Association for Project Management

Board Meeting Summary – May 2021

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

* Yetunde Adeshile was welcomed as a newly appointed trustee.
* Milla Mazilu was re-elected as a Deputy Chair. Charles Mills was elected as a further Deputy Chair. Both appointments were for a one year period.
* Minutes and actions from the March 2020 Board meeting were noted and approved.
* Trustees received an update from the panel leading on the appointment of a new Chief Executive. Interim arrangements and a process for the Board to confirm the appointment were concluded.
* The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business.
* An update was received on a project to research and review the functionality of the Association’s customer and relationship management database (CRM).
* The Board noted the business performance report; this included updated financial metrics as well as performance against KPIs. The year-end financials had improved further since the last forecast. This was both welcome and a testament to the work of staff during a difficult year.
* The risk management report was noted, including minor updates to the corporate risk register.
* Details for the forthcoming elections for trustees were noted and the skills and experiences to be actively sought from candidates were reviewed and approved.
* The member/ChPP code of professional conduct was re-approved.
* Trustees discussed future meeting arrangements and timings for a return to face to face meetings.
* Mark Hepworth was appointed as a director of APM’s subsidiary, Ibis Trading Limited.
* Minutes and updates from recent committee meetings were noted.
* The agenda plan of forthcoming business was noted and a review of the meeting held.
* As this was her last meeting, the Board expressed its deep thanks to Debbie Dore for her excellent work as CEO for the Association.

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

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| NAME | PRESENT | OUT OF |
| Jon Broome | 3 | 3 |
| Stuart Forsyth | 3 | 3 |
| Sorrel Gilbert | 3 | 3 |
| Debbie Lewis | 3 | 3 |
| Charles Mills | 3 | 3 |
| Milla Mazilu | 3 | 3 |
| Amy Morley | 0 | 0 |
| Mike Wallace | 1 | 3 |
| Karen Whelan | 3 | 3 |
| Ian Williams | 3 | 3 |
| Yetunde Adeshile | 1 | 1 |