

IMPRESS 4th Board Meeting Minutes

2:00pm – 6:00pm 23 April 2015

83 Victoria Street, London SW1H 0HW

Present: Deborah Arnott, Sue Evison, Walter Merricks (Chair), David Robinson, Patrick Swaffer.

In attendance: AC, DH, JH, NP (minutes)

Item
<p>1. Apologies Apologies were received from two Board members.</p>
<p>2. Declarations of interest There were no conflicts of interest.</p>
<p>3. Minutes of last meeting The Meeting Note for Meeting 3 and Minutes of Meeting 3 were approved subject to the correction of typos. The Collated Working Group Minutes were noted by the Board.</p>
<p>4. Matters Arising <i>Finances</i> The IMPRESS Project was registered on 11/11/13. The accounting period has been set to a 17 month period in order for it to coincide with the new tax year. <u>It was agreed that the Board would continue using these dates.</u></p>
<p>5. Reports The following reports were noted by the Board:</p> <ul style="list-style-type: none"> • IMPRESS Director's Report April 2015 • IMPRESS Financial Report April 2015 • IMPRESS Engagement Report April 2015 <p><i>Engagement Report</i> This report was written with a view to updating the Board regarding IMPRESS's communications record. It is notes that every political party except the Conservatives have said they would push Lord Leveson's recommendations forward.</p>
<p>6. Governance 6.1 Constitution Articles of Association <u>The final version of the Articles of Association were ratified.</u></p>
<p>6.2 Registration The Board signed the documents necessary to register IMPRESS as a Community Interest Company.</p>

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<p>6.3 Working Groups: <u>The Board approved the Terms of Reference for the working groups</u></p>
<p>6.4 Recognition Options <u>It was agreed that the decision as to whether or not to seek Recognition should be deferred due to the absence of two Board members.</u></p>
<p>6.4a Communications Strategy <u>The Board expressed a need for a briefing paper which would keep it informed of all communications in the public realm.</u></p>
<p>6.5 Engaging Journalists and News Publishers The Journalism working group made recommendations relating to the Editors' Code. <u>It was agreed that the Code should be kept as it is and reviewed again once IMPRESS was up and running</u></p>
<p>6.6 Project Plan <u>The Board approved the Project Plan for the period until 2 November 2015</u></p>
<p>6.7 Risk Register Various risks were discussed and the ways in which IMPRESS could limit or mitigate them were also considered.</p>
<p>6.8 Fundraising A policy for fundraising is required to assist in deciding whether a gift of a particular type would be suitable for IMPRESS.</p>
<p>7. Service Development 7.1 Regulation – <u>IMPRESS Regulatory Scheme was approved</u> 7.2 The Board considered a paper setting out the requirements for a Whistleblowing hotline.</p>
<p>8. Marketing <u>It was agreed that the IMPRESS website needs to have the potential to become more complex at a future point. An annual report template is also desirable.</u> <u>It was agreed that confidential business should be brought to the beginning of the meeting and should appear first on the agenda</u></p>
<p>9 Any other business None</p>