IPIM Meeting
17 January 2022:
Action Minutes

(Meeting convened via ZOOM)

Present: Michael Silverleaf QC (Chair), Julia Florence (Secretary), Andrea Brewster (ARB), Alicia Chantrey, Julie Dunnett, Gordon Harris, James St Ville

Register of Interests

All have now completed their entries for the Register of Interests.

Actions: MS to add a couple of items and JF to re-forward her contribution to ARB. ARB to publish Register on the IP Inclusive website.

Annual Meeting/AGM – Update on Lead Executive Officer (LEO) plans

ARB aims to publish the Annual Report by the end of January, so that it is available well before the Annual Meeting. She will draw up a list of key IP sector stakeholders to be invited to the meeting. In addition ARB will prepare an initial draft business plan for 2022-23, with a view to discussing with the Advisory Board at the next meeting and then obtaining further input at the Annual Meeting. The format of the Annual Meeting will be as in 2021: an on-line, informal round-table, with:

- updates from IP Inclusive Communities, Regional Networks and Careers in Ideas task force;
- a short slot for the formal AGM, including summary of changes to IP Inclusive and introduction of new IPIM and Advisory Board;
- breakout sessions to discuss ideas for future direction and activities.

The Annual Meeting may be followed by a webinar/training session; it was suggested that this could be a deeper dive into Careers in Ideas, with information on how to get involved with this programme.

Action: ARB to continue planning for Annual Meeting/AGM

Recruitment of Administrative Assistant

ARB sought feedback on the proposed Admin Assistant role specification circulated ahead of the meeting. JD suggested including some additional background blurb about IP Inclusive and its LEO, to inform and encourage potential applicants.

Further feedback will be sought from members of the Advisory Board who hold an HR role. It was suggested to use the IP Inclusive community to seek suitable candidates, at least initially. It is hoped to recruit someone within 2-3 months, if possible.

Action: ARB to revise role specification and review with HR members of Advisory Board

2021 Financial Report and Allocation of Resources

The draft Financial Report circulated ahead of the meeting was reviewed and approved. It was noted that the LEO expenses for this year were extremely low, but are likely to increase once in-person events and travel resumes. The current balance of some £51K is earmarked for expenditure on projects which were included in the 2021-22 budget, as well as a contingency fund of at least £5000, preferably £10,000.

It was noted that work on the "AskME" directory of minority ethnic volunteers is progressing well so that the framework should be available on the website in the next couple of months. It is proposed that there will be a sign-up procedure for those wishing to be included in the directory as well as those who wish to search it. It was also noted that the name of the directory may need to be reconsidered, in view of a similar domain name in existence.

Action: ARB to seek trade mark clearance advice and if necessary, consider renaming the AskME directory

Appointment of Haines Watts

After reviewing information recently provided by Haines Watts, it was agreed to proceed with the appointment of Haines Watts as IPIM's accountants. It was noted that they will need to carry out ID and money laundering checks on all members of IPIM.

Action: ARB to revert to HW and keep IPIM members informed of progress

Next Advisory Board Meeting

The date of the next Advisory Board meeting has been confirmed as 1 March 2022, and IPIM will join for the latter part of the meeting (3.15-3.45 pm). The Board will discuss how to reach out to those not currently engaged with IP Inclusive, either through lack of knowledge or lack of interest, and feed back views when IPIM joins the meeting.

Date of next meeting

1 March 2022
- 3.15 pm with Advisory Board
- 4.00 pm IPIM meeting