

Board Meeting Summary – January 2022

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

- Trustees welcomed Sue Simmonite to her first meeting of the Board. The Board was also observed by a consultant as part of an external board evaluation. Continuous improvement recommendations would be made at the March 2022 meeting.
- The Board noted success stories including that Milla Mazilu had been awarded the British Empire Medal in the new year’s honours list and that the Privy Council had approved an update to the Royal Charter.
- Minutes and actions from the November 2021 Board meeting were considered, along with notes from the recent AGM.
- Trustees welcomed and commented in detail on the draft business plan and budget; the plans would help implement APM’s newly approved strategy. Further work would be undertaken prior to final approval in March 2022.
- An update was given on the project to introduce a new CRM database and approval was given for the necessary budget and to award the contract to the preferred supplier.
- Trustees reviewed discussions being held between APM and the International Project Management Association on approaches to joint working.
- 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. Income and costs both remained favourable to budget.
- The risk management report was noted, including minor updates to the corporate risk register.
- Trustees received a presentation and commented on plans to celebrate APM’s 50th anniversary year.
- A capital expenditure policy was reviewed and approved.
- The Board noted procedural options available to manage donations through restricted / designated funds; these might assist future projects and could be reviewed again in that context.
- Some routine governance matters were reviewed, including: a preferred approach to hybrid board meetings; a matrix of trustee skills and experiences; appointments to board roles and committees; extensions to terms of office for a trustee and the President and Vice-President; and reporting arrangements to the board from trustees with a ‘champion’ role.
- The agenda plan of forthcoming business was noted and a review of the meeting held.

Appendix 1 – Board Meeting Attendance Record 2022

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