

Association for Project Management - Board Meeting Summary - November 2019

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

* The Board welcomed and congratulated the newly elected and re-elected trustees: Amy Morley, Mike Wallace, Milla Mazilu and Stuart Forsyth.
* Success stories were noted. These included the recent volunteers forum which had been extremely well received – including the new volunteer recognition awards. APM had won two Association Excellence Awards, including golds in the Best Association category. Additionally, the transition from projectplace software to MS Teams had gone very well.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business.
* The Board received a detailed presentation from Tilney, its investment fund managers. This set out the positive performance and prospects on APM’s investment portfolio.
* Trustees welcomed a paper setting out an action plan on project lifecycles and methodologies. APM’s position was underpinned by the new Body of Knowledge. That is, a blend of tailored methodologies were appropriate and there was not one ‘correct’ approach.
* It was agreed that APM would issue a corporate statement setting out its activities and support for tackling climate change. This would be backed up with the delivery of information and resources in this area. Supporting individuals or corporations to make pledges in respect of their actions on climate change would be revisited.
* The latest research strategy was noted and endorsed. This included a refresh of the Research Advisory Group and its terms of reference. A new sub-group would provide peer review of academic studies. APM would be producing fewer, larger studies. This should be more impactful than a greater number of smaller studies.
* Updates on three investment opportunities were received. A scheme for providing free training to charities was progressing well as was background work to establish a diagnostic toolkit service for SMEs. Terms of reference and membership for an informal group to review APM’s approach to benchmarking project data were also approved.
* A revised corporate risk register was reviewed. Updated risk action plans were noted with more being developed. A ‘depth review’ of APM’s mitigations against a risk on GDPR and IT security was noted.
* The Board noted the business performance report. Performance remained strong and the mid-year forecast was noted along with the latest position on APM’s key performance indicators.
* The Board noted the process for finalising the business plan and budget for the forthcoming financial year. Part of this was approving the membership fee increase for 2020/21.
* The Board noted the trustee election results and the record voter turnout. In order to cut the use of paper and reduce costs, it decided to use just online voting in 2020. Deputy Board Chairs would be elected in January along with the Committee Chairs and memberships. The Board Chair position would be considered in May. A new Vice President appointment was approved and this would be announced in due course. Terms of reference for an informal President’s Advisory Group were agreed.
* 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 | 5 | 5 |
| Jon Broome | 6 | 6 |
| Paul Chapman | 3 | 6 |
| Stuart Forsyth | 1 | 1 |
| Sorrel Gilbert | 6 | 6 |
| Alistair Godbold | 6 | 6 |
| Debbie Lewis | 5 | 6 |
| John McGlynn | 6 | 6 |
| Milla Mazilu | 6 | 6 |
| Amy Morley | 1 | 1 |
| Nick Smallwood | 5 | 5 |
| Mike Wallace | 1 | 1 |
| Ian Williams | 2 | 2 |