Association for Project Management

Board Meeting Summary – May 2020

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

* Debbie Lewis was elected as Board Chair for a period of two years from the start of the September Board meeting. John McGlynn accepted an offer to remain as Chair until that point; he would conduct a handover in the interim. Debbie Lewis’ term of office as a trustee was extended by appointment from November 2021 to match her term as Chair.
* Milla Mazilu was appointed as Deputy Chair for one year.  The usual point for election of deputy chairs(s) was moved from November to May annually. [Alistair Godbold remains Deputy Chair until November when his term finishes.]
* The work done by the organisation to adapt to the coronavirus situation was noted as a success story. The CEO gave an update on the coronavirus situation insofar as it affected APM and the work done to mitigate the impacts. The steps to support staff were noted. APM’s events were all now virtual and examinations were now available via an online platform.
* Detailed financial planning scenarios were reviewed. The options under each were discussed; further revenue and cost data for the first quarter was needed to assess next step and the medium term position. It was confirmed APM’s events programme would be virtual for the remainder of the year. This seemed the most responsible step even if future social distancing allowed face to face meetings.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business. It was agreed that a postponed strategy session be rescheduled and held virtually; this would look at international approaches and strategies.
* An update on two support initiatives for SMEs and charities was briefly held. These would be reviewed with lessons learned taken forward later in the year.
* The Board noted the business performance report. The outturn for the 2019/20 year had been very positive. As expected, the first month of 2020/21 had seen sharp falls in revenue due to the coronavirus position. There had been offsetting cost reductions which had helped partly mitigate.
* The corporate risk register was reviewed. Individual entries had been revisited in light of the Coronavirus outbreak. The next meeting would review the risk policy and risk appetite.
* An update to the membership specification was approved; this allowed third party qualifications to count towards the experiential route to full membership.
* A climate change action plan for the profession was reviewed and approved.
* Some routine governance matters were considered: The vacancies and skills to be sought in the 2020 trustee ballot were approved. Dates for 2021 were approved and it was agreed to hold an internal Board evaluation in 2020. It was noted that the next AGM may need to be held virtually to accommodate social distancing rules. Debbie Lewis was appointed as Chair of the Professional Standards & Knowledge Committee.
* 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 2020**

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| NAME | PRESENT | OUT OF |
| Jon Broome | 5 | 5 |
| Paul Chapman | 5 | 5 |
| Stuart Forsyth | 5 | 5 |
| Sorrel Gilbert | 5 | 5 |
| Alistair Godbold | 5 | 5 |
| Debbie Lewis | 5 | 5 |
| John McGlynn | 5 | 5 |
| Milla Mazilu | 4 | 5 |
| Amy Morley | 5 | 5 |
| Mike Wallace | 4 | 5 |
| Ian Williams | 5 | 5 |