IPIM meeting 16 July 2026: Action minutes

Meeting convened via Zoom

Present: James St Ville (IPIM Chair), Clair Curran (IPIM Secretary), Andrea Brewster (Lead Executive Officer), Ese Akpogheneta, Robert Andrews, Alicia Chantrey, Michael Silverleaf

Apologies: Gordon Harris (IPIM Treasurer), Julie Dunnett, Lesley Evans

Register of interests (standing agenda item)

Michael's entry would need updating to reflect new expert roles he had been appointed to.

Actions: **- Michael and Andrea to liaise to update the register.**

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

Review of matters arising & actions outstanding from 11 May 2026 meetings

Actions progressed:

Email exchanges in preparation for the meeting had established that:

- James and Andrea had renewed the Lead Executive Officer (LEO) contract for a further year on 30 June. This introduced a 5% increase in the remuneration rate, as agreed by other IPIM members between meetings, reflecting the fact that there had been no increase the preceding year.
- Andrea had sent Bird & Bird a formal note of thanks on 28 May, on IPIM's behalf, for hosting our annual meeting.

Actions outstanding:

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

HR update (standing agenda item) (Andrea)

Salary rises were agreed for both Anne and Helen. Also agreed was a further uplift to Helen's salary to take account of her increased roles and responsibilities compared to those of twelve months ago. The rises would take effect with the new budgeting year, from 1 August 2026.

IPIM needs to progress succession planning for the LEO role, as Andrea gradually reduces her hours in preparation for stepping down from the role at the end of 2027. It was felt this warranted a separate meeting.

In the interim, Andrea would prepare the 2026-27 budget on the basis of the current arrangement.

Actions: **- Andrea to implement the agreed salary increases.**

- Andrea to organise a separate IPIM meeting to discuss LEO succession planning and related HR issues.

Financial update (standing agenda item) (Andrea)

Although we had spent less than budgeted, we had not received sufficient donations to cover our expenditure for any of the last three years.

Cash flow remained stable and the contingency fund untouched, but the amount in our bank account at its lowest point each month was gradually reducing.

The meeting discussed concerns over this situation and how IP Inclusive might raise further funds. The discussions would be continued in the September strategy meeting. Meanwhile Andrea and Anne would continue to chase previous donors who had not yet donated this year, and IPIM members would do what they could to help through their personal contacts.

Michael suggested a short presentation be created, to explain why IP Inclusive needs funding, how much it costs to run and why it is important for the sector to continue supporting. He offered to help with this.

Actions: **- Andrea and Anne to continue chasing previous donors.**

- Other IPIM members to help.

- Andrea and Michael to liaise over creating a short presentation about IP Inclusive's funding needs.

Advisory Board update

Lesley had provided a briefing note based on the 9 June Board meeting she attended. There was support for the Board's suggestion to document its members' areas of expertise.

The Board had also provided useful suggestions for topics that IPIM could discuss at its September strategy meeting.

Planning for 22 September strategy meeting

Suggestions for agenda items, including those from the Advisory Board, were discussed and an outline structure identified.

Anne and Helen would attend the meeting. Ese and Michael would not be able and gave their apologies.

Actions: **- James to circulate a draft agenda for the meeting.**

- ALL to volunteer to lead on specific items.

IPIM membership and succession planning

Most IPIM members had indicated they would stay on for at least another year. Lesley would step down at the end of 2026. James, Clair and Gordon were happy to stay in their current roles but would be equally happy to hand over to others who might like the opportunity. Andrea, though hoping to step down gradually from the LEO role over the next eighteen months, would be willing to stay on afterwards as an ordinary IPIM member.

Lesley's role as IPIAB liaison would need to be filled from January 2027, ideally with a handover period during 4Q 2026. This would be discussed in the September strategy meeting.

Any other business

Michael complimented Andrea on her latest quarterly report and the work it showed had been done in the last three months. James seconded this. All thanked Andrea, Anne and Helen for their contributions to the accomplishments documented in the report.

Date of next meeting

- Tuesday 22 September 2026, 12 – 5 pm, in person with online option
    - Venue: Associated British Foods, 1 Bayley Street, WC1B 3HB