



Board Meeting 34 Minute

14:00 – 17:00, Tuesday 11th September 2018
16-18 New Bridge Street, London EC4V 6AG

Present: Deborah Arnott, Iain Christie, Martin Hickman, Emma Jones, David Leigh (joined by phone), Máire Messenger Davies, Walter Merricks (Chair), David Robinson (Treasurer), Patrick Swaffer, Andrea Wills.

Also in attendance: Clara Aguirre (partial), Lee Hall (minute), Jonathan Heawood, Lexie-Kirkconnell-Kawana (partial), Ed Procter, Konsta Saastamoinen (partial)

No.	Item
1.	<p><u>Procedures</u></p> <p><u>Apologies</u> None.</p> <p><u>Declarations of Interest</u> None.</p>
2.	<p><u>Previous Meeting Minute & Matters Arising</u></p> <p><u>Minute</u> Changes to the meeting 33 minute were agreed. Subject to these changes the minute was approved.</p> <p><u>Rolling action list</u> The Board noted the Rolling Action List.</p>
3.	<p><u>Information</u></p> <p><i>LKK, KS, CA, joined meeting.</i></p> <p><u>Internal Report</u></p>

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	<p>EP presented the Internal Report. KS updated the Board on work to diversify funding. EP and KS presented an update on publisher recruitment and retention.</p> <p>MMD updated the Board on the upcoming IMPRESS conference in Belfast.</p> <p>JH presented a report on IMPRESS's response to the Cairncross Review.</p> <p>CA reported on deadlines for the upcoming Annual Report.</p> <p><u>Regulatory Activity Report</u> LKK presented the Regulatory Activity Report and reported on regulatory activity including a current arbitration and released advisory notices.</p> <p><u>External Report</u> The External Report was noted.</p> <p>The executive was requested to arrange attendance at the Society of Editors conference.</p> <p><i>LKK, CA left.</i></p>
4.	<p><u>Business Development</u></p> <p>JH presented a report outlining proposals to diversify sources of funding for IMPRESS.</p> <p><i>KS left</i></p>
5.	<p><u>PRP</u></p> <p><i>LKK joined the meeting</i></p> <p><u>PRP Cyclical Review Update</u> EP updated the Board on progress in this area.</p> <p><i>LKK left the meeting</i></p> <p>JH presented a report analysing the recognition framework. His recommendation that this be reviewed in three years' time was agreed.</p>

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6.	<p data-bbox="284 248 550 286"><u>Communications</u></p> <p data-bbox="284 331 614 369"><i>CA joined the meeting.</i></p> <p data-bbox="284 421 817 459"><u>Trust in Journalism Conference 2018</u></p> <p data-bbox="284 461 1324 499">CA updated the Board on progress in the organisation of the conference.</p> <p data-bbox="284 544 858 582"><u>Communications Procedure Documents</u></p> <p data-bbox="284 584 1340 667">DA briefly outlined the process undertaken to produce the documents and asked for any feedback to be given outside the meeting.</p> <p data-bbox="284 712 1348 795">It was agreed that these documents should be added to the Board Policies Handbook.</p> <p data-bbox="284 840 571 878"><i>CA left the meeting.</i></p>
7.	<p data-bbox="284 927 411 965"><u>Finance</u></p> <p data-bbox="284 1010 1008 1048"><u>Interim Tariff Fee & Attributable Turnover Proposal</u></p> <p data-bbox="284 1093 1236 1131">EP presented a report outlining the Attributable Turnover Proposal.</p> <p data-bbox="284 1176 1316 1258">The Proposal was adopted as an interim measure, to be consulted on in the 2019 Participants' Consultation.</p> <p data-bbox="284 1303 1220 1341"><u>Report to the IMPRESS Board by the Finance & Audit Committee</u></p> <p data-bbox="284 1386 1276 1469">The Financial Policies update was approved. Directors were asked to provide any minor feedback outside of the meeting.</p> <p data-bbox="284 1514 1101 1552">The Financial Sustainability Policy update was approved.</p> <p data-bbox="284 1597 890 1635">LH briefly summarised the financial report.</p> <p data-bbox="284 1680 997 1718">The Board approved the populated Risk Register.</p>
8.	<p data-bbox="284 1771 598 1809"><u>Any Other Business</u></p> <p data-bbox="284 1854 941 1892"><u>Code of Conduct: Report of the Review Panel</u></p> <p data-bbox="284 1895 970 1933">The Panel's report was approved and accepted.</p>