOR, Simon	285
JONES, Allan	282
MILLARD, Roy	272
MORILLAS LARA, Marina	247
AKRAM, Saleem	191
RADLEY-SCOTT, Michelle	187
SENIOR, Veronica	175
PURVIS, Dean	174
PISONI, Andrea.....	149
HORSTED, Peter	107

Accordingly Stephen Jones, Susie Boyce and Milla Mazilu were elected as directors of the company.

G16.6 To appoint Kingston Smith as auditors of the association until the conclusion of the next annual general meeting and to authorise the trustees to set the fees paid to the auditors

This resolution was proposed to the meeting and carried on a show of hands.

G16.7 The following resolution was proposed to the meeting as an ordinary resolution:

That the directors are hereby authorised to transfer the assets and liabilities of the Company to a new Chartered Body Corporate after it has been constituted with the name “the Association for Project Management” at such time as they may determine and it is agreed that members of the Association for Project Management shall become members of that new Chartered Body Corporate in accordance with and subject to the terms of the Charter, By-laws and Regulations of that new Chartered Body Corporate.

This resolution was carried on a show of hands.

G16.8 To receive response to members’ questions

Questions received in writing prior to the meeting within the specified time limit were answered as follows.

Question 1 Graham Hawkins *What lessons has APM learnt from the serious issues with the management and communications for key and influential stakeholders on recent change activities, in particular on the Registered Project Professional (RPP) refresh and also, to a lesser extent, the new Full Membership (MAPM) standard.*

Answer *The APM Registered Project Professional standard, launched in 2011, is currently being refreshed to align to the APM Competence Framework 2nd edition. We have consulted widely on the refreshed standard and received an overwhelmingly positive response from employers, current and prospective RPP holders and assessors.*

Part of the refresh was to review resourcing requirements for assessors in the light of predicted volumes. We recognise the commitment that assessors have had to RPP and its success since launch, but also recognise that current volumes cannot sustain a large pool and that it is good practice to provide opportunities for others to join should they wish. As such our aim was to run an open recruitment process with all RPP holders eligible to apply. We received a large number of applications which, regrettably, meant we could not recruit everyone who applied.

We feel that we have achieved what we aimed to do, but accept that we may not have fully appreciated the expectations of the initial pool of assessors recruited through a different process. Those we have recruited are currently going through training and will be issued with revised contracts which make clear the terms and conditions of their commitment and the date at which they will be reviewed. We also plan a clearer regime of communication and training, and have a dedicated member of staff as a primary point of contact on all things related to RPP assessment. We therefore hope that assessors are clearer on their obligations, as well as our obligations to them, reducing the scope for misunderstanding in the future.

We also recognise that the transition to a chartered body may involve a lot of change in some areas and we are committed to ensuring that we manage the communication around this as effectively as possible.

Question 2 Graham Hawkins *Additionally, what can the membership expect in the future, in particular for volunteers and the directly contracted supply chain, with regard to how this will be improved and handled on the revised strategy and resulting change initiatives?"*

Answer *The APM strategy has been widely consulted across volunteer groups, other professional bodies, influential organisations, employers and other stakeholders. The views of those groups have been carefully considered and have served to greatly improve the focus and scope of the current draft. Once the strategy is complete we plan to communicate this widely across all stakeholder groups and work closely with them to ensure it is implemented to the benefit of all.*

The Chief Executive added that APM would continue to maintain and expand its commitment to transparency, and would look to partner with other organisations as part of its strategy for wider advocacy.

A question was raised from the floor of the meeting about APM's work towards achieving Chartered status for the profession. The Chief Executive explained that it was not possible to comment on the Chartered standard at this time, but she re-iterated that APM would be looking at all routes to a Chartered standard.

The same questioner explained that currently he was excluded from the RPP standard as he had not recently managed a complex project. The Chief Executive confirmed that this is one of the things that would need to be looked at and borne in mind in relation to preparations for the Chartered standard.

The Chair of the Board and the President made closing remarks, with thanks to KPMG for hosting the event, attendees, the President, the staff at APM and the Board.

Minutes of the 45th AGM 21st November 2016

There being no further business the meeting closed at 11.30am.

Signature.....

Chair of the Meeting

David Waboso

Date.....