

**Minutes of the Association for Project Management Annual General Meeting**

**Monday 15th November 2021, 10.30am – 11.20am**

**Princes Gate Heritage Room, 30 Euston Square, London [with members also watching online]**

**Chair:** Sue Kershaw, President

**Present:** 15 members in person; with 55 members viewing online

**In attendance:** TheBoard Chair (Debbie Lewis)

Chief Executive (Adam Boddison)

Head of Finance (Duncan Gill)

Company Secretary (Mike Robinson)

Other APM staff were in attendance

**Apologies:** Amy Morley and Ian Williams

**Papers provided:** The following had been made available to all attendees: Notice of Meeting; Minutes of the 2020 Annual General Meeting; 2020/21 Annual Report and Accounts; 2020/21 Annual Members’ Review; and a special resolution to obtain members’ approval to update the Royal Charter.

**1. Opening and the President’s Address**

The President opened the AGM, outlined arrangements for the meeting and asked the Company Secretary to give the apologies for absence. She was delighted to welcome those in the room back to a face to face meeting and also gave a warm welcome to those viewing online. She welcomed the new CEO; she was sure his skills and experience would serve APM well. Thanks were given to the former CEO, Debbie Dore who had been a natural leader, had successfully delivered the last strategy and steered APM through the pandemic. Tributes were paid to former senior and founder members Peter Morris and Dennis Gower who had sadly passed away during the year.

The President emphasised that sustainability and climate change were critical for the planet and it was clear that project management would be key to seeing necessary changes in these areas came to fruition. It was tremendous that APM had reached record levels of membership, even during the difficult pandemic period. This was testament to the work done to support members and the demand on the profession to deliver projects across the world. Some of APM’s key successes in the year were particularly noteworthy, including the seamless switch to virtual events, launch of online qualifications and the work to agree a rebrand. The Board had also led a thorough review to refresh the corporate strategy. She had seen the excellent draft which would continue to drive the profession forward. 2022 looked to be a great year for APM which would see its 50th anniversary. It was inspiring to think how many great projects had been delivered in that time and how far APM and the profession had come. The future should yield an even greater profile and status for the profession. The President concluded by thanking the Board, staff and volunteers for their considerable efforts.

**2. Minutes of the Annual General Meeting held on 16th November 2020**

The minutes of the 2020 Annual General Meeting were approved as a correct record and signed by the President. There were no matters arising raised.

**3. Receipt of the Annual Accounts of the Association for Project Management for the Year Ended 31st March 2021, the Report of the Trustees and the Auditors’ Report**

**The Board Chair** opened the presentation and highlighted that the Board had approved a refreshed corporate strategy during the year and the vision, mission, values and strategic themes were outlined. Issues of sustainability and diversity were threaded throughout the strategy. The detailed objectives would be announced in mid-2022 and the executive were currently working on the draft business plan to bring the strategy to reality. There were many challenges ahead for the world and the profession needed to be ready to help deal with them. Supporting all parts of the profession with skills and technology would feature in the plans, as would promoting the value of the profession.

The new CEO had been recruited during the year; this was one of the most important jobs facing a Board and had been a significant task. Another key initiative undertaken by the Association had been continuing the rebranding exercise and a new visual identity had been approved. There was no better time to be a project professional and the Association was well placed to support the opportunities and challenges that lay ahead.

**The Chief Executive** had been with APM for around three months and commented it was a pleasure to outline the significant achievements of 2020/21. Key highlights included:

* The pandemic had brought an end to face to face examinations and staff had worked immensely hard to bring forward online examinations and events. This had sustained services for members, qualification takers and training providers. APM’s early preparations for these had served it well.
* There had been much activity in the area of qualifications. These had been aligned to the new Body of Knowledge and the Project Professional Qualification had been completely updated.
* Membership numbers had grown despite the impact of the pandemic, with a particular uplift in student. APM would be working hard to keep a relationship with students after their studies.
* Support for members included a mental health toolkit and the salary and market trends survey. The success in membership numbers echoed the value of the profession in such challenging times. Further improvements in member befits were being rolled out such as a new mentoring scheme. APM’s net promoter score was a healthy 36.
* The range of projects and successful delivery across APM’s own portfolio was set out. The initiatives ranged from internal systems to externally facing products. APM had undertaken a significant amount of research during the year and some highlights were set out. Research and external affairs were likely to receive even more attention as APM sought to grow the voice of the profession.
* APM had been successful in three external awards during the year. It had won the best online event at the Association Excellence Awards, achieved a one star rating in the Times 100 Best Companies to Work for Survey and received an Investing in Volunteering reaccreditation. These were great achievements. The CEO added his own thanks to the wide breadth of volunteers for their efforts. APM was a richer organisation for their time and input.
* It was pleasing to see face to face events coming back on stream. Online and hybrid events had been well received during the pandemic and would no doubt remain part of the events calendar.
* The CEO outlined his own priorities as: delivering the new strategy, raising the profile of APM and the profession, meeting stakeholders, understanding APM’s history and ensuring that chartered status could be leveraged as much as possible.

**The Head of Finance** presented financial highlights from the 2020/21 annual report and accounts. He confirmed that external auditor had issued an unqualified audit opinion. Key points included:

* The first half of the year had seen APM in ‘protective mode’ focussing on business continuity due to the pandemic; it had explored ways to stabilise income and expenses with a swift move to online delivery. There had been regular discussions with the Board, stakeholders and suppliers. The hard decision had been taken to make some staff redundant; this decision had not been taken lightly and had been undertaken sensitively in line with APM’s values. There had been a switch to recovery by the second half of the year as APM restarted investing in activities that meant it would stay relevant to its members.
* Unsurprisingly, income had fallen compared to the previous year. However, membership and corporate partner income had held up well and there had been a good recovery in qualifications income. As at September 2022 this was back to two thirds of pre-pandemic levels.
* Staff who had not been able to work had been placed on furlough. Activity had increased such that use of this facility had ended by October 2021. Costs had of course fallen; in part due to reduced activity but also from conscious decisions to stop or defer activity.
* Reserves had been utilised, but the fall had been relatively modest at 2% of net assets. The Association’s investment portfolio had performed well during the period.
* The Head of Finance explained that costs had not fallen by the same percentage as income as depreciation, staff and other costs being relatively fixed. He also explained that the use of furlough scheme had been a sensible precaution and had provided income for staff who at that time had no work due to the sudden change in activity.

The President thanked the team for their presentation which had given encouraging news. **The meeting received and noted the annual report and accounts for 2020/21 and the report of the auditor.**

**4. The APM Board Election**

The Company Secretary reported the results of the 2021 Board election. APM had seen another strong field of candidates and had achieved a sound turnout of 17.4%. This was considered to be in the upper quartile for similar membership organisations. Under the Charter and Regulations, the election was undertaken as a poll vote with the ballot delivering proxies to the AGM. **The three candidates receiving the highest votes were therefore noted and affirmed.**  Sue Simmonite, Sorrel Gilbert and Emma Carroll-Walsh were elected to the Board for a period of three years. The Company Secretary congratulated the new Trustees and thanked all those who had participated. The full results were as follows:

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**5. Special Business – Update to the Royal Charter By-Laws**

The Company Secretary outlined the proposed special resolution to update the Royal Charter By-Laws. The change, once formally approved by the Privy Council, would enable the Board to arrange general meeting in physical, hybrid or online form. The current Charter provided only for physical meetings due to the need for an in person quorum. The popularity of the previous year’s online AGM had prompted this change. Voting members present unanimously approved the following resolution.

**THAT the By-Laws of the Association be amended as follows, subject to formal approval of the Privy Council and subject to any minor amendments the Privy Council may require:**

Amendments

1. In by-law 1:
   1. After the definition of "*Corporate Partner(s)"* insert the following definitions:
      1. "*Electronic General Meeting means a general meeting hosted on an electronic platform"*
      2. *"Electronic Platform includes, but is not limited to, website addresses and conference call systems*"
   2. After the definition of "*General Meeting(s)"* insert the following definitions:
      1. "*Hybrid General Meeting means a general meeting hosted in person and on an electronic platform"*
   3. After the definition of "*Month"* insert the following definitions:
      1. "*Physical General Meeting means a general meeting hosted in person"*
      2. *"present means, for the purposes of Physical General Meetings, present in person, or, for the purposes of Electronic General Meetings, present by electronic means (via the electronic platform(s) stated in the notice of such meeting), or, for the purposes of Hybrid General Meetings, present in person or by electronic means (via the electronic platform(s) stated in the notice of such meeting)"*
2. In by-law 24:
   1. After "*at the request in writing of at least 1% of the total Voting Members*." insert *"The board shall determine in its sole discretion whether a General Meeting is to be held as a Physical General Meeting, or as an Electronic General Meeting, or as a Hybrid General Meeting."*
3. In by-law 25:
   1. Substitute “*The notice shall give the date and place of the meeting and the purpose for which it is called shall be explicitly stated."* with "*The notice shall specify whether the meeting shall be a Physical General Meeting or an Electronic General Meeting or Hybrid General Meeting. The notice of General Meeting shall specify the place, date and time of any Physical General Meeting, details of any Electronic Platform for the meeting if it is to be run as an Electronic General Meeting or as a Hybrid General Meeting and whether the meeting will be an Annual General Meeting. Any Electronic Platform may vary from time to time and from meeting to meeting as the Board, in its sole discretion, sees fit. The notice shall explicitly state the purpose for which it is called."*
4. In by-law 27:
   1. Substitute “*in person"* with "*at the meeting".*

**6. Members’ Questions**

The President noted that one written member question had been submitted in advance of the meeting. The CEO outlined the response to the question on setting up a philanthropic fund. This was an interesting idea that would be researched and a report presented to the Board on the options, benefits and risks of such a move. 2022 would be a busy year but the idea would be examined. The questioner was present and felt this was an initiative that would benefit APM and match what other professional bodies were doing; the idea had previously been investigated.

Further questions from the floor and online were invited and taken as follows:

* It was queried if the decision not to give student members access to the APM hub could be reviewed. *[Post meeting note -student members are permitted to access the APM hub. The answer given in the meeting follows and referred to student member access to APM learning].* The Director of Education and Lifelong Learning confirmed access was being reviewed and may well be opened up. However, it was important to maintain a sound value proposition for paying members. The CEO commented that the project profession had several access routes and people joined it at various stages of their career. How to capture and offer value to all such entrants was being considered.
* A query was raised as to whether the updates to the Body of Knowledge (BoK) and qualifications had been successful. The Director of Education and Lifelong Learning felt that this had very much been the case. The Project Fundamentals Qualification (PFQ) and the Project Management Qualification (PMQ) had been updated and the Project Professional Qualification (PPQ) had been completely rewritten. There had been some challenges with PMQ, but these were being addressed positively with training providers and she was pleased with the progress being made. The CEO commented that the updated BoK was being embedded across the piece and not just in qualifications. These were complex issues which it was important to get right and there was already thinking about the next update to the BoK.
* A query was raised about the stability of any platform used for future online general meetings and in-meeting voting. The Company Secretary advised that no decision had been made on the platform to be used but he was aware of the issues would be reviewing various products on the market.

**7. Closing Remarks**

The President closed by commenting that 2021 had been highly successful despite the pandemic. She looked forward to seeing next year’s priorities put into action. The membership total of 35000 was a great achievement and it was clear APM had a fantastic future.

The Chair of the Board thanked members for attending and expressed her thanks to the Board and the Executive for their work. Thanks were due to many others including committee members and volunteers; their commitment was genuinely appreciated. She recorded the Board’s thanks to former trustee Stuart Forsyth and took the opportunity to welcome the newly elected trustees. She also highlighted the APM Awards taking place that evening and wished the finalists luck.

Signed:

Date: