

IPIM Meeting

6 July 2021:

Action Minutes



IP INCLUSIVE

Working for diversity and inclusion in IP

(Meeting convened via ZOOM)

Present: Michael Silverleaf (Chair) Andrea Brewster (ARB) (Lead Executive Officer (LEO)), Julia Florence (Secretary), Gordon Harris, James St Ville, Ben Buchanan (admitted to meeting after first item and left after discussion of the Advisory Board).

Advisory Board

It was agreed to appoint Ben Buchanan as Chair for the initial meeting of the Advisory Board (AB) at which meeting the new AB will be asked to either confirm Ben as Chair or appoint a new Chair.

The Terms of Reference of the AB were agreed by IPIM, subject to a few minor amendments, including a reference to IPIM appointing the Chair for the initial AB meeting.

Applications for membership of AB: 20+ applications have been received. These will be reviewed against an evaluation matrix, to ensure objectivity. As the intention is to create an AB with a high level of diversity it was agreed that the applications should not be blinded in this instance. **The applications will be reviewed over the summer, so that a decision can be made by the next meeting.**

It was agreed that there would be a joint meeting of IPIM and the AB twice a year.

It was agreed that the format and content of the first AB meeting would primarily be determined by Ben as Chair. IPIM will provide a steer as to what IPIM requires the AB to do and set expectations. In addition, IPIM will indicate its top three priorities.

ARB and 1 member of IPIM will attend the first AB meeting, and the AB can invite LEO/IPIM members to subsequent meetings if needed.

IPIM formalities

New members: Two applications to join IPIM had been received. It was agreed that both were excellent candidates and would be invited to join IPIM. A Treasurer will be appointed subsequently.

It was agreed that IPIM will meet quarterly, with two of these meetings to include the joint meeting with the AB.

Procedure for seeking professional advice on, eg accounting, tax, legal formalities etc: ARB will communicate when such advice is needed and seek endorsement and support from IPIM.

All IPIM members were requested to provide a short bio for the website. **MS to prepare an example and ARB to circulate.**

LEO

The LEO contract for the period 1 July 2021 to 30 June 2022 has been signed by ARB and MS, on behalf of IPIM.

Procedure for signing off expenditure: Agreed that the LEO may authorise routine expenditures (which rarely exceed £500) up to £750. Any expenditure above this level, and/or expenditure not foreseen in the business plan and budget for the relevant year, will need to be approved by 2 IPIM members as well as the LEO.

IPIM agreed that Keven Bader is authorised to pay the LEO's monthly fees as per the current contract.

It was noted that the IP Bar has agreed to make a contribution to IP Inclusive, as have the chambers at 11 South Square (MS) and 8 New Square (JSV).

ARB confirmed that there is now sufficient funding to cover the LEO fees and IP Inclusive operating costs for the 2021-22 budgeting year; the extent to which additional items in the business plan (total budget £80k) can be covered will be reviewed. It was agreed that a priority is for the LEO to have some paid admin assistance.

ARB will give a quarterly update, including a financial update, at each IPIM meeting.

IP Inclusive – general matters

A draft Code of Conduct for IP Inclusive volunteers is in hand; **ARB to circulate for approval soon.**

A **complaints procedure** will also be put in place – **MS and ARB will prepare a first draft.**

The question of international affiliations (eg overseas Charter signatories) will be considered at a later date.

Date of next meeting

ARB to send Doodle polls for the next year's quarterly meetings.