Association for Project Management

Board Meeting Summary – Sept 2020

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

* Success stories were noted including the recent Power of the Profession publication and the quality of entries in the forthcoming APM awards. The work to manage the process virtually was also praised.
* A refreshed set of priorities for the remainder of the financial year was reviewed and approved, along with related key performance indicators. The new focus included more on digital delivery and showed an increasingly proactive approach to pandemic recovery.
* The trustees had held a strategy seminar and the notes and outputs were endorsed. The session had confirmed a top-level timeline for the development of a new corporate strategy, due in May 2022. There had been a productive Board evaluation session which had concluded an approach to virtual meetings and that trustees should assess the need for an additional appointed trustee. The approach to the Board’s role in risk management had also been reviewed and updated.
* 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 and updated financial metrics. Income from qualifications had continued to slowly recover, albeit from a low base. Membership numbers were holding up well and investment income was stable. Cost saving measures were in place and financial modelling was undertaken and monitored regularly. Performance was tracking slightly better than one of the projected financial scenarios. Reserves were stable and not currently being drawn down.
* The corporate risk register was noted and the current risk appetite re-approved. A revised approach to risk management reporting to the Board was approved as was greater use of the Audit & Assurance Committee to monitor processes and advise on content.
* Trustees noted the work being done to roll out the new brand story and APM values. Deferred work on a rebranding exercise would be budgeted for the forthcoming financial year.
* The notice of meeting for the AGM was agreed and additional external audit fees to cover remote working costs from Covid were approved.
* Reports from Committee Chairs and Board champions were received, discussed and noted as was the agenda plan of forthcoming business.
* Trustees noted this would be the last meeting for Alistair Godbold. He would remain as APM’s representative on the International Project Management Association. Trustees warmly thanked Alistair for his excellent contributions and commitment.

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

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| NAME | PRESENT | OUT OF |
| Jon Broome | 8 | 8 |
| Paul Chapman | 5 | 5 |
| Stuart Forsyth | 8 | 8 |
| Sorrel Gilbert | 8 | 8 |
| Alistair Godbold | 8 | 8 |
| Debbie Lewis | 8 | 8 |
| John McGlynn | 7 | 7 |
| Milla Mazilu | 6 | 8 |
| Amy Morley | 8 | 8 |
| Mike Wallace | 6 | 8 |
| Ian Williams | 8 | 8 |