

# IPIM meeting 11 May 2026: Action minutes

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*Meeting convened via Zoom*

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

Apologies: Clair Curran (IPIM Secretary)

## **Register of interests (standing agenda item)**

No changes needed.

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

## **Review of matters arising & actions outstanding from 4 March 2026 meeting**

### ***Actions progressed:***

Email exchanges in preparation for the meeting had established that:

- With regard to new accountants, Andrea and Gordon had met with a new point of contact at Gravita (the current accountants), who had joined the firm recently and specialises in not-for-profits and charities. The aim was to have one last attempt at making the relationship work before spending time and energy on a change. Anne, Gordon and Andrea would continue to keep an eye on the situation.
- INTA speaking slot: Women in IP had been invited to take part on a panel (free of charge) and committee member Michelle Montgomery had kindly volunteered.
- Andrea had not yet spoken with the Jonathan's Voice accountants, but this might not be necessary if the relationship with Gravita improved.

### ***Actions outstanding:***

- **James to follow up with Counterculture and Pro Arts Plus if and when appropriate.**
- **James to organise a lunch with Jodie Bates, Anne Burgato and Ben Newham.**

## **Follow-up to Advisory board meeting**

There was a brief discussion of the joint meeting between IPIM and the Advisory Board that had taken place immediately before this IPIM-only meeting. It was felt to have been a productive and constructive exchange of ideas, and IPIM had appreciated the Board's questions and challenges.

Lesley asked for input on what to ask the Advisory Board next. Andrea suggested we ask them to consider in more detail the question put to them in the meeting (“Are Advisory Board members seeing anything new in inclusivity, best practice or trends with a view to future events or knowledge sharing?”), on which there had probably not been enough time for discussion.

**Action:** - ALL to let Lesley know of any other items they would like the Board to consider.

### **HR update (standing agenda item) (Andrea)**

All was still going well with the new executive team working arrangements. Andrea was now contracted to work 16 hours a week, Anne 18 and Helen 14. Although she was working more than 16 hours some weeks, Andrea was also now able to take more holidays so as to keep her average monthly hours to the contracted level. Anne and Helen took charge while she was away, which was also helping develop their relationships with volunteers and other key stakeholders.

Andrea left the meeting during a brief discussion about renewal of the LEO contract. The remaining IPIM members agreed that the contract should be renewed for another year from 1 July 2026. All except Andrea would now discuss offline the level of remuneration for the LEO during the next budgeting year (from 1 August 2026).

**Actions:** - ALL except Andrea to decide the level of LEO remuneration from 1 August 2026.  
- James and Andrea then to organise renewal of the contract for signature and exchange before 30 June.

### **Financial update (standing agenda item) (Gordon & Andrea)**

Gordon noted that figures for the budgeting year as a whole were reassuring as compared to the previous year.

Andrea reported that she and Anne were continuing to chase organisations who had donated last year but not yet this.

There was a brief discussion about some donations being apportioned to particular budgeting years. Andrea explained that the apportionment was for internal budgeting purposes only and did not affect the formal accounts and reports.

All offered a vote of thanks to Bird & Bird for hosting the annual meeting so successfully.

**Actions:** - Andrea to send a further explanation regarding the donation apportionment.  
- Andrea to communicate the formal vote of thanks to Bird & Bird.

### **Planning for 22 September strategy meeting**

The format and agenda for this meeting were briefly discussed. Suggestions for agenda items were sought. Lesley proposed that once the agenda was confirmed, individual items be allocated to IPIM members to lead on, to share the load as for the 2025 strategy meeting.

All agreed it would be appropriate for Anne and Helen from the executive team to join the meeting, as they did in 2025.

**Actions:**

- **ALL to send suggestions for agenda items, for consideration at the next meeting; James to collate.**
- **Alicia to see if her company can host.**

### **IPIM membership and succession planning**

The next meeting would consider whether and how IPIM needed to recruit to ensure its membership retained an appropriate set of skills and experience, and/or to re-allocate roles such as Advisory Board Liaison. This would depend on current members' individual plans.

**Actions:**

- **ALL to email Andrea and James with their plans and preferences.**
- **Andrea to include a summary of responses with the papers for the next meeting.**

### **Any other business**

Clair had requested the 30 June meeting be moved to July.

**Action:**

- **Clair or Andrea to circulate a poll for an alternative meeting date between 30 June and 16 July, whilst still holding 30 June as reserve.**

### **Date of next meeting**

Currently scheduled for Tuesday 30 June 2026, 4 pm, online; may be rescheduled.