

IPIM Advisory Board

Inaugural meeting 10th November 13:00-14:00

Membership: [The IP Inclusive advisory board - IP Inclusive](#)

Chair: Ben Buchanan

Temp. Secretary: Liam Lawlor

In Attendance: IP Inclusive Advisory Board, Andrea Brewster (IP Inclusive LEO), Michael Silverleaf, Alicia Chantrey (IPIM)

Agenda & notes

- Welcome

All attendees welcomed by Chair Ben Buchanan.

No individual introductions due to time constraints.

All members encouraged to look at peers on the Board Member list on the IP Inclusive website.

Board has 26 members and has been a few years in realisation.

- Meeting etiquette

Will use a system of 'raise hand' when we want to talk in larger groups settings but keen for conversation to flow when possible.

Not a decision-making committee, no consensus necessary, all views welcome and will be noted/accepted and reflected to IPIM.

All members encouraged to share views and speak up in person, on chat or via email afterwards.

- IPIM members in attendance

Welcomed Andrea Brewster, Michael Silverleaf and Alicia Chantrey representing IPIM.

- Formalities:

- Terms of Reference & Code of conduct

All members to review the Terms of Reference & Code of conduct and send any feedback to Ben Buchanan.

- Role of Chair (please see point 5.3 of the Terms of Reference)

Ben Buchanan, subject to any feedback/objections from other members, to take on the role of chair for an initial 12 month period. Any express alternative views, or interest in the Chair role in future, to Ben or Andrea please.

- Role of Secretary

Volunteer needed – 30 days to volunteer.

Primarily to work with Ben Buchanan to extract key points and actions from the meetings, not just meeting note taking but key role in capturing feedback and members views, need to be able to fully represent views to IPIM.
Also has a role in facilitating contact between various organisations involved with IP Inclusive, particularly the interoperation of The Advisory Board and IPIM.
Purely an administrative role, not a formal constituted organisation position.
Could be a shared role.

- **Sharing of contact details**

Email addresses will be shared amongst fellow Board Members **unless members contact Ben Buchanan in the next 10 days to raise objections/feedback on this.**

- **Timing / format of meetings**

Current plan is to have lunchtime slot meetings; appreciate this may not be ideal for everybody so please express any strong preferences and we will try to accommodate or at least vary.
Zoom will be used for online meetings.

- **Substantive items:**

- Breakout discussions: How well is IP Inclusive currently reaching the groups it represents?
- Plenary feedback from each of the four groups of six received. Key themes were:
 - Need to promote IP Inclusive and related activities to not already signed up people – HR/firm involvement?
 - Need to connect more with “non-fee earners” from wide variety of roles within the profession – strong theme from all groups these are under-represented.
 - Mention also of Careers in ideas, how the pandemic has affected (positively) meeting attendance, connecting with other sectors to see what they do.

- **AOB**

Julie Barrett raised the possibility of a database of members expertise plus other group affiliations/memberships so we can see relevant expertise of members.

Actions

Primary Actions

All members: Contact Ben Buchanan to raise objections/feedback on sharing of contact details with other Board Members. Timescale: Next 10 days.

All members: Volunteer(s) needed for secretary position. Timescale: Next 30 days.

Secondary Actions

All members: contact Ben Buchanan if you have any feedback on i) using Zoom for meetings; and ii) having meetings timed to be at lunch time/the middle of the day.

All members: Contact Ben Buchanan if anybody has any feedback/suggestions for a change to Ben Buchanan holding the Chair position for an initial 12 month period, or more generally about the role of Chair.

All members: Contact Ben Buchanan if you think you would be interested in the role in the future.

All members: review the Terms of Reference & Code of conduct and send any feedback to Ben Buchanan.

Ben Buchanan and Andrea Brewster: to discuss possibility of a database of members expertise plus other group affiliations/membership