Association for Project Management

Board Meeting - Summary Bulletin

May 2019

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

* Success stories were noted. These included the formal opening of upgraded office accommodation, the launch of the 7th edition of the Body of Knowledge, the recent APM London Conference and the launch of the *Golden Thread* research report.
* The Board agreed to refresh training for trustees on diversity and unconscious bias.
* The plans and likely content for a ‘think piece’ research report on ‘Projecting the Future’ were noted. The process would allow for stakeholder views to be captured and reflected.
* Additional investment opportunities raised at the previous Board away day were reviewed. Further detail had been provided and three initiatives would be worked up into more detail. These related to working with international bodies (including the third sector), receiving and analysing data for benchmarking research and developinga strategy for working with small and medium sized enterprises.
* APM renewed its commitment to membership of the International Project Management Association.
* A refreshed, and more strategic, set of key performance indicators for 2019/20 was approved.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business.
* The Board noted the business performance report. Performance at year end had been well above budget due to overperformance on revenue and increased sales. The 2018/19 key performance indicators had been met in full. Delivery of projects appeared to be robust and the reserves and cash position were favourable.
* The new assessment methodology for the Project Professional Qualification (PPQ) had been approved by the PS&K Committee and progress was noted.
* Minor updates to the Royal Charter and By-Laws were reviewed and agreed by the Board. These had been suggested for reasons of clarity and good governance. The changes would be submitted to the Privy Council Office for initial comment prior to being submitted to the November AGM for review and approval. The PCO could thereafter be asked to formally adopt the revisions.
* The vacancies and terms of office for the next trustee elections were agreed along with the desired skills and experiences the Board wished to see come forward from candidates. Minor updates to the process to provide greater information on each candidate were also approved.
* Progress on the selection of new President and recruitment for an appointed trustee was noted.
* Some routine matters were also approved including: additional members of the Code of Professional Conduct Committee pool, 2020 Board and AGM dates, appointment of a trustee to the Audit & Assurance Committee and an update to the membership of the Volunteers Steering Group. Terms of reference for a new Corporate Advisory Group were also agreed.
* The risk register was reviewed and would be updated with comments received.
* Reports from Committee Chairs and Board champions 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 2019**

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| NAME | PRESENT | OUT OF |
| Susie Boyce | 3 | 3 |
| Jon Broome | 3 | 3 |
| Paul Chapman | 2 | 3 |
| Sorrel Gilbert | 3 | 3 |
| Alistair Godbold | 3 | 3 |
| Debbie Lewis | 3 | 3 |
| John McGlynn | 3 | 3 |
| Milla Mazilu | 3 | 3 |
| Nick Smallwood | 3 | 3 |