

Board Meeting Summary – July 2021

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

- Trustees noted the 2021 trustee elections had been launched with a call for nominations. A trustee highlighted the inspiring and high quality applications being reviewed for the annual APM Awards.
- Minutes and actions from the May 2021 Board meeting were noted and approved.
- A recommendation from the Audit & Assurance Committee to approve the annual report and accounts was accepted. The post audit report (the ‘management letter’) and letters of representation were also noted and approved. The external auditors had issued an unqualified audit opinion and confirmed APM as a going concern. Following a recent tender exercise, the Board also appointed a new firm of external auditors (Buzzacot) for the following financial year.
- The Board noted the Chief Executive’s report. This set out key issues, activities and performance monitoring from across the business.
- Trustees received an update on the project to update APM’s branding. The final wording of a new ‘strapline’ was approved. The creative visuals would be submitted for approval at the next meeting.
- The Board noted the business performance report; this included updated financial metrics as well as performance against KPIs. Although early in the financial year, revenue improvements and cost controls appeared positive and the current forecast was an improvement over the original budget. Reserves were returning to pre-pandemic levels.
- The risk management report was noted, including minor updates to the corporate risk register.
- Trustees considered and endorsed a proposed set of activities for APM’s 50th anniversary year in 2022.
- A recommendation from the Nominations Panel for the annual Outstanding Achievement Award was approved. If accepted, the winner would be announced at the annual APM Awards in November.
- Routine governance matters were approved including appointment to the membership of a committee, minor updates to terms of reference and Board and AGM dates for 2022.
- Minutes and updates from recent committee meetings and Board champions were 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	4	4
Stuart Forsyth	4	4
Sorrel Gilbert	4	4
Debbie Lewis	4	4
Charles Mills	4	4
Milla Mazilu	4	4
Amy Morley	0	1
Mike Wallace	1	3
Karen Whelan	4	4
Ian Williams	4	4
Yetunde Adeshile	1	2