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Association for Project Management

Board Meeting Summary - July 2019

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

* The Board undertook its annual self-evaluation. The session was based around an internally facilitated workshop on board dynamics and trustee behaviours. Trustees discussed current approaches and opportunities for development. The Board felt the current position to be positive.
* Success stories were noted. These included the recent volunteers’ forum, Manchester and South West conferences, positive feedback on the staff support for branches and the Scottish young PM awards.
* Trustees noted a presentation on the work undertaken by the international team to prioritise opportunities and improve engagement with overseas stakeholders. An updated international sub-strategy was approved. This included a focus on working with international corporate partners.
* On the recommendation of the Audit & Assurance Committee, the Board approved the 2018/19 annual report and accounts. The results of the external audit and the unqualified audit opinion were noted.
* 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. Although performance was ahead of plan for the first two months of the year, several targets were likely to remain a challenge. Qualification sales were strong and individual membership was now over 30,000.
* The risk management report and a proposed new process for populating the register were supported. Staff were taking the opportunity to review current entries content and trustees would contribute ideas.
* An update on the procurement of a new qualification platform was noted. Trustees agreed to confirm the contract with the preferred supplier.
* Recommendations from the Nominations Panel for the Sir Monty Finniston Award and for Honorary Fellowships were reviewed and approved.
* Options for future honorary awards and fellowships were discussed. A preferred option was selected which would be worked up into further detail.
* Following a public advert and recruitment campaign, a recommendation from the interview panel was approved to appoint a new trustee. Mr Ian Williams was appointed as a trustee for a two-year period.
* An update on implementing the volunteering strategy was noted.
* 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 | 4 | 4 |
| Jon Broome | 4 | 4 |
| Paul Chapman | 2 | 4 |
| Sorrel Gilbert | 4 | 4 |
| Alistair Godbold | 4 | 4 |
| Debbie Lewis | 4 | 4 |
| John McGlynn | 4 | 4 |
| Milla Mazilu | 4 | 4 |
| Nick Smallwood | 4 | 4 |