

## Board Meeting 46 Minute

14:00 – 16:10, Tuesday 18<sup>th</sup> May 2021  
ZOOM meeting.

**Present:** Cordella Bart-Stewart, Debrah Harding, Shelina Janmohamed, David Leigh, Walter Merricks (Chair), David Robinson (Treasurer), Pam Vick, Andrea Wills

**Also in attendance:** Clara Aguirre, Angie D’Souza (minute), Lexie Kirkconnell-Kawana, Ed Procter

No.	Minute
1.	<p data-bbox="284 1003 467 1041"><b><u>Procedures</u></b></p> <p data-bbox="284 1088 432 1126"><u>Apologies</u> Deborah Arnott had sent apologies.</p> <p data-bbox="284 1216 1302 1294">The directors and executive gave a brief update on their non-IMPRESS activity since the previous meeting.</p> <p data-bbox="284 1344 1350 1422">The Board welcomed Angie D’Souza to her first Board meeting as the new Business Manager &amp; Company Secretary for IMPRESS.</p> <p data-bbox="284 1469 624 1507"><u>Declarations of Interest</u> None.</p> <p data-bbox="284 1597 387 1635"><u>Minute</u> The meeting 45 minute was approved.</p> <p data-bbox="284 1724 1289 1762">The Board noted the items on the Rolling Actions List were completed.</p> <p data-bbox="284 1809 504 1848"><u>Internal Report</u> The Board noted the Internal Report.</p>

	<p><u>External Report</u> The Board noted the External Report and acknowledged the useful content within it.</p>
<p><b>2.</b></p>	<p><b><u>Committee reports</u></b></p> <p><u>Report from Code Committee</u> AW updated the Board on recent Code Committee activity.</p> <p><u>Social Media Guidance</u> Presented as a near complete document for discussion. Once reviewed it will be passed to Board for approval.</p> <p><u>Report from the Communications Committee</u> WM updated the Board on recent Communications Committee activity.</p> <p>DA will be stepping down from the Board in the Autumn and PV has agreed to Chair the Communication committee.</p> <p><u>Report from Finance &amp; Audit Committee</u> The Report to the Board was noted.</p> <p>HW Fisher have been appointed to assist in the financial reporting for IMPRESS.</p> <p><u>Risk Register</u> The Board approved updates to the Risk Register.</p> <p>Board acknowledged the increase in memberships due to the new Marketing and Outreach strategy.</p> <p><u>Quarterly Financial Report</u> Board noted the positive financial position.</p> <p><u>Post Audit Report</u> The post-audit report disclosed no material concerns.</p> <p><u>Report &amp; Financial Statements</u> The Board approved the 2020-21 Statutory Accounts and associated documents.</p>
<p><b>3.</b></p>	<p><b><u>Business Development</u></b></p> <p><u>Operational Plan 2021-22</u> The Board noted the report.</p>

<b>4.</b>	<p><b><u>Governance</u></b></p> <p><u>Review of Board succession</u> The Board noted the process and timescale for reviewing and defining its recruitment needs.</p> <p><u>Reappointment of Independent Complaints Reviewer</u> Steve Thacker was reappointed as the Independent Complaints Reviewer for IMPRESS with effect from May 2021 for a further three years.</p>
<b>5.</b>	<p><b><u>Any Other Business</u></b></p> <p>None noted.</p>