

**IMPRESS: The Independent Monitor for the Press**  
**2.00pm - 6:00pm, 8 September 2015**  
**83 Victoria Street, London SW1H 0HW**

**Board Meeting #8**

**Present:** Walter Merricks (Chair), Iain Christie, Deborah Arnott, David Robinson, Patrick Swaffer

**Apologies:** Maire Messenger-Davies

**In attendance:** Jonathan Heawood, Caroline Instance (minutes)

Item
<p><b>1. Confidential business</b></p> <p>WM welcomed everybody to the meeting and thanked CI for taking notes. There was no confidential business.</p>
<p><b>2. Apologies</b></p> <p>The Board accepted MMD's apologies and expressed their wishes for a speedy recovery.</p>
<p><b>3. Declarations of Interest</b></p> <p>The Board noted the Register of Interests which was circulated before the meeting. JH confirmed that the Business Manager &amp; Company Secretary would maintain this in future.</p> <p><u>It was agreed to publish the Register on the IMPRESS website and review it annually.</u></p>
<p><b>4. Minute and Note of previous meeting</b></p> <p><u>The minute and note were approved subject to a minor amendment.</u></p> <p>WM confirmed that he would always strive to reach consensus decisions and would only put matters to a vote if consensus was clearly impossible and a decision was time-critical.</p>
<p><b>5. Matters Arising</b></p> <p>There were no matters arising not covered by this agenda.</p>
<p><b>6. Reports</b></p> <p><b>6.1 Director's Report</b></p> <p>The Board noted the Report which was circulated before the meeting.</p> <p><b>6.2 Finances</b></p> <p>The Board noted the Management Accounts of The IMPRESS Project, which were circulated at the meeting. <u>It was agreed that David Robinson would be appointed as Treasurer of IMPRESS.</u></p>

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Item
<p><b>6.3 Engagement</b></p> <p>The Board noted the Report which was circulated before the meeting.</p> <p><b>6.4 Risk Register</b></p> <p><u>The Board approved the updated Risk Register which was circulated before the meeting.</u></p>
<p><b>7. Finances</b></p> <p><u>The Board agreed to mandate WM and JH to continue negotiations with funders on behalf of IMPRESS.</u></p>
<p><b>8. Governance</b></p> <p><b>8.1 Letter of Appointment</b></p> <p><u>The Board approved the draft letter of appointment, which had been circulated before the meeting.</u></p> <p><b>8.2 Appointment Panel</b></p> <p><u>The Board agreed to constitute an Appointment Panel, in line with the role set out in the IMPRESS Articles of Association.</u></p> <p><u>The Board approved the draft Appointment Panel Terms of Reference, which had been circulated before the meeting.</u></p> <p><b>8.3 Appointment Panel membership</b> (CI left the room for this discussion)</p> <p><u>The Board agreed the following external appointments to the Panel each for a three year term: CI (Chair); Chris Kenny; Tom Murdoch; Damian Tambini; and Aidan White and the following Board appointments to the Panel: WM and DR.</u></p>
<p><b>9. Recognition</b></p> <p>The Board noted the draft Application to the Press Recognition Panel (PRP), which was circulated before the meeting.</p>
<p><b>10. Service Development</b></p> <p><b>10.1 Arbitration</b></p> <p><u>The Board approved the scheme, which was circulated before the meeting.</u></p> <p><b>10.2 Standards Code</b></p>

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<b>Item</b>
There was a discussion about IMPRESS' use of the Editors' Code of Conduct and the ongoing discussions with the RFC.
<b>11. Policies</b>
<b>11.1 Governance Policy</b>
<u>The Board approved the Governance Policy, which was circulated before the meeting, subject to a few changes.</u>
<b>12. Any other Business</b>
The Board discussed the draft kitemark.
<u>In order to review final drafts of PRP application documents, <b>the Board agreed to bring forward the next meeting to Friday 25 September, from 3-6pm.</b></u>
The meeting closed at 6:00pm