

Board Meeting Summary – November 2021

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

- Trustees welcomed the newly elected and re-elected trustees to the Board. Emma Carroll-Walsh, Sorrel Gilbert and Sue Simmonite were congratulated on their success in the ballot.
- The Board noted success stories including that the November AGM had been positive and the Association’s first hybrid general meeting. Additionally, there had been some useful work by SIG volunteers in the area of project data analytics which was complementing other activity and providing a useful network for these working in the area.
- Minutes and actions from the September 2021 Board meeting were noted and approved, along with notes from a strategy development session held.
- An update was given on the project to introduce a new CRM database. This was proceeding with an additional procurement step to test the market more fully.
- The steps underway to embed the refreshed corporate strategy into the business plan were set out. There was also work underway to refine the detailed wording for the launch in mid-2022.
- 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 updated financial metrics as well as performance against KPIs. Financial performance had dropped back overall a little from the last forecast. However, income and costs both remained favourable to budget.
- The risk management report was noted, including minor updates to the corporate risk register.
- The annual investment overview was received from the fund managers. Trustees discussed the option of having a greater impact on sustainability from the portfolio and this would be revisited.
- A new cash policy was approved to better manage APM’s liquid funds and transfers.
- Some routine governance matters were reviewed including internal appointments, the trustee election results and a refreshed approach to the board champion roles and process. [The champions are trustees who take a particular interest in a topic].
- A minor change to the membership specification was approved. This allowed for a board Committee to directly approve APM’s own applications for qualification recognised assessments.
- 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
Yetunde Adeshile	3	4
Jon Broome	6	6
Emma Carroll-Walsh	1	1
Stuart Forsyth	5	5
Sorrel Gilbert	6	6
Debbie Lewis	6	6
Milla Mazilu	6	6
Charles Mills	6	6
Amy Morley	1	3
Sue Simmonite	0	1
Mike Wallace	1	3
Karen Whelan	6	6
Ian Williams	5	6