

IPIM meeting 19 November 2024: Action minutes



Meeting convened via Zoom, following a joint meeting of IPIM and the IP Inclusive Advisory Board

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

Apologies: Lesley Evans

Register of interests (standing agenda item)

- James made IPIM aware that he was involved in preparing an IP Bar Association response to an EDI-related proposal from the Bar Standards Board.
- Julie advised that the IP Federation D&I group she is a member of is now a sub-committee rather than a working group.
- Clair advised that she will be a member of CIPA Council from 1 January 2025.
- Gordon had sent Andrea his own update by email.

Actions: Andrea to update the register of interests accordingly and republish

ALL to keep under review and inform of new updates when necessary

Review of matters arising & actions outstanding from 17 September 2024 meeting

Actions progressed:

- The “value proposition” document has been updated and circulated and can now be used for fundraising.
- Andrea and Anne have circulated a list of Charter signatories who have never donated.

Actions: Clair to recirculate the value proposition document and (non-)donor list

ALL to indicate by 1 December 2024 which non-donors they can commit to chasing if necessary

Andrea to circulate the text used in previous fundraising requests, for IPIM members to edit for their personal approaches

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 in 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
- New Chair - Andrea to notify formal bodies (eg bank, insurers) of the change at appropriate times, and update the website and other relevant IP Inclusive comms
 - James and Michael to provide brief quotes to include in a website announcement at the start of 2025

HR update (standing agenda item)

All going well. Anne and Helen have been a huge help to Andrea on several big projects recently, in particular the rebuilt Careers in Ideas website and the launch of major new IP Inclusive resources.

Christmas bonuses were agreed for both employees.

Financial update (standing agenda item)

- Net profit over the last quarter, and cash-flow comfortable with c £32,000 in the bank and a further £16,500 pledged.
- Need to keep the momentum up on fundraising.
- We now have a Square app to take contactless donations at in-person events. We have also made it possible for people to donate when they book for events and have had some donations via this route.

Advisory Board update (standing agenda item)

- Points on which Advisory Board input will be sought:
 - Previous 10 years vs next 10 years – scanning the horizon
 - Ideas for 10th anniversary celebrations next year
 - How to get the best out of Board members' networks, to help raise awareness of IP Inclusive and its value and to help gather financial support

Actions: **Andrea to contact the Advisory Board thanking them for their contributions to the joint meeting; confirming points for their future consideration; and suggesting a rough procedure for seeking, and following up on, their future input (a draft of this email to be put to IPIM for approval first)**

Clair to circulate polls to align and set dates for 2025 IPIM and Advisory Board meetings

Annual meeting plans

Potential ideas:

- High-profile outside speaker
- Andrea to tell the story of IP Inclusive

Further discussion deferred until January, pending input from the Advisory Board.

Action: **ALL to forward any ideas as they arise**

Date of next meeting

14 January 2025, 4 pm, online