



IP INCLUSIVE

Working for diversity and inclusion in IP

IPIM meeting 14 January 2025: Action minutes

Meeting convened via Zoom

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

Apologies: Ese Akpogheneta

Register of interests (standing agenda item)

- To be updated to reflect the change of IPIM Chair and also that Clair (a) is now a member of CIPA Council and (b) is no longer involved with the General Counsel for D&I initiative.
 - NB. Robert is still an associate of this initiative, so maintains a link there for IPIM.

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 19 November 2024 meeting

Actions progressed – joint IPIM and Advisory Board meeting:

- Standing item on questions for Advisory Board added to IPIM agenda.
- 2025 meeting dates scheduled, including for joint meetings.
- Input on “IP Inclusive 10 years on”.
- Input on 10th anniversary celebrations and annual meeting.
- Recruitment for new members has begun.

See Advisory Board update below for more details.

Actions progressed – IPIM meeting:

- Donor lists and value proposition: see financial update below.
- Andrea has notified the insurers of the change of IPIM Chair.
- Anne, Helen and Andrea are working on the stakeholder survey, which will be launched towards the end of January. The results will be used to create a new impact report, highlights from which can be presented at the April annual meeting.

- Actions:**
- Andrea and Ese will be meeting soon and will discuss a potential event on the impact of hybrid working for early-career IP professionals
 - Andrea to notify the bank about the change of IPIM Chair

Outstanding actions:

- 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
 - Important to do at least an initial fact-finding on this soon, as a change in structure may be needed to secure this year’s funding: see financial update below. The stakeholder survey results will also feed into our decision – would charitable status actually make more funds available?

HR update (standing agenda item)

- All going well; nothing significant to report.
- Lesley suggested we offer Anne and Helen informal one-to-ones with IPIM members, as at the end of 2023; she and Clair volunteered to do that again now.

- Actions** - Andrea to liaise with Anne, Helen, Clair and Lesley to set up these meetings

Financial update (standing agenda item)

- Cash-flow comfortable; c £33,000 in the bank.
- Donations for the 2024-25 budgeting period are so far slightly up on those for the same period last year, taking account of the one-off £10,000 donation received last year for the Careers in Ideas website rebuild.
- However, expenditure exceeded income in the last two half-years, eroding the surplus we had in the bank from IP Inclusive's early years. We therefore need to keep up the momentum on fundraising if we are to reach the ambitious target we set ourselves this year.
- Anne and Andrea continue to send fundraising chasers, including to organisations who donated this time last year. Based on last year's results, this can be expected to yield significant further donations, in particular from some of our founding organisations.
- Future fundraising options and activities were discussed in light of the above.

- Actions:**
- ALL to keep reaching out to IP contacts to encourage donations
 - Andrea and Anne to continue reminding Charter signatories

Advisory Board update (standing agenda item)

- Recruitment of new members is ongoing. The vacancies are advertised on the website recruitment page and Andrea has contacted a range of IP sector bodies, in particular in currently under-represented areas, to try to increase the diversity of applications. Applications close 7 February 2025.
- Carol Arnold is happy to continue as Chair until the end of this year.
- Joint IPIM/Advisory Board meetings scheduled for 7 May and 13 November 2025.
- Input received and shared for 10th anniversary celebrations and annual meeting.
- Points on which Advisory Board input will be sought next:
 - What practical help could Advisory Board members feasibly provide on the fundraising front, bearing in mind its importance and urgency at this point? Would any of them be willing to reach out to a small group of their contacts to encourage donations?
 - Of the many excellent ideas put forward for celebrating our 10th anniversary, which would provide the best return on investment, in terms of their impact on EDI in the IP professions relative to the resources they would require?
 - Of those short-listed ideas, how could IP Inclusive access the resources needed to implement them?

Actions: - In line with the procedure agreed at IPIM’s 19 November 2024 meeting, Andrea to write to the Board to thank them for their recent input, explain how it is being used, and outline the new points on which their advice is sought

Annual meeting plans & 10th anniversary

- Clair is setting up a working group for the anniversary celebrations. She and Andrea have so far approached IPIM, the Advisory Board, CIPA and CITMA for volunteers. Lee Davies (Chief Executive at CIPA) and Carys Bello (Head of Social Media at Fellows and Associates) have volunteered so far.
- The “10 years, 10 impacts” idea was popular as a theme for the 2025 impact report and will provide a framework for the annual meeting updates, at which Andrea hopes to present at least some initial headlines from the stakeholder survey and impact report.
- Tagged on to that will be breakout discussions to identify “10 actions” to help shape IP Inclusive’s next business plan and to inspire our supporters to build on the successes of the first 10 years.
- The annual meeting this year falls on World Autism Awareness Day; this should be acknowledged in some way, eg with an appropriate speaker and content.
- There were further discussions on the potential format and content of the meeting, but no decisions made.
- James apologised that he would be involved in a trial at the time of the meeting and probably not able to attend. Another IPIM member will need to chair the AGM in his stead.

Action: - ALL to continue to forward ideas for annual meeting content and format
- Andrea to circulate her own tentative ideas, for an offline discussion by email

- Andrea to ask the community and regional network leads for representatives for Clair's working group

Date of next meeting

18 March 2025, 4 pm, online