

CIMSPA Board of Trustees Meeting Minutes

Wednesday 14 December 2022, 10:00 AM, SportPark, Loughborough & Microsoft Teams.

Present – In-person attendance:

Malcolm McPhail (MM) (Acting Chair)
 David Monkhouse (DM)
 Manos Kapterian (MK)
 Joelle Conway (JC)
 Jonathan Drakes (JD)
 Adrian Gaveglia (AG)

Virtual Attendance

Elena Portas (EP)

Apologies:

Dr Jon Argent (JA)
 Rowena Samarasinha (RS)
 Marc Woods (MW) (Chair)

Guests:

Sara Wright (SW) Head of Strategic Alignment	Colin Huffen (CH) Head of Governance Policy & External Affairs
Clare Dunn (CD) Head of Local Delivery	Phill Wright (PW) Head of Insight & Business Transformation
Anna Wilson (AW) Head of Memberships	Charlie Anderson (CA) Marketing & Communications Manager
Sara Byrne (SB) Interim Head of Education	Chris Simmance (CS) Marketing & Communications External Consultant
Hasan Mussa (HM) Complaints & Compliance Manager	
Eleanor Udall, Chair of the CIMSPA Youth Panel	Parie Patel, Vice-Chair of the CIMSPA Youth Panel

In attendance:

Ashlee Alexander (AA) Minute Taker	Kay Simnett (KS), Director of Finance & Resources
Tara Dillon (TD), CEO	Spencer Moore (SM) Director of Strategy

1. Chair's welcome and introduction

MM welcomed the Trustees and CIMSPA team guests to the hybrid meeting.

MM and the Board sent their good wishes to Marc, hoping he makes a speedy recovery.

1.1 Apologies and absences

Marc Woods (MW) (Chair), Dr Jon Argent (JA), Rowena Samarasinha (RS)

1.2 Declarations of interest

There were no declarations of interest amongst the Board of Trustees.

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1.3 Minutes of the meeting held on 14 September 2022

The meeting minutes held on 14 September 2022, having been circulated, were taken as read and approved by the Trustees.

ACTION 14/12/2022(1): Secretariat to review the actions and highlight any that need the Board of Trustees' attention in the agenda for the next meeting.

1.4 Matters arising

The meeting noted that all the actions agreed upon at the previous meeting had either been completed or were being progressed.

2. Finance

2.1 October Management Accounts

RECEIVED: The October Management Accounts were circulated to the Trustees for review before the meeting.

SECTION SUMMARY: KS gave an overview of financial activity informing the Trustees that CIMSPA has moved to a proforma invoicing process for members, meaning only paid memberships are now recognised as income.

The audit tender process is now complete, and haysmacintyre was successful in its bid. The tender panel felt it is a good choice as haysmacintyre already understands the business and will be able to grow with CIMSPA.

TD invited the Board to share their thoughts on membership fee increases.

MK said he would be interested in a paper on the different options for membership fees.

JD added that it is a good time to look at raising fees with CIMSPA getting the Tier 3 status and its membership offering so far.

TD anticipated that options may be presented at February's Board, as it will be budget focused with the focus of increasing fees for 2023/2024.

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TD and KS will bring figures and data on membership and membership fee increases to the February Board Meeting.

Finally, KS and TD updated on the recruitment drive underway at CIMSPA for several positions, highlighting that CIMSPA will be recruiting a Director for Marketing & Communications.

JD suggested asking candidates for the Director of Marketing & Communication if they have ever worked with zero budget as part of the interview, as this would benefit CIMSPA.

ACTION 14/12/2022(2): TD and KS will bring figures and data on the membership and membership fee increase propositions to February's Board meeting.

2.2 Financial Wellbeing

RECEIVED: The Board of Trustees were given an update paper on CIMSPA Financial Support that was circulated to the Trustees before the meeting for review.

SECTION SUMMARY: KS updated the Board on the Financial wellbeing initiatives.

KS informed the Board that the uptake for the cost of living support was 100%, and the senior leadership have received notes of appreciation and thanks from the team. The initiative was extremely well received.

CIMSPA will be providing a hardship fund that employees can access and pay back via their salary in affordable amounts. This is in progress.

KS also added that CIMSPA's wellbeing committee, known as the Wellbots, have sent out a staff survey to get a snapshot of awareness and usage of CIMSPA's staff benefits such as Able Futures, BUPA, and Healthy Living Allowance. The survey results will be collated and reviewed by the end of the week.

MK said he would be interested in seeing the data on the benefit uptakes. He would like to understand the extent of the problem, staff engagement and if there are staff that are not engaged and why?

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DM would like CIMSPA to circulate a good news story and inform the partner and membership body of what CIMSPA is doing to support its staff.

ACTION 14/12/2022(3): KS will provide a snapshot of the Wellbots staff benefits survey results.

ACTION 14/12/2022(4): SLT will review and consider publishing the support CIMSPA provides to its team as a value-added piece for its Partners and Members.

3. Governance

3.1 Policies for Board Approval

3.1.1 CIMSPA Remuneration Policy December 2022

RECEIVED: CIMSPA Remuneration Policy December 2022 was circulated to the Trustees before the meeting for review and approval.

DECISION: The Board of Trustees approved the CIMSPA Remuneration Policy in December 2022.

4. CEO Update

4.1 CIMSPA's OKRs

RECEIVED: CIMSPA's OKR report was circulated to the Trustees before the meeting.

SECTION SUMMARY: No questions were raised.

4.2 Strategy Updates from CIMSPA Senior Management Team

PRESENTED:

1. SW – CIMSPA Wider Strategy – Workforce. Governance – Presentation will be supplied post-meeting.
2. CH – Public affairs/External affairs – Presentation will be supplied post-meeting.

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3. PW – Insight and Innovation– Presentation will be supplied post-meeting.
4. CD – Local delivery – Presentation will be supplied post-meeting.
5. SB – Education/National Skills Academy – Presentation will be supplied post-meeting.
6. AW – Memberships – Presentation will be supplied post-meeting.
7. CA/CS – Marketing & Communications – Presentation will be supplied post-meeting.

SECTION SUMMARY: The board gave great feedback on all the presentations and was impressed with how much work has been carried out by the CIMSPA team.

MM noted that if MW could have attended the meeting, he would be so proud of the team's work.

During the meeting, it was requested to share the details of all the heads of departments that presented for Trustees to contact directly with any questions or feedback.

ACTION 14/12/2022(5): AA to share all the presentations given during the Board meeting.

ACTION 14/12/2022(6): AA to provide the Board with the details of heads of departments so the Board to contact them directly to ask questions and provide feedback.

5. Committee Updates

5.1 Audit & Probity Committee (A&P)

SECTION SUMMARY: DM gave an update on the A&P's most recent meeting.

DM informed the Board that the committee has two new members joining in February. The committee's development day has been postponed until February so the new members can be included.

5.2 Finance Committee (FC)

SECTION SUMMARY: KS updated that the Finance committee met to review audit tenders. A virtual meeting was organised for the two audit companies to present. haysmacintyre, our current auditor, gave a fantastic presentation, as updated in the finance section and won the tender.

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5.3 Membership Committee (MeC)

SECTION SUMMARY: MK updated on MeC's most recent sampling and committee meetings.

The structure and quality of data received by the committee have improved, which is very much appreciated. The meeting went really well, and because of the depth of the information provided before the meeting made for productive conversations.

MK informed the Board that there was a decision to postpone a committee development day this year. MK and AW will review Committee tenures as some are approaching the end of their first term on the committee.

5.4 Disciplinary Committee (DC)

SECTION SUMMARY: JD gave an update on the DC's activities.

5.5 Appeals Committee (AC)

SECTION SUMMARY: JC confirmed that the committee had not met this quarter.

JC requested that the committee meet to run a theoretical appeal.

ACTION 14/12/2022(7): TD, HM, JC, DM and JA to arrange to meet in January 2023 to run through an appeals scenario.

5.6 Youth Panel (YP)

SECTION SUMMARY: EU gave an update on the YP's most recent meeting.

EU and PP met with TD and KS to discuss the challenges of young adults getting into the sector and access to progression within the industry.

5.7 Professional Development Board (PDB)

RECEIVED: The Board received a written update by JA that was circulated to the Trustees before the meeting for review.

SECTION SUMMARY: There were no comments or questions on JA's summary submission.

5.8 Equality, Diversity & Inclusion (EDI) Working Group

TD updated that CIMSPA now has an EDI policy and statement.

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CIMSPA has continued the EDI work with Catherine Edmunds (CE) on a consultancy basis, and work on the EDI action plan continues with the Senior Management Team (SMT).

TD will invite CE to May's Board meeting to present the EDI action plan.

ACTION 14/12/2022(8): TD to invite CE to attend May's Board meeting to present on CIMSPA's EDI Action Plan.

6. Any Other Business (AOB)

KS requested for the Remuneration committee (KS/MW/MM/AG) to meet in January. To complete the annual review.

EU asked the board about their thoughts on E-Sports and whether CIMSPA will write industry standards for this. The Board felt this element did not fall under CIMSPA's remit.

MM ended AOB by requesting that the CIMSPA Senior Leadership team to thank the CIMSPA team on behalf of the Board.

ACTION 14/12/2022(9): KS to arrange and conduct a Remuneration committee meeting with MW, MM and AG.

ACTION 14/12/2022(10): SLT to pass the Board of Trustees' thanks for their hard work.

MM thanked everyone for their contribution during the meeting and extended his thanks to the team at CIMSPA.

Next Meeting Dates

Meeting	Date	Time	Location
February Board of Trustees	Wednesday, 15 February 2023	10:30 – 14:30	Loughborough/Virtual, Microsoft Teams (TBC)
May Board of Trustees	Wednesday, 17 May 2023	10:30 – 14:30	Loughborough/Virtual, Microsoft Teams (TBC)
July Board of Trustees	Wednesday, 19 July 2023	10:30 – 14:30	Loughborough/Virtual, Microsoft Teams (TBC)
September Board of Trustees	Wednesday 13 September 2023	10:30 – 14:00	CIMSPA Offices, SportPark
AGM 2023	Wednesday 13 September 2023	14:30 – 16:00	CIMSPA Offices, SportPark
Board of Trustees Lite / Development Day	Wednesday 13 December 2023	10:00 – 16:00	CIMSPA Offices, SportPark (TBC)