Minutes of the
Forty First Annual General Meeting
of
Association for Project Management
held on Monday 12th November 2012
at
Ibis House
Princes Risborough
Commencing at 6.00 pm

Meeting G12
The APM Chairman, Mike Nichols, welcomed everyone to the meeting which was attended by 37 members and guests. He introduced the others seated at the table: APM President Dr Martin Barnes CBE, Chief Executive Andrew Bragg, Company Secretary John Salisbury, Deputy Chief Executive & Head of Finance and Administration Howard Dolan and Sandra De Lord, partner from the auditors Kingston Smith LLP.

The President formally opened the meeting, noting the presence of three founder members of the association, and acknowledged apologies for absence from Rod Baker, Lt General Andrew Figures CB CBE, Simon Jackson, Christopher Saxby and Anthony Thomas.

**G12 1 President’s address**

The President advised the meeting that this was his 10th consecutive annual general meeting as President and his last, adding how few individuals were so fortunate to be a founder member and still be active in the association 40 years later. Forty years ago the term ‘project management’ was not in use, which was why the association had originally been named Internet (UK), an offshoot of the international Internet association. He recalled how APM has been at the forefront of the development of the profession in the UK and his personal, rewarding involvement in extending its boundaries. Latterly he had been reflecting on the extensive number of initiatives with which he had been involved, work which had taken him all over the world, as well as advising on project management to numerous bodies in the UK.

However he added that there are still areas untouched by project management and the boundary is still capable of expansion. He reminded the audience that project management is the management of beneficial change, compared to other forms of management which are the management of the status quo, concluding that the association’s members are the people who manage beneficial change across the whole range of humanity.

**G12 2 Minutes of the last general meeting**

The minutes of the 40th annual general meeting, held on 7th November 2011, were approved by the meeting and signed by the President.

**G12 3 To receive the annual accounts for the financial year ended 31st March 2012, the report of the trustees and the auditors’ report.**

Following introduction by the Chairman the Chief Executive gave a presentation on the year under review. In addition to the development of the strategy in pursuit of the ambitious vision of ‘a world in which all projects succeed’ notable achievements during the year included being chosen as an official Learning Legacy partner for the London 2012 Olympics, the successful bid for government funding to develop a Higher Apprenticeship in Project Management and completion of the final draft of the 6th edition of the APM Body of Knowledge ready for launch. Plans were also being developed for the celebration of the association’s 40th anniversary occurring on 2nd May 2012.

Income increased by 6.8% over the previous year to £6.1m, a business-as-usual surplus of £332k was achieved and some £300k was invested in projects. Reserves at year end stood at £2.1m. Individual membership and corporate membership total around 19,500 and 500 respectively, whilst the number of unique visitors to the website and the social media following both continue to increase.

The President invited questions on the report from the floor but no questions were posed.
G12 4  To appoint Kingston Smith as auditors of the association until the conclusion of the next annual general meeting and to authorise the trustees to set the fees paid to the auditors

This resolution was carried unanimously on a show of hands.

G12 5  Board election

The Company Secretary advised the meeting that the four board members retiring are Rod Baker, Paul Goodge, Geoff Lowe and Peter Parkes.

Eleven nominations were received for the four vacancies and an election was administered externally by Electoral Reform Services Ltd. There had been 12,201 eligible voters with 1,630 votes cast, a turnout of 13.4%. 56% of the votes cast had been submitted by post compared to 44% online. Online voting had increased from 28% in the previous year which was to be welcomed because of the cost saving compared to postal voting.

The number of votes cast for each candidate was as follows:

- Sarah Coleman: 830
- Steve Wake: 666
- Monica Sasso: 655
- Alan Macklin: 553
- Paul Goodge: 550
- Geoff Lowe: 550
- Rod Baker: 534
- Peter Parkes: 469
- Vicknayson Thevendran: 378
- Nick Johns: 320
- Peter Horsted: 189

The four candidates therefore elected are Sarah Coleman, Steve Wake, Monica Sasso and Alan Macklin, and the Chairman welcomed them onto the board.

G12 6  To receive response to members’ questions

Questions received in writing prior to the meeting within the specified time limit were answered by the Chief Executive.

Q. Three separate questions from Mike Wild, Dr Mark Townley and Graham Skeer on the progress, constraints, timing and forward planning for the chartered status application were combined into a single answer.

A. The two statements by APM’s Chairman posted on the APM website identify that the key constraint on the progress of APM’s application on behalf of the UK profession is the objection by Project Management Institute, head-quartered in Pennsylvania, USA. APM’s position remains absolutely clear and unchanging. As a UK charity dedicated to acting for the public good, it is committed to gaining Chartered status on behalf of the project management profession in the UK. That will secure recognition, status and enhanced standards for the profession at a time when the UK’s need for effective and efficient project sponsorship and delivery is greater than ever.
Effort continues to be focused on encouraging the Privy Council to determine APM's application in order that finality is brought to the process.

There are two other key messages in addition to APM's explicit commitment to gaining Chartered status on behalf of the UK profession – these are that:

1. Nothing will be allowed to dent APM’s momentum towards professionalising project management; and
2. Proof of APM’s commitment to professionalism is the “drumbeat of delivery” represented by the regular and timely launch of new products and services which lie within APM’s direct control, including APM Registered Project Professional (RPP), Higher Apprenticeships in Project Management, APM Body of Knowledge 6th edition, validation of APM under IPMA’s latest regulations, APM Awards, APM Conference and APM BoK +.

Q. Does the APM / APM Risk SIG have any plans, or intention, to develop and publish a 3rd edition of the “Project Risk Analysis & Management Guide” at any time in the future?

Simon Jackson

A. It is the intention of APM and the APM Risk SIG to develop and publish a third edition of the PRAM guide.

We did encounter issues around the publication agreement, caused by the complex nature of the agreements made when previous versions were published that led to an initial delay.

Work is now underway, including creation of a finalised timetable for its production.

Q. Will the APM issue member certificates to Individual Members, not just Corporate Members?

Michael Mooney

A. APM discontinued the practice of issuing membership certificates to MAPM and Associate members at least 5 years ago.

We issue certificates for all our qualifications, for Fellows, APM Registered Project Professionals and Corporate Members. Full members and associates all receive membership cards. At the time the decision was taken to discontinue certificates, the production process was onerous and costly. Additionally, it was felt that there was a risk that certificates could potentially be used beyond their expiry date by lapsed members. It was considered that the savings (estimated at around £13.5k annually) would be better spent promoting APM in other ways and to enhance CPD resources for members. We are not aware of any measurable impact on members (e.g. discontinuing membership) from not having certificates.

APM is currently improving member services through the development of digital media. As part of our review of the MAPM standard, we will be considering ways of making the user experience online as rewarding as possible and so we will take the opportunity to consider re-introducing membership certificates on a self-print basis, provided that security and validity issues can be resolved.
Q. What is APM’s view on bringing project management behaviours and competencies to school leavers and is APM keen to back the initiatives that have started in this area?

Mark Reeson

A. APM intends to increase engagement with and support for the development of PM awareness and skills in future generations, whether they intend to become P&PM professionals or take PM skills into other roles.

In order to do this we are developing the ‘future professionals programme’ and a number of initiatives are already in place, including:

- the recently-launched Higher Apprenticeship programme in project management;
- the accreditation of Kesgrave School and consideration of how best to support future growth of this scheme;
- the current pilot to embed the APM Introductory Certificate into a first year degree programme at Canterbury Christchurch University; and
- exploring opportunities to support the STEM programme in schools – this is the programme which promotes Science, Technology, Engineering and Maths and embraces, though does not explicitly state in its name, project management.

APM will shortly be appointing a manager to take ownership of the future professionals programme.

Q. Does the APM have plans to increase the frequency and reach of events – for example through the promotion and use of existing Adobe Connect licences?

Merv Wyeth

A. In the last financial year APM hosted around 250 events, which equates to an event on every working day of the year. There are no plans to increase the frequency of these events as we feel that the current programme is already full and diverse.

We have also recently offered a number of online events through the Adobe Connect platform and plan to continue this approach in the future.

Early signs indicate that this media is an effective way of reaching a larger audience than would otherwise be reached with a traditional, physical event. We will continue to monitor the effectiveness of this approach with a number of future events and see this media as very much part of our future plans.

Q. Would the APM consider the business case for creating a Web TV channel to capture event proceedings and use the information to supplement and build the Body of Knowledge?

Merv Wyeth

A. APM would consider any media that engages members and supports them in the development of their professionalism. The association already uses a wide range of media to provide CPD resources and promote the work of the association across print, digital, event and video formats.

APM has run its YouTube channel for over 2 years, which now holds 77 videos attracting over 21,000 views. The content includes case studies from previous award
winners, content from the Olympic Learning Legacy, an interview with the project director of the Shard and a series of interviews generated by the People SIG, for example.

APM has also provided content from branch events, the APM Scottish Conference and the APM Annual Conference to the web TV service PM Channel which is run by the APM Accredited Provider Provek. APM is also in an ongoing discussion with PM Channel to extend this relationship where appropriate.

For the future, APM plans to enhance the APM Body of Knowledge+ website with multi-media content, including video, for which a clear need can be shown by the community. We are aware that the creation and distribution of video via services such as YouTube and Vimeo has become increasingly viable in recent years; we are also aware, however, that providing rich content, rich functionality which is professionally produced and effectively targeted and benefits from appropriate copyright clearance remains a comparatively costly undertaking. Considering current demand for video from APM members and its wider community there are no short term plans to invest in additional video platforms to those currently being used. Video does, however, remain an important part of the association’s communications mix.

At the conclusion of members’ questions the Company Secretary announced that the board, on completion of the President’s maximum permitted term of office, and on the recommendation of the nominations committee, has appointed Tom Taylor to succeed as President for the next three year term. The new President addressed the meeting, giving special mention to the board members, the ultimate volunteers, the strong group of Honorary Fellows and Vice Presidents with whom he plans to engage, and his intention to continue his work with the younger generation.

The Chairman formally welcomed the new President to the role and recorded the association’s huge debt of gratitude to Dr Barnes. The Chief Executive announced that as a legacy to his achievements, and in order to retain his close links with the association, a ‘Dr Martin Barnes research grant’ is being funded from reserves, and a research grants committee is being established under the chairmanship of Dr Barnes.

There being no further business the meeting closed at 7.20pm.