

# APM Board Meeting Summary

25 March 2024

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

- Success stories were noted including: newly created interest networks; international women's day and WiPM SIG events; corporate partner collaboration in the North West; a data analytics publication issued with key partners; and APM's successful retention of the outstanding two-star rating in the best company awards.
- Minutes from the previous meeting were noted and approved. Updates on previous actions were noted.
- Trustees held a discussion on APM's preferred strategy for continued collaboration with an international partner.
- A briefing and discussion on the implementation phase of APM's data and insights strategy was held.
- Trustees noted and reviewed APM's current contribution to the United Nations Sustainable Development Goals, as well as opportunities to do more in this area.
- Trustees welcomed, noted and approved the final business plan, budget, reserves policy and key performance indicators for 2024/25.
- Feedback from a task & finish group looking at options for collaboration with other organisations was received. The next review phase of the project was approved.
- The Risk Management report was noted; this set out updates to the corporate risk register and emerging risks. Trustees also undertook their annual review of risk management and confirmed that arrangements were fit for purpose. A recommendation on improving the application of APM's risk appetite to its own projects was approved.
- The Board noted the Chief Executive's report. This set out key successes, issues, activities and risks from across the business. Trustees discussed a planned focus on improved and more readily identifiable support for project controls professionals.
- The Board also noted and reviewed the business performance report; this included financial metrics as well as performance against KPIs.
- An update on progress with implementing the volunteer review project was received.
- An update on the project to replace APM's customer and relationship management database (CRM) was noted.
- The results of a survey of trustees and leadership team on corporate governance matters was noted. Feedback was positive with scores showing good levels of understanding, satisfaction and co-operation.
- On governance matters, the Board approved candidates for the Vice President position; extended the term of office of an appointed trustee; approved several procedural document and policy updates; approved new champion roles for trustees; agreed the external audit fee and engagement letter; and noted the board agenda plan.
- Contract approval was given for a replacement media planning service.
- 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 2024

| NAME               | PRESENT | OUT OF |
|--------------------|---------|--------|
| Yetunde Adeshile   | 2       | 2      |
| Emma Carroll-Walsh | 2       | 2      |
| David Cox          | 2       | 2      |
| Bel French         | 2       | 2      |
| Sorrel Gilbert     | 2       | 2      |
| Marta Marjan       | 2       | 2      |
| Milla Mazilu       | 2       | 2      |
| Amy Morley         | 2       | 2      |
| Michelle Richmond  | 2       | 2      |
| Sue Simmonite      | 2       | 2      |
| Sheilina Somani    | 2       | 2      |
| Jenny Storry       | 2       | 2      |
| Ian Williams       | 2       | 2      |
| James White        | 2       | 2      |