Association for Project Management

Board Meeting Summary – March 2021

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

* Success stories and professional updates were noted. This included a discussion on organisations facing transformational change as well as the impact of the new IR35 regulations on contractors.
* Minutes and actions from the January 2020 Board meeting and a February Strategy development day were noted and approved.
* Feedback from market research on APM’s branding was considered in detail. A project to refresh the visual brand was approved; this would seek to maximise the value of APM’s Chartered status.
* An updated business plan for 2021/22 was reviewed and agreed. A suite of associated Key Performance Indicators was also approved.
* A paper setting out next steps in the strategy refresh work was considered. The Board would hold an ‘options’ strategy day in May and an additional session might be arranged. Comments made would be built into the session. Trustees agreed some foundations for the refreshed corporate strategy which would be launched in 2022 alongside APM’s 50th anniversary.
* 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. Revenue had continued to improve, and together with cost savings and deferred activity, the forecast operating surplus was close to the original budget.
* Trustees approved recommendations from the Remuneration Committee in relation to a staff pay review for 2021/22. The normal staff PRP bonus scheme for 2020/21 was also authorised.
* The risk management report was noted, including updated entries to the corporate risk register. The Board undertook its annual review of risk matters, including a review of roles and responsibilities.
* The Board agreed to appoint Yetunde Adeshile as a trustee for the period through to July 2022.
* The Privy Council had informally approved draft changes to the Royal Charter. These would allow for online and hybrid general meeting to be held in future. The changes would be submitted to the November 2021 AGM for members’ approval.
* Trustees discussed future meeting arrangements and timings for a return to face to face meetings.
* Recommendations from the Audit and Assurance Committee were approved. These were the fee for the annual external audit, a revised reserves policy and a target range for reserves. The new policy refined the approach to determining the target range for risk based reserves.
* Minutes and updates from recent committee meetings were noted. An update on the work of a task & finish group working on the recruitment of the new CEO was also received.
* The agenda plan of forthcoming business was noted and a review of the meeting held.

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

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| NAME | PRESENT | OUT OF |
| Jon Broome | 2 | 2 |
| Stuart Forsyth | 2 | 2 |
| Sorrel Gilbert | 2 | 2 |
| Debbie Lewis | 2 | 2 |
| Charles Mills | 2 | 2 |
| Milla Mazilu | 2 | 2 |
| Amy Morley | 0 | 0 |
| Mike Wallace | 1 | 2 |
| Karen Whelan | 2 | 2 |
| Ian Williams | 2 | 2 |