

MINUTES OF MEETING

CIMSPA AGM

Wednesday 16 September 2020, 14:00

Board Members: Tara Dillon (TD) CEO, Marc Woods (MW) Chair, Rowena Samarasinhe (RS), Lisa Forsyth (LF), Malcolm McPhail (MM), Nick Masson (NM) Dr Tracey Rea (TR), Jon Argent (JA), David Monkhouse (DM)

All virtual attendees listed below*

Facilitators: Spencer Moore (SM), Danielle Peel (DP), Colin Huffen (CH), Nisha Bilan (NB), Ashlee Alexander (AA) Minutes

1 Welcome from the Chair

MW welcomes CIMSPA members to the meeting.

2 Minutes of the previous meeting

MW stated that no feedback or amendments had been received in respect of the minutes of the 2019 AGM. MW asked for one board member to approve the minutes and one member to second.

LF motioned to approve and DM seconded the approval of the 2019 AGM minutes.

3 Chief Executive Officer's update

TD delivered a presentation updating all members on CIMSPA's activities since the last AGM, including information on membership, partnerships and finance.

The presentation delivered will be made available online.

4 Pass one resolution of electing a board member

MW – Applications were received from Malcolm McPhail, Steve Osborne, Brad Rushton, Beverly Young and Andrew Richardson. CIMSPA thanked the applicants for their applications.

MW noted that CIMSPAs last two calls to action for members to express interest have come in high volumes and it is good to see such high numbers and willing participants to join CIMPSAs board.

CIMSPA are thankful to everyone that showed interest and particularly to the high calibre of members and that they would all have been great assets to the CIMSPA board.

Members have voted and for the purpose of the minutes, through electronic voting, members have approved Malcolm McPhail to be their board trustee for the next 3 year term..

MW advised that CIMSPA are currently recruiting for 2 positions on the CIMSPA Finance committee and will shortly be recruiting for 1 position on the CIMSPA Nominations committee.

Two further roles to be appointed to the board based on knowledge, skills and behaviour, more information will be made available in October.

Action 16/09/2020 (1) Make the recruitment pack for the Finance Committee posts available.

Action 16/09/2020 (2) Make the recruitment pack for the Nominations Committee post available, when ready.

Action 16/09/2020 (3) Make the recruitment pack for the of two skills based board member posts available, when ready.

5 Members proposed agenda items

CIMSPA members had been invited to propose items for this year's AGM agenda, the deadline for this was noon on the 8th September 2020. It was confirmed that CIMSPA was not contacted by any members to propose any agenda topics.

6 Any other business

No members asked any questions about the contents of the AGM.

7 Table of actions

| Reference | Action | Responsible Person | Status |
|------------------------------|---|--------------------|-------------------------|
| Action 16/08/2020 (1) | Make the recruitment pack for the Finance Committee posts available. | KS | Completed 18/09/2020 |
| Action 16/08/2020 (2) | Make the recruitment pack for the Nominations Committee post available, when ready. | MW | Pending |
| Action 16/08/2020 (3) | Make the recruitment pack for the of two skills-based board member posts available, when ready. | SLT | Pending |

Date of Next Meetings

- Wednesday 15 September 2021 – TBA

*Attendees

| | | | | | |
|----------------------|----------------------|------------------|---------------------|-------------------|----------------|
| Clive Appleton | Matthew Cox | Minal Hawkins | Zilpha Lang | Steve Russell | Sara Wright |
| Christian Anderson | Pam Dexter | Sam Herridge | Janine Lever-Parkin | Ken Shilcock | Beverley Young |
| Charlotte Anderson | DeeDee Doke Doke | Anya Higgins | Ying Lu | India Shaw | |
| Rob Bailey | Clare Dunn | Ben Hulson | Stuart McCarroll | Kay Simnett | |
| Mark Beasley | Natasha Eason | Darren Humphrey | Jessica Melling | Ashley Smith | |
| Katy Butterfield | Nicola Edson | Helen Hiley | Jane Mellors | Leon Smith | |
| Glynis Buchan | Russell Fairman | Chris Holliday | Eugene Minogue | Richard Timmis | |
| Sharon Clare | John Fuller | Simon Ingyon | Steven Osborne | Anna Wilson | |
| James Carr | Gemma Garner-Higgins | Jordana Johnston | Andrew Richardson | Duncan Wood-Allum | |
| Caroline Constantine | Peter Gilpin | Ebru Kemikkiran | Danny Ross | Michael Woolhouse | |
| Anthony Crick | Ian Gray | Marcus Kingwell | Brad Rushton | Phill Wright | |