

# IMPRESS

## Board Meeting 14 Minute

2:00 – 6:00pm, Tuesday 15 March 2016  
83 Victoria Street, London SW1H 0HW

**Present:** Walter Merricks (Chair) (until 7b), Deborah Arnott, Iain Christie, Martin Hickman, Emma Jones, David Robinson (Chair from 7b)

**In attendance:** Edward Procter, Jonathan Heawood, Lee Hall (for item 6), Rachel Knight (for item 6) and Brigit Morris (minutes)

No.	Item
1.	<b>Apologies</b>  Maire Messenger-Davies and Patrick Swaffer
2.	<b>Declarations of interest:</b>  None.
3.	<b>Previous Minutes:</b>  The previous minutes were approved.
4.	<b>Matters Arising from previous minutes</b>  Meeting held to discuss the development of an IMPRESS Kitemark.
5.	<b>Reports</b>  <b><u>IMPRESS CEO'S report March 2016</u></b>  Board noted the adoption of a CRM scheme.  <b><u>IMPRESS Engagement Report March 2016</u></b>  The Board noted the report.  <b><u>IMPRESS Business Development Report March 2016</u></b>

No.	Item
	<p>The Board noted the report.</p> <p><b><u>IMPRESS Finance Report</u></b></p> <p>The Board noted the report.</p>
6.	<p><b><u>Strategic Development</u></b></p> <p><b><u>PRP call for information</u></b></p> <p>Board considered the approach to be taken to the material received by the PRP in its call for information.</p>
7.	<p><b><u>Code Consultation</u></b></p> <p>The Board noted the work of the Code Committee in facilitating the code consultation process.</p>
8.	<p><b><u>Any other business</u></b></p> <p>Discussion about generating guidelines for Board members' external communications.</p>
	<p><b><u>Next Board meeting: 12 April 2016 from 2:00-4:30pm</u></b></p>