

IPIM meeting 17 September 2024: Action minutes



Meeting convened via Zoom

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

Apologies: Gordon Harris (Treasurer), Robert Andrews

Register of interests (standing agenda item)

Actions:

- James to email Andrea about being elected a bencher at Gray's Inn
- ALL to keep under review and inform of new updates when necessary

Matters arising and actions outstanding from 18 June 2024 meeting

Actions progressed:

- Allen & Overy will host the 2025 annual meeting on 8 April in the afternoon. Andrea is liaising with them regarding catering arrangements. This time the meeting will incorporate a more high profile debate on EDI issues, and also be a celebration of IP Inclusive's first ten years.
- James spoke to Emma Himsworth at the IP Bar Association regarding this year's donation; Michael will follow up further.
- Andrea and Anne have started work on the 2024-25 fundraising campaign. IPIM will help with the follow-up: see "Financial update" below.
- Salary and job description updates have been completed.
- Appointment of next IPIM Chair: see separate item below.
- Clair has circulated a first draft "value proposition" containing stories, testimonials and sales pitches for IPIM to use in fundraising requests.

Actions:

- ALL to provide feedback on Clair's draft (Clair to circulate it again for ease of access)
- Per Julie's suggestion, Clair to add a mention of the IP-specific benefits of IP Inclusive (eg cross-sector networking and ideas exchange) for IP departments in larger organisations that do their own generic EDI work

Other outstanding actions:

- **Ese and Andrea to liaise over a potential event on the impact of hybrid working for early-career IP professionals**

- **Andrea to ensure the next Charter signatories' survey includes questions on organisations' preferred contribution methods (including the impact of IP Inclusive registering as a charity and the possibility of annual commitments), as well as questions that could yield case studies and testimonials to evidence IP Inclusive's value. This will be progressed at the end of 2024 / early 2025.**
- **Later in the year, James to investigate with Counter Culture (a law firm specialising in the incorporation and administration of smaller charities) whether and how they could help IP Inclusive restructure as a charity or CIO**
 - **Also to explore with them the feasibility of a charitable "arm" of IP Inclusive to handle selected aspects of our activities**
 - In this connection, Andrea mentioned that IPIM's insurance brokers, Access Insurance, specialise in working with charities and provide a range of resources and updates for them.

Appointment of next IPIM Chair

No one other than James had volunteered to stand as Chair when Michael steps down.

James's appointment as Michael's successor was unanimously approved. He will take over the role from 1 January 2025.

Action: - Andrea to notify formal bodies (eg bank, insurers) of the change at appropriate times, and update the website and other relevant IP Inclusive comms

HR update

Andrea reported that all continues to go well on the HR front.

Summer interns Jessica Anderson and Sara Belazregue have now finished their 8-week terms. They seem to have enjoyed the experience and it helped us progress content creation for the new Careers in Ideas website and the EDI starter pack that Helen has created.

Anne's annual review took place on 16 September and raised no problems.

Helen has started working 12 rather than 8 hours a week, and that too seems to be going well, enabling her to progress larger projects such as the starter pack, allyship guidelines and – in the near future – the signatories' survey.

Financial update

In Gordon's absence, Andrea talked through the profit and loss reports circulated in advance of the meeting, and the accompanying lists of current and previous donors.

The fundraising process was discussed, including IPIM members' roles in reaching out to their contacts.

Donations are also being sought, through a number of mechanisms, from individual IP professionals.

Action:

- **Andrea and Anne to circulate a list of Charter signatories who have never donated**
- **ALL to indicate which non-donors they can commit to chasing if necessary**

Authorising LEO expenditure

IPIM approved a clarification of the terms under which the LEO is authorised to make payments on its behalf. Originally agreed at a 6 July 2021 IPIM meeting, these are now as follows (added wording in italics):

The LEO may authorise routine expenditures (which rarely exceed £500) up to £750. *They may also authorise payments to executive staff in line with pre-agreed contracts. Any other expenditure, and/or expenditure not foreseen in the business plan and budget for the relevant year, needs to be approved by two IPIM members as well as the LEO.*

IPIM intended this to apply to all previous staff salary payments authorised by the LEO.

Advisory Board update

The Advisory Board is still considering Andrea's proposed procedure for recruiting new members this autumn. In the meantime, IPIM approved the re-appointment, for a term of up to three years as appropriate, of all those Board members who had indicated their willingness to remain beyond their initial three-year term.

Areas in which IPIM would like the Board's input will be included as a standing agenda item in future IPIM meetings.

IPIM would like to incorporate a meeting with the Advisory Board into its scheduled 19 November meeting. The possibility had already been suggested to the Board; Clair will contact their Secretary to make more definite plans.

Actions:

- **ALL to think of questions to pose to the Advisory Board in future, including at the 19 November meeting**
- **Andrea and Clair to include this as a standing agenda item for future meetings**
- **Clair to liaise with the Advisory Board Secretary Sally Bannan regarding the proposed joint meeting from 3.30 to 4.15 pm on 19 November 2024 (with an IPIM-only meeting afterwards)**
- **Clair also to liaise with Sally over scheduling the Board's 2025 meetings in advance and in alignment with IPIM's 2025 schedule**

Date of next meeting

19 November 2024, online:

- 3.30 - 4.15 pm jointly with the Advisory Board
- 4.15 – 5 pm IPIM only