

IPIM meeting 25 March 2024: Action minutes



Meeting convened via Zoom

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

Apologies: Lesley Evans

Register of interests (standing agenda item)

Gordon has stepped down as a member of the IP Federation EDI working group, with immediate effect. As of 1 April 2024, he will cease to be associated with Gowling WLG and will instead be “of counsel” at Trevisan & Cuonzo.

Actions: **Gordon to confirm the changes to Andrea by email**
 ALL to keep under review and inform of updates when appropriate
 Julie and Andrea to organise a meeting with Alex Driver, Gordon’s replacement on the IP Federation EDI working group

HR update (standing agenda item)

All going well. Six-month reviews held with Anne and Helen earlier in March; positive feedback all round. Both will be attending the 16 April annual meeting in-person and will join Andrea for a team meeting and lunch afterwards.

Clifford Chance “LIFT” intern Jessica Anderson will be with us for four weeks from 3 June.

We have a new volunteer helping with Careers in Ideas projects, in particular this year’s *Summer of IP* campaign: Sara Belazregue, an alumnus of the social mobility charity In2scienceUK and now a PhD student at Imperial College London. Both she and Jessica also hope to attend the annual meeting in-person.

Action: **Andrea to circulate Jessica’s and Sara’s details, prior to IPIM members meeting them on 16 April**

Financial update (standing agenda item)

Profit & loss report for the last quarter circulated beforehand with the meeting papers, together with a summary of donations by month over the past two years. Donations for 2023-24 have not yet reached the £88,000 target although some large contributions from regular donors are expected in April.

We are starting to erode the reserves held from previous years so need to increase efforts on the fundraising front and potentially find new models for future years. Fundraising options were discussed and will be revisited in detail at the in-person meeting in May.

Actions: **Andrea and Anne to collate a list of all charter signatories indicating whether and when they have donated, to help targeting further funding requests**
 Andrea to include a call for donations in our social media comms on World IP Day (26 April)

Advisory Board update

A survey has been circulated to Board members regarding their future membership plans. Responses so far have been largely positive. Most are happy to continue beyond their initial 3-year term (which ends in autumn 2024) but also happy to be flexible to allow a rolling programme of membership changes.

Andrea has informed the Board of IPIM's scheduled 2024 meeting dates, to assist with planning the two joint meetings for this year.

Andrea will meet with Advisory Board Chair Carol Arnold on 27 March and will discuss these issues further. She will also be asking the Board for suggestions about fundraising.

Plans for 2024 annual meeting

Draft agenda circulated beforehand with the meeting papers; it includes a short section for the IPIM AGM.

Allen & Overy (A&O) are handling the logistical arrangements. This is a hybrid event; group discussions will be in breakout rooms for those attending online. We may have to gather feedback from the breakout rooms via email if there is not time to do so live in the meeting; Andrea is looking into this with A&O.

The current plan is to finish at midday, as at previous annual meetings. It was felt that a networking opportunity immediately afterwards, ideally with refreshments, might be useful.

Action: **Andrea to ask A&O if they would be interested in extending their hospitality to include a networking lunch after the meeting**

Updating website bios

Action: ALL to review their bios on the IPIM webpage¹ and let Andrea know if updates are required

Date of next meeting

Afternoon of 16 May 2024, in-person at Mewburn Ellis in London. Exact timings TBC.

¹ See <https://ipinclusive.org.uk/the-ip-inclusive-management-team/>