

Association for Project Management

Minutes of the Annual General Meeting (AGM)

Monday 13 November 2023, 10:30am - 11:30am

Held online, via MS Teams

- Chair:** Sue Kershaw, President
- Present:** Members viewing online (approx. 200)
- In attendance:** Board Chair (Milla Mazilu); Chief Executive (Adam Boddison); Deputy Chief Executive (Mark Hepworth); Company Secretary (Mike Robinson). The APM Leadership Team were in attendance
- Apologies received:** Amy Morley, Sheilina Somani, Hugh Swainson
- Papers:** The following had been made available to all attendees: Notice of Meeting; Minutes of the 2022 AGM; 2022/23 Annual Report and Accounts.

1. Welcome, Apologies and President's Address

APM's Head of Communications opened the meeting and outlined arrangements for asking questions. The session was being recorded and would be posted online. The Company Secretary gave the apologies for absence.

The President gave a warm welcome to everyone and outlined the agenda for the meeting. She emphasised the AGM was an important part of the Association's governance and encouraged members to contribute as APM was accountable to them. She introduced the Chief Executive Adam Boddison, the Deputy Chief Executive Mark Hepworth, and the Board Chair Milla Mazilu.

The President outlined particular areas of success, including the flagship events which went from strength to strength. Over 450 guests had attended the 2022 awards ceremony, with many more attending virtually. There had been 150 award entries from a wide range of sectors with many from overseas. The recent *Change Changes* Conference in Birmingham had seen over 500 attendees and a keynote speech from Carmen McConnell MBE. The success of the WiPM conference also built year on year with over 650 guests attending September's event.

APM's focus on equality in the profession continued with the launch of the Women in Projects campaign, this explored issues such as career progress, flexible working and mentoring. It was rewarding to see the numbers of chartered professionals growing, and in April this year APM reached 3000; this reflected the status of ChPP in the UK and globally.

The President took the opportunity to publicly recognise the work done by the volunteers during the year. Their efforts were invaluable and much appreciated. She concluded by emphasising she was looking forward to APM continuing to drive the 'delivering a better future' strategy. It was important to recognise the amount of work that has been achieved this year and the successes delivered.

2. Minutes of the Annual General Meeting held on 14 November 2022

The minutes of the last AGM had been circulated. There were no comments or matters arising raised and the minutes were approved.

Resolved: that the minutes of the 14 November 2022 AGM be approved as a correct record.

3. Annual Report & Accounts 2022/23, Trustees' and Auditors' Reports

The Board Chair shared her thoughts and reflections on the past year. She outlined some important and exciting trends seen including on: sustainability; technological enhancements such as artificial intelligence; and managing disruptions from natural disasters and geopolitical tensions. On diversity, equity, inclusion and belonging, there had been good initiatives such as supporting women and new starters as well as promoting black history and inclusion. Whilst there was more to be done in this space, much had been achieved. APM was increasingly providing leadership to the profession and improving the value proposition for members. Looking forward to 2024, she hoped for a greater emphasis on prioritising social responsibility in projects as this would support more equitable delivery. She encouraged members to remain briefed to help push the boundaries on what was possible in the profession. She concluded by thanking President Sue Kershaw and Vice President Paul Chapman, who were each in the final year of their respective roles. APM was grateful for the time, energy, and expertise they had generously shared over the years.

The Chief Executive outlined significant achievements from 2022/23. Key highlights included membership growth and a record-breaking year for qualifications, with over 22,000 exams sat. The register of Chartered Project Professionals had reached 3,000 and conferences had performed well. APM's online following was growing with over 100,000 followers on LinkedIn and new audiences being found on TikTok. APM had submitted evidence to five external consultations and met numerous MPs and Peers, including running fringe events at the party conferences. Work continued to expand APM's international profile by strengthening relationships with key organisations such as PMI and IPMA. There had been a good number of research and thought leadership publications issued in the year. Work in the diversity space was outlined including a Women in Project Management campaign, a new diversity policy and blogs on issues such as mental health, neurodiversity and inclusion. The volunteer community continued to grow and this included a new Channel Islands branch. A digital badge for volunteers had been issued and the next forum would be a further opportunity to celebrate volunteers' many achievements.

The Chief Executive also highlighted some of the developments and plans underway to deliver on the strategy. *Delivering a Better Future* provided a roadmap for how APM would continue to innovate, adapt and build on current strengths. Key activity included a revision to the Chartered standard, updating the CRM database, updating the volunteer proposition and the model for accrediting training providers. APM's business planning would also help achieve the 1, 10, 100 aspirations of: 1,000 Corporate Partners, 10,000 Chartered Project Professionals and 100,000 individual members.

The Deputy Chief Executive presented financial highlights from the 2022/23 annual report and accounts. A successful year of growth had generated £13.8m of revenue, an increase of 23%. As planned, APM had utilised some of its reserves for investment and costs had been £429k higher than income. Stock market volatility had been significant throughout the year and there had been a small fall in investments during the year. The balance sheet remained strong with net funds of £6m at the end of the year and reserves within the planned range. Performance from the main sources of income had been strong and were outlined i.e. membership, examinations, publications, events, and investments. In particular, qualifications revenue had increased and was now ahead of pre-pandemic levels. Cost increases had been driven partly by increases in cost of sales and because of the impact of increasing inflation. Total membership at year end was c44,000 and all grades had grown or held steady. Paying membership had grown every year since 2018 and by 75% in that period. APM's average staff headcount increased by 18 in the year.

Resolved: that the Annual Accounts of the Association for Project Management for the Year Ended 31st March 2023, the Report of the Trustees and the Auditors' Report were received.

4. APM Trustee Elections

The Company Secretary reported the results of the 2023 Board election. APM had seen another strong field of 13 candidates and achieved a sound turnout of 14.1%. Under the Charter and Regulations, the election was undertaken as a poll vote with the ballot delivering proxies to the AGM. James White, Jennifer Storry and Marta Marjan had been 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 are below.

Resolved: the three candidates receiving the highest votes were affirmed as trustees.

CONTEST: Election of Board Members 2023

RESULT		3 to elect
James WHITE	776	ELECTED
Jennifer STORRY	726	ELECTED
Marta MARJAN	703	ELECTED
Yetunde ADESHILE	613	
Marina KAUR-CHANNING	595	
Sara RYE	542	
Teslim Oyegoke BUKOYE	462	
Charles MILLS	407	
Andrew MORGAN	353	
Ignacio HERRERO GANDARILLAS	303	
Richard MCCAFFREY	267	
Pete HODDINOTT	244	
Jerome TREFALT	152	

Number of eligible voters:		17,049
Votes cast online:	2,404	
Total number of votes cast:		2,404
Turnout:		14.10 %
Number of votes found to be invalid:		0
Total number of valid votes to be counted:		2,404

5. Members' Questions

The Chief Executive noted that five written member questions had been submitted in advance. Answers were available in the slides for the meeting. He outlined the responses prepared on: a proposed fast-track route to ChPP for Fellows; how the new Interest Networks could feed into the development of the Body of Knowledge and other publications; the number of ChPP Route 3 applications and how successful applications and quality assurance checks had been.

Further questions from those present were then invited and taken as follows:

- It was queried if APM's publications would increasingly be electronic for cost and sustainability reasons. This was being examined and was increasingly the case. However, many liked hard copy magazines and books and there would be no sudden shift. Analysing this was a common challenge for all professional bodies.
- The background to the growth numbers of 1, 10, 100 was queried. The CEO explained it was based on an examination of mature professional bodies with influence and this was the kind of profile and scale needed. The rationale for each was outlined and this scale would help APM achieve its public benefit duties.
- The CEO confirmed that the relationship with the Infrastructure and Projects Authority and other government departments was as strong as it had ever been. Closer engagement was always being sought and there was good joint working to improve consistency and standards.
- APM's international relationships were queried and the CEO explained that relationships with PMI and IPMA were strong. There was also good engagement with national equivalents to APM. For example, a renewed recognised assessment for ChPP had been agreed with the Australian Institute for Project Management.
- APM was encouraged to push a strong global strategy. It was explained that there were plans and activities in place with staff focused in this area. Equally, it was important to remember that there were an estimated two million project professionals in the UK and so there was plenty of domestic growth potential.
- APM was encouraged to get involved in initiatives like Project 13. The CEO confirmed APM had worked on that initiative and there was regular work with other professional bodies, including in the construction and infrastructure sectors. APM was actively involved in supporting professionals in light of the Building Safety Act. APM would support all project professionals and was considering the right balance on providing both pan-sector support and specialist input to specific project disciplines and sectors.

- Efforts to integrate with the discipline of change management were suggested. The CEO explained that colleagues had regular conversations with other professional bodies and ways to collaborate were examined where appropriate. An example of potential overlap was between project and product management.
- Others were lobbying for senior contract roles in the C-suite and it was suggested this might compete with the desire for companies to adopt a Chief Projects Officer. The CEO commented that this might be helpful in that APM would champion the need for senior staff with both emotional intelligence and data driven approaches.
- A request to support unemployed people was noted. APM already had an unemployed rate for membership which could be accessed by contacting the service innovation team. The CEO welcomed ideas on how to support hard to reach groups.
- Tools to broaden support and access to the Chartered standard were requested. The CEO confirmed this was a part of APM's plans and more in this space would be seen – at all career entry levels not just for graduates.

The President thanked members for their insightful questions. It was confirmed any not answered would receive a personal response outside of the meeting.

6. Closing Remarks

The President closed by thanking the attendees for their input; this showed how important the AGM was. The meeting had been seen a real celebration of what had been done together with the leadership team, the volunteers, members and staff. APM was at the forefront of project management in the world and all should be proud of the achievements. APM was in a good place to develop its international presence. Sustainability and social responsibility were important themes for the profession in a post Brexit and post pandemic world. Risk and contingency management were important skills. The performance of APM in terms of membership and qualifications was good and growing influence within the C-suite would help APM achieve its strategy.

The Board Chair thanked the departing trustees Jon Broome, Charles Mills and Karen Whelan for their support as trustees. She also welcomed new board members James White, Jennifer Storry and Marta Marjan. She thanked all for attending what had been an excellent meeting; it was good to see such interest.

Signed: _____

Date: _____