Association for Project Management

Board Meeting - Summary Bulletin

November 2018

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

* New trustees were welcomed to the meeting and former trustees thanked for their contributions. Success stories were noted. These included: the award of the first Chartered Project Professionals; publication of the Gower handbook on project management; the recent volunteers’ forum; the successful WiPM conference and the forthcoming APM awards.
* An update was received in relation to planned office moves and the Board re-confirmed that the proposals were in the best interests of the charity. Leases were signed to conclude the transfers.
* The Board concurred with the views of its Professional Standards & Knowledge (PS&K) Committee on the development of qualifications and approaches to be taken in respect of the Project Fundamentals and Project Management qualifications. A recommendation from the PS&K Committee in relation to a revised membership standard specification was also approved.
* A revised leadership team structure proposed by the Chief Executive was reviewed and endorsed.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business. This included plans for increasing international activity as well as for developing APM’s digital offering.
* The Board noted the business performance report. Performance against budget was reviewed and the continuing positive position was welcomed. The scope for further investment would be considered in the new business plan in the context of the strong financial position.
* The Board approved and noted a series of financial matters including: membership fees, revised financial delegations, the mid-year forecast and banking arrangements.
* The election result for Board trustees was noted and the process reviewed. The Board was pleased to reappoint Susie Boyce as Deputy Chair through to the next meeting when it would reconsider Board roles and committee appointments in more detail. A role specification for the role of President was approved as was a process for seeking future candidates for the position.
* A revised Board member code of conduct (incorporating the Nolan Principles) was approved.
* The strategic risk register was reviewed. The Board noted the latest position on the acquisition of risk management software and approved a revised risk management policy.
* Reports from Committee Chairs were received, discussed and noted.
* The Board noted its agenda plan of forthcoming business and held a review of the meeting.

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

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| NAME | PRESENT | OUT OF |
| Susie Boyce | 6 | 6 |
| Jon Broome | 1 | 1 |
| Stephen Carver | 0 | 1 |
| Paul Chapman | 6 | 6 |
| Sorrel Gilbert | 1 | 1 |
| Alistair Godbold | 6 | 6 |
| John Gordon | 5 | 5 |
| Stephen Jones | 4 | 4 |
| Debbie Lewis | 1 | 1 |
| Alan Macklin | 5 | 5 |
| John McGlynn | 6 | 6 |
| Milla Mazilu | 5 | 6 |
| Roy Millard | 4 | 5 |
| Ranjit Sidhu | 4 | 5 |
| Brian Wernham | 2 | 3 |