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Association for Project Management - Board Meeting Summary - September 2019

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

* The Board welcomed a new appointed trustee, Ian Williams and its new CFO, Mark Hepworth.
* Trustees received training on diversity and unconscious bias. This focussed on an understanding of the issue and how trustees can consider it as part of their role.
* Success stories were noted. These included recent sectoral and corporate partner events.
* The Board discussed and approved options for the future of the Registered Project Professionals (RPP) designation. [These to be developed with further announcements made to RPPs and members shortly]
* Trustees approved the establishment of a pan-sector working group to look at how APM might assist in curating data. A research piece on benchmarking standards was likely and a clearly defined scope of work would be developed.
* An update on a new initiative to provide free project training opportunities for charities was noted. The first pilot cohort should receive training before Christmas 2019.
* Proposals for a mentoring and advice service for SMEs were discussed and approved. Volunteers would be supported to undertake a diagnostic and assessment tool with organisations.
* An events strategy to make APM the provider of choice for project related conferences was supported. A standardised approach to volunteer event pricing was also agreed and was designed to improve the individual membership proposition.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business. Trustees concluded that APM should consider an options paper on how to support efforts to limit climate change and improve sustainability.
* The Board noted the business performance report. Revenue was on target and overheads a little behind plan; mostly due to timing issues.
* A revised corporate risk register was reviewed and welcomed. Risk action plans were being further developed. An internal group was tasked with further embedding risk across APM’s teams.
* A recommendation from the Nominations Panel for an Honorary Fellowship was approved as was a change to the award criteria. A new APM Outstanding Achievement Award would also be prepared.
* Governance matters were considered including a change to bank signatories, approval of the AGM notice of meeting and further minor changes to the Royal Charter and By-Laws to be put to the AGM. A change to APM Regulations was also agreed to set a maximum term of office for trustees of nine years.
* 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.
* Susie Boyce would not be standing in the next Board election. She was warmly thanked for completing a six-year term of office and for her excellent service as a trustee.

**Appendix 1 – Board Meeting Attendance Record 2019**

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| NAME | PRESENT | OUT OF |
| Susie Boyce | 5 | 5 |
| Jon Broome | 5 | 5 |
| Paul Chapman | 3 | 5 |
| Sorrel Gilbert | 5 | 5 |
| Alistair Godbold | 5 | 5 |
| Debbie Lewis | 4 | 5 |
| John McGlynn | 5 | 5 |
| Milla Mazilu | 5 | 5 |
| Nick Smallwood | 5 | 5 |
| Ian Williams | 1 | 1 |