

## Association for Project Management

### Board Meeting Summary – March 2022

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

- Prior to the formal board meeting trustees held a strategic away day. This looked at ethical investment strategies and APM's approaches to working in current and new sectors.
- Minutes and actions from the previous meeting were considered and approved.
- An external consultant presented her findings on APM's annual board evaluation. She had concluded APM's governance was sound with a positive commitment to continuous improvement seen. Recommendations made would be taken forward; these included making better use of the charity Governance Code, having clearer communications on APM's public benefit, reviewing board composition and selection processes and taking further steps on board diversity.
- Trustees welcomed and approved the final business plan and budget. This included a 4% staff annual pay award, noting that further in year consideration might be given.
- The proposed corporate KPIs for 2022/23 were reviewed and approved.
- 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.
- The risk management report was noted, including minor updates to the corporate risk register. In addition, trustees held an annual review of risk and concluded that arrangements were sound.
- APM's equality, diversity and inclusion action plan was reviewed, welcomed and approved.
- The external audit engagement letter and annual fees were approved.
- A small update to the criteria for Honorary Fellowship was approved.
- Reports from committee chairs, committee minutes and board champions' reports were noted.
- 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   | 2       | 2      |
| Jon Broome         | 2       | 2      |
| Emma Carroll-Walsh | 2       | 2      |
| Sorrel Gilbert     | 2       | 2      |
| Debbie Lewis       | 2       | 2      |
| Milla Mazilu       | 1       | 2      |
| Charles Mills      | 2       | 2      |
| Amy Morley         | 1       | 2      |
| Sue Simmonite      | 1       | 2      |
| Karen Whelan       | 1       | 2      |
| Ian Williams       | 2       | 2      |