

# APM Board Meeting Summary

20 November 2023

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

- Trustees congratulated new trustees James White, Jenny Storry and Marta Marjan on their [election to the Board](#).
- A training session was given by the external auditor. This covered finance skills for trustees, with a focus on financial statements and the external audit.
- Success stories were noted, including the recent AGM which had seen record attendance and good questions raised. The volunteer awards had also been a highlight with a good range of nominations submitted. APM's participation in the Project Expo event had been well received in that space as had events held at the party conferences.
- Sue Simmonite was reappointed as Deputy Chair.
- Minutes from the previous meeting were considered and approved. Actions were noted.
- Trustees held a strategic discussion on APM's approach to adopting a 'generalist' pan sector approach for the project profession whilst also supporting project professionals in specific sectors and specialisms. Broad support was essential but specific areas and initiatives may be appropriate and APM was already active in providing relevant support to different sectors and professional disciplines. Any involvement would always be carefully and pragmatically weighed against APM's capabilities and priorities.
- The Board received an update on the Building Safety Act and regulation in the built environment. APM's active participation with other professional bodies in this space was welcomed and an approach to support members and ChPPs demonstrate competence to the regulator was endorsed. Further detail would be developed, subject to partner and regulatory approval.
- An update on APM's new data insights and action (DNA) strategy was received. Trustees welcomed the detail and supported action in this area. Further detail on next steps and tactics would be presented.
- The Board noted the Chief Executive's report. This set out key successes, issues, activities and risks from across the business.
- The Board also noted and reviewed the business performance report; this included financial metrics as well as performance against KPIs. Trustees approved the membership fee increase for 2024/25, building in flexibility to adapt the final figure to changes in inflation.
- The Risk Management report was noted; this set out updates to the corporate risk register.
- An update on the project to replace APM's customer and relationship management database (CRM) was noted.
- On governance matters, the Board noted a series of updates in relation to the trustee election results, the appointment of a new President, recruitment for appointed trustees and the board agenda plan. Approvals were given for revisions to the Regulations, committee terms of reference, a new approval group for Honorary Fellows and a Serious Incident Reporting policy.
- Reports from committee chairs and board champions were noted. This included the latest on the volunteering review and plans to support emerging professionals.
- 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	6	6
Jon Broome	5	5
Emma Carroll-Walsh	6	6
Bel French	6	6
Sorrel Gilbert	6	6
Milla Mazilu	6	6
Charles Mills	5	5
Amy Morley	2	3
Sue Simmonite	5	6
Sheilina Somani	6	6
Karen Whelan	4	5
Ian Williams	6	6
James White	1	1
Jenny Storry	1	1
Marta Marjan	0	1