

APM Board Meeting Summary

22 January 2024

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

- A training and awareness raising session was given on recent trends, initiatives and strategies adopted in the professional body sector.
- Trustees welcomed and congratulated new trustees David Cox and Michelle Richmond on their [appointment to the Board](#).
- Trustees held a brief review of health & safety matters in relation to managing meetings.
- Minutes from the AGM and the previous meeting were noted and approved. Updates on previous actions were noted.
- Trustees welcomed, noted and reviewed in detail the draft business plan and budget; the updated version would be presented to the next meeting for approval.
- The APM People and Culture Strategy for 2024-27 was reviewed and noted. Trustees welcomed the positive detail.
- The most recent and updated competitor research data was outlined and reviewed. Trustees noted the key findings and commented on the detail. The insights fed into a variety of strategic and operational decisions.
- A detailed update on the revised assessment methodology for the Project Management Qualification (PMQ) was noted following the successful pilot and syllabus approval by the Professional Standards & Knowledge Committee.
- 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.
- The Risk Management report was noted; this set out updates to the corporate risk register and emerging risks.
- 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 registers of interests, a trustee skills matrix, trustee diversity statistics, appointment of a Vice President and the forthcoming annual Board evaluation. Revised committee and Board champion roles were approved as were revised terms of reference for the Volunteers Delivery Group and updated criteria for the Outstanding Achievement Award. The agenda plan of future business was noted.
- Reports from committee chairs and board champions were noted. This included a report from the champion for corporate partnership.
- 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	1	1
Emma Carroll-Walsh	1	1
David Cox	1	1
Bel French	1	1
Sorrel Gilbert	1	1
Marta Marjan	1	1
Milla Mazilu	1	1
Amy Morley	1	1
Michelle Richmon	1	1
Sue Simmonite	1	1
Sheilina Somani	1	1
Jenny Storry	1	1
Ian Williams	1	1
James White	1	1