Association for Project Management

Board Meeting Summary – January 2021

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

* Success stories and professional updates were noted, including organisations being increasing focussed on technology and a future publication on contract management recommending the use of Chartered Project Professionals for project procurement.
* Minutes and actions from the November 2020 Annual General Meeting and Board meeting were noted and approved.
* An update on the next steps for developing a refresh of the corporate strategy was reviewed. Trustees would be holding a facilitated ‘discovery’ session in February to commence the process.
* The draft business plan and the budget for 2021/22 was reviewed and approved in principle. A further submission will be made in March for final approval.
* The people strategy for APM was endorsed, along with a detailed action plan for delivery.
* Trustees commented on a proposal to develop a suite of specialist learning modules. The proposals were welcomed for further work; the modules would be assessed but not formal qualification on the path to ChPP.
* 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 as well as performance against KPIs. Forecasting remained frequent with insights from budget holders, partners and suppliers built in. The projected year to date deficit was noted and had been helped by improved investment performance, cost controls and a continued slow recovery of income.
* The risk management report was noted, including updates to actions and mitigations on the corporate risk register.
* A revised master trading agreement with APM’s subsidiary, Ibis Trading Ltd, was approved.
* The CEO was granted authority to conclude a tender exercise for APM’s advertising media agency.
* Trustees considered various appointment matters. The term of office for the President, Sue Kershaw, was extended for a year. The term of office for appointed trustee Ian Williams was extended by two years. Mike Wallace was appointed as a director of Ibis Trading Ltd. Trustees approved Board committee chair and champions roles and the committee membership list. Options for seeking a further appointed trustee were discussed.
* Trustees agreed to hold an external Board evaluation in late 2021/early 2022.
* Draft updates to the Royal Charter were approved to allow for online and hybrid AGMs in future. The changes would be subject to approval by the privy council and members in general meeting.
* The Board Conflicts of Interest Policy was reapproved and the Trustees’ register of interests noted.
* The agenda plan of forthcoming business was noted and a review of the meeting held.

**Appendix 1 – Board Meeting Attendance Record 2021**

|  |  |  |
| --- | --- | --- |
| NAME | PRESENT | OUT OF |
| Jon Broome | 1 | 1 |
| Stuart Forsyth | 1 | 1 |
| Sorrel Gilbert | 1 | 1 |
| Debbie Lewis | 1 | 1 |
| Charles Mills | 1 | 1 |
| Milla Mazilu | 1 | 1 |
| Amy Morley | 0 | 0 |
| Mike Wallace | 1 | 1 |
| Karen Whelan | 1 | 1 |
| Ian Williams | 1 | 1 |