

# IPIM meeting 23 September 2025: Action minutes

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*Meeting convened via Zoom*

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

Apologies: Robert Andrews, Lesley Evans

## Register of interests (standing agenda item)

No changes necessary.

**Action:** - ALL to keep under review and inform Andrea of updates when necessary.

## Review of matters arising & actions outstanding from 24 June 2025 meeting

- Most outstanding actions since dealt with, some at the 11 September 2025 strategy meeting.

### Outstanding actions:

- **James to set up a meeting with Counter Culture, along the lines agreed at the 11 September meeting, to discuss (a) potential charitable incorporation and (b) provision of accountancy services (see financial update below).**

## LEO role & workload

Andrea led an informal discussion about the development of her role and its impact on the executive team and IP Inclusive's wider future. She would favour a phased reduction in her workload from here on, with transfer of appropriate parts of her role to other executive team members. All such developments would be agreed well in advance with IPIM, Anne and Helen.

It is expected that when Andrea steps down fully from her executive duties – likely to be in about two to three years' time – she will remain involved in IP Inclusive, in a non-executive capacity, for an appropriate period afterwards, to ensure stakeholder goodwill is maintained for her replacement(s).

**Action:** - Andrea to begin formulating outline succession plans, in consultation with the executive team, and putting measures in place to deliver on them in an appropriate manner and timescale, keeping IPIM members apprised of developments at all times.

### Advisory Board-related planning

Andrea reported that Lesley had written to the Advisory Board immediately after the 11 September IPIM meeting, setting out the issues on which IPIM now sought their input.

The Board was to hold a hybrid meeting on 29 September, which Lesley would attend online. It was expected that the meeting would also discuss a successor for Carol Arnold as the Chair.

The next joint meeting of IPIM and the Advisory Board will be on 13 November.

**Action:** - Lesley to report to IPIM on the 29 September Advisory Board meeting, prior to the joint meeting on 13 November.

### IPIM meeting format

The pros and cons of different meeting formats were discussed.

It was agreed that the 13 November meeting should remain online only, but that an in-person get-together – potentially with a relatively short meeting attached – should be organised early in 2026.

**Action:** - Clair to organise a schedule of 2026 meetings, in collaboration with the Advisory Board, to include an in-person gathering early in the year.

### Internal IPIM procedural matters

Discussion of the following was postponed until a more specific proposal is available:

1. Membership term.
2. Succession planning, ideally through a rolling programme that combines continuity with an appropriate spread of skills and perspectives.
3. Formal procedure for appointment of officers.

**Actions:** - Andrea to draft proposals, for James's input prior to wider discussion.  
- All to indicate, when responding to the proposals, their preferred membership plans and timings.

### HR update (standing agenda item)

Andrea had conducted annual reviews with both Anne and Helen that week. The meetings had been useful and positive.

Andrea, Alicia and Julie will treat Anne and Helen to a special afternoon tea in London on the afternoon of 1 October, prior to the Women in IP annual event. IPIM members agreed to share the cost of this between them.

**Action:** - Andrea to notify IPIM members of the amount each needs to donate to cover the afternoon tea.

### **Financial update (standing agenda item)**

Gordon reported that the 2025-26 fundraising campaign had been launched and was being progressed by Anne and Andrea. Several donations had already been pledged. The bank account had a healthy balance.

Alternative sources of accounting support would be explored, beginning with Counter Culture<sup>1</sup>.

**Actions:** - James to set up a meeting with Counter Culture, to discuss this and the potential for charitable incorporation; the meeting will also involve Gordon, Andrea, Robert, Anne and potentially Lesley.

- Anne to provide a list of the services we require of IPIM's accountants.

### **Date of next meeting**

13 November 2025, online:

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

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<sup>1</sup> See <https://www.counterculturellp.com/services/finance/>