

IPIM meeting 7 December 2023: Action minutes



Meeting convened via Zoom, 4 pm

Present: Michael Silverleaf (Chair), Clair Curran (Secretary), Gordon Harris (Treasurer), Andrea Brewster (Lead Executive Officer), Ese Akpogheneta, Robert Andrews, Alicia Chantrey, Julie Dunnett, Lesley Evans, James St Ville

Register of interests

From 1 April 2024, Gordon will be a director of a company he is setting up; this will need adding to the register of interests in due course.

Actions: **Gordon to provide Andrea with further information**
 ALL to keep under review and inform of updates when appropriate

HR update

All appears to be going well on the HR front. Anne and Helen continue to provide valuable help for Andrea, on both administrative and higher-level matters. Their Christmas bonuses will be paid as agreed; December salaries will also be paid earlier than the usual 28th of the month.

IP Inclusive “HQ” will be officially closed between Christmas and the New Year, as in 2022. This will effectively provide Anne and Helen with an extra week’s paid leave during the school holidays.

Informal online discussions have been set up between Helen and Anne and IPIM members? (a) Helen and Lesley and (b) Anne and Clair, to give them an opportunity to discuss their roles at IP Inclusive with someone other than their immediate line manager (Andrea). Lesley and Clair will provide feedback to Andrea and/or IPIM if appropriate, eg if the discussions raise significant matters regarding Andrea’s management performance or other HR points.

Financial update

New IPIM bank account: all application forms have now been signed and appear to have been accepted. Andrea is waiting to hear about the mechanics and timings for switching between the existing account (with Lloyds) to the new RBS one.

There is c £47.5k in the bank account at the moment, plus some pledges that have not yet come in, but we need to push for more donations in January 2024; several organisations who donated last year have not yet done so this year.

It would be useful for newer IPIM members to have a better understanding of how the IPIM finances and fundraising efforts work; Gordon and Andrea will provide more details at the next meeting. Andrea will also provide formal profit & loss reports and balance sheets (from Xero) for the financial update sections of future IPIM meetings.

- Actions:**
- Michael and James to prompt the IP Bar Association and chambers for their 2023-24 donations; Andrea to send them details of last year's donations to help with that**
 - Gordon and Andrea to plan a presentation for the next meeting about IPIM's finances and fundraising**
 - Andrea to provide a profit & loss report and balance sheet for each future IPIM meeting**

IP Federation

Julie and Gordon will be putting the final version of the in-house Senior Leaders' Pledge to the IP Federation's D&I working group next week; their President is attending. They will then work with Andrea, Alicia and Clair to promote the new Pledge to IP Federation members, and to instigate outreach meetings with both current and potential future in-house Charter signatories.

Advisory Board

Josh McLennon wishes to step down as Secretary soon. Carol Arnold will stay as Chair for the time being.

Succession planning for Advisory Board members was discussed at the last joint meeting in September 2023. It was agreed IPIM should help the Board progress the issues agreed there, without imposing too much of a procedural burden. This should include an annual request for Board members to indicate whether and for how long they would like to remain in post. Andrea will draft an email, for approval firstly by IPIM and then by Carol, and ultimately for sending to all Advisory Board members. This will also include a call for volunteers to succeed Josh as Secretary.

Andrea will also try to agree with Carol an advance schedule of 2024 Advisory Board meetings, including two which are joint meetings with IPIM.

- Actions:**
- Andrea to draft succession planning email to send to Carol for approval and then to all Advisory Board members**
 - Andrea to liaise with Carol regarding 2024 Advisory Board meeting dates, once we have a schedule of 2024 IPIM meetings (see below)**

2024 annual meeting

Allen & Overy have agreed to host as a hybrid event online and in London, from 10 am to midday on Tuesday 16 April 2024. The meeting will include the usual updates from IP Inclusive communities and

networks, a discussion on future plans and priorities, and the formal IPIM AGM. Plans (especially for the AGM section) to be finalised at the next IPIM meeting.

IPIM membership

IPIM membership term and succession planning will be discussed at the next meeting.

Date of next meeting(s)

It was agreed that IPIM should hold one longer, in-person meeting a year to discuss wider strategic issues. The first will be scheduled for shortly after the 2024 annual meeting, to allow discussion of the following year's business plans. All the 2024 meeting dates will be agreed in advance at the start of the year.

Action: Andrea and Clair to liaise with IPIM members over a schedule of 2024 meeting dates

Any other business

James noted with approval the positive, dynamic way in which the Women in IP community is being handed over to a new generation of leaders and volunteers.

There was a brief discussion, ahead of James's and Michael's meeting with the IP Bar Association next week, of improving IP Inclusive's engagement with its members, in particular to inform them of upcoming events and activities. It would be helpful to find ways to include the clerks on relevant distribution lists.