

APM Board Meeting Summary

27 March 2023

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

- Trustees had welcomed an informal strategy session held that morning; this had focussed on research findings from a membership acceleration project.
- Success stories were noted including recent volunteer events, reports of improving relationships with key stakeholders and trustees presenting at staff briefings.
- Minutes from the previous meeting were considered and approved. Actions were noted.
- The three-year business plan and budget was approved. This included activities and projects to deliver on APM's strategy. The budget included the staff pay award for 2023/24.
- Recommendations from the Professional Standards & Knowledge Committee on a review of the Project Management Qualification (PMQ) were welcomed and approved. The recommendations covered a revised assessment methodology, alignment with the competence framework and the production of core study material. The arrangements had a long trial and implementation period to ensure roll out was manageable.
- The risk management report was discussed, including detailed updates to the corporate risk register. An entry on diversity, equality, inclusion and belonging (DEIB) would be reviewed. Further discussion on APM's overall risk appetite was scheduled. The annual review of risk arrangements was undertaken.
- The Board noted the Chief Executive's report. This set out key successes, issues, activities and risks from across the business.
- The Board noted the business performance report; this included financial metrics as well as performance against KPIs.
- An update report on the project to replace APM's customer and relationship management database (CRM) was welcomed and noted.
- An update on APM's DEIB action plan was discussed and noted. The progress made included the establishment of a new group to advise APM in this area.
- The annual board evaluation continued, with a review of APM against recommended practice points in the Charity Governance Code. Trustees concluded evidence of good performance was present. Suggestions for improving the level of detail on two areas in the annual report were endorsed.
- Trustees noted their responsibilities for the external audit and approved the audit fee. A VAT group between APM and its trading subsidiary would be established and an approval to enable a new online payment provider was agreed.
- A governance report was reviewed with updates and approvals on: a process for seeking new President and Vice President candidates, honorary fellowship criteria, committee memberships, the updated Royal Charter, APM's schedule of policies; and the Board agenda plan. Yetunde Adeshile and Ian Williams also had their terms of office as appointed trustees extended by a further year.
- Reports from committee chairs and board champions were noted. A review of the meeting was held and the date of the next meeting noted.

Appendix 1 – Board Meeting Attendance Record 2023

NAME	PRESENT	OUT OF
Yetunde Adeshile	2	2
Jon Broome	2	2
Emma Carroll-Walsh	2	2
Bel French	2	2
Sorrel Gilbert	2	2
Milla Mazilu	2	2
Charles Mills	2	2
Amy Morley	0	0
Sue Simmonite	2	2
Sheilina Somani	2	2
Karen Whelan	1	2
Ian Williams	2	2