

IPIM meeting 7 May 2025: Action minutes



Meeting convened via Zoom, 4.15 – 5 pm, following a joint meeting between IPIM and the Advisory Board

Present: Ese Akpogheneta, Andrea Brewster (Lead Executive Officer), Alicia Chantrey, Julie Dunnett, Lesley Evans, Gordon Harris (IPIM Treasurer), James St Ville (IPIM Chair)

Apologies: Robert Andrews, Clair Curran (IPIM Secretary), Michael Silverleaf

Register of interests (standing agenda item)

No updates needed.

Actions: - ALL to keep under review and inform of new updates by email to Andrea when necessary

Review of matters arising & actions outstanding from 18 March 2025 meeting

Actions progressed:

- Financial update actions – see main agenda item below.
- Joint meeting with the Advisory Board and annual meeting had taken place (7 May and 2 April 2025 respectively).

Outstanding actions:

- **James and Andrea to progress obtaining advice about charitable incorporation, subject to the published results of the early 2025 impact survey**

Renewal of LEO contract

All approved renewal of the LEO contract for a further year from 1 July 2025.

Andrea's recommendation that the LEO's fees should not be increased on renewal was noted and approved, but with the caveat that this be considered an exception and not a precedent for future years.

HR update (standing agenda item)

Nothing to report.

Financial update (standing agenda item)

No material change since the last update. IPIM has c £28K in its bank account, £17K of which is its ring-fenced contingency fund. Anne and Andrea continue to seek funds to cover upcoming expenditure, and donations continue to come in from both organisations and individuals.

Advisory Board update (standing agenda item)

All felt the joint meeting just before had gone well. Lesley was thanked for chairing it. She will continue to help Andrea with IPIM-Advisory Board liaison and offered to attend future Advisory Board meetings as an IPIM rapporteur if they wanted her to.

Andrea suggested holding a meeting with the 8 newly-appointed Board members, to get to know them and make them feel more welcome. This should involve Carol Arnold and Sally Bannan as the Board's Chair and Secretary, with Lesley and Andrea. Alicia also offered to attend the meeting.

Additional input needed from the Board in the near future would be (a) further thoughts on the fundraising options discussed at the joint meeting, and how to resource them, and (b) suggestions for the 2025-27 business plan, and in due course feedback on the initial draft (see agenda item below).

Actions:

- Lesley to liaise with the Advisory Board regarding their future input, and to ask if they would like her to attend their meetings as an IPIM rapporteur
- Andrea to organise a meeting with the newly-appointed Advisory Board members
- Lesley and Andrea to work with the Advisory Board to follow up on specific suggestions from the joint meeting

2025-2027 business plan

Andrea and Lesley will create a first draft over the next month. This will be sent to IPIM and the Advisory Board in parallel for feedback. The draft can also be discussed at the 24 June 2025 IPIM meeting. A final draft will be provided for IPIM approval by late June/early July, with a view to publishing towards the end of July. The new plan will take effect from August 2025.

Action:

- Andrea and Lesley to create a first draft business plan and circulate to IPIM and the Advisory Board

Date of next meeting

24 June 2025, 4.00 - 5.00 pm, online