Association for Project Management

Board Meeting Summary – July 2020

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

* Success stories were noted including the release of new digital badges for Honorary Fellows, the virtual volunteers forum, a data analytics group and the *power of the profession* online event.
* The annual report and accounts had been recommended by the Audit & Assurance Committee and were reviewed and approved. There had been an unqualified audit opinion with no material issues raised.
* The Board noted the business performance report and updated financial metrics. Revenue remained significantly below budget but was improving. The continued focus on cost control and the deferral of non-core activity meant the deficit projected has reduced.
* Detailed financial scenarios and an updated forecast were reviewed. These reflected recent trading activity and the best information available at the current time. Planning would remain fluid and could be updated swiftly as more became known on actual performance, the plans of key stakeholders and the depth of the recession and coronavirus situation. Current performance on each revenue stream was analysed and some further proposed actions were endorsed.
* The trustees had held a strategy seminar on international matters and the notes and key findings were received. The session had been helpful and set the scene for further ‘why’ and ‘what’ analysis to inform an updated strategy. The BAU work facilitating digital delivery and growth continued.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business.
* The corporate risk register was reviewed. The Audit & Assurance Committee would be looking afresh at the current policy and agreed risk appetite. Further detail on risk mitigations and timings would be populated into the register. The ‘deep dive’ material provided on reputational risks was noted.
* Changes to the remit of the Chartered Panel to further increase its contribution and value were considered.
* The recommendation made by the Nominations Panel for the new Outstanding Achievement Award was approved. Subject to acceptance, the award would be given at the November Awards Ceremony.
* It was agreed that the 2020 Annual General meeting would be held as an online event given the continuing risks from coronavirus.
* Reports from Committee Chairs and Board champions were received, discussed and noted.
* The Board noted its agenda plan of forthcoming business and suggested topics for its forthcoming strategy away day session.
* Trustees noted this would be the last meeting for John McGlynn. He would remain as chair through to September. Trustees warmly thanked John for his excellent leadership, commitment and vision.

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

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| NAME | PRESENT | OUT OF |
| Jon Broome | 7 | 7 |
| Paul Chapman | 5 | 5 |
| Stuart Forsyth | 7 | 7 |
| Sorrel Gilbert | 7 | 7 |
| Alistair Godbold | 7 | 7 |
| Debbie Lewis | 7 | 7 |
| John McGlynn | 7 | 7 |
| Milla Mazilu | 5 | 7 |
| Amy Morley | 7 | 7 |
| Mike Wallace | 6 | 7 |
| Ian Williams | 7 | 7 |