Association for Project Management

Board Meeting Summary – January 2020

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

* Success stories were noted. These included the recent APM Awards Ceremony and reaching 1000 Chartered Project Professionals. Messages recognising the importance of the project profession from the top of government were also welcome.
* A report setting out the actions APM was taking to support diversity within the profession was discussed. The activities planned and the current focus was supported, with it being made clear there was also action in other areas. The option of additional investment to support the diversity agenda would be reviewed.
* A draft business plan and budget for 2019/20 was reviewed and approved. There would be continuing substantial investment to maintain and continue the growth of APM. An updated plan would be received at the March meeting, including draft KPIs.
* The background and procurement activity for a new IT digital supplier was noted. Approval to enter the contract to enhance digital services was given. Contract approval for new cloud-based IT hosting services was also confirmed.
* An APM climate change statement and action plan was approved. Endorsement was also given to a Construction Industry Council pledge on climate change. The action plan and further detail would be considered by the Board again.
* The content and approach for a Board strategy away day was discussed and agreed.
* 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 remained strong and the forecast was noted along with the latest position on APM’s key performance indicators.
* A revised corporate risk register was reviewed. Updated risk action plans had been completed and the process of revising departmental risk registers was going well. A ‘depth review’ of APM’s approach to business continuity was noted.
* Following work with the Volunteers Steering Group (VSG) and Specific Interest Groups some updates to the governance around supporting volunteers was approved. This provided for greater openness and clarity in committee elections as well as revised VSG terms of reference and updated APM Regulations.
* Some routine governance matters were approved. Alistair Godbold was reappointed as Deputy Chair. Committee terms of reference and memberships were agreed and the approach to the 2020 Board evaluation approved. Draft updates to the Regulations to reflect changes to the Royal Charter were approved and the trustees’ register of interests 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.
* A detailed presentation from consultants was received on a branding review of APM. This was welcomed and the next phase of the work approved.

**Appendix 1 – Board Meeting Attendance Record 2020**

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| NAME | PRESENT | OUT OF |
| Jon Broome | 1 | 1 |
| Paul Chapman | 1 | 1 |
| Stuart Forsyth | 1 | 1 |
| Sorrel Gilbert | 1 | 1 |
| Alistair Godbold | 1 | 1 |
| Debbie Lewis | 1 | 1 |
| John McGlynn | 1 | 1 |
| Milla Mazilu | 0 | 1 |
| Amy Morley | 1 | 1 |
| Mike Wallace | 0 | 1 |
| Ian Williams | 1 | 1 |