



Scottish Board

3 August 2018. 09.30 – 12.00

IFoA, Level 2, Exchange Crescent, 7 Conference Square, Edinburgh, EH3 8RA

Attending:	Alan Watson (AW) – Chair Nicholas Chadha (NC), Gavin Reid (GR), Craig Ritchie (CR), Caitlin Stronach (CS), Ben Farmer (BF), John Taylor (JT), Alison Kearns (AK), Leigh-Ann Plenderleith (LP), Catherine Thorn (CT)	Apologies	Barry Shannon (BS), Bruce Porteous (BP), Dermot Grenham (DG), Remi Koplinski (RK), Ji-Hyang Lee (JL), Stuart Mcilvenny (SM), Keith Jennings (KJ), Iain McLellan (IM), Pawel Lojko (PL)
Executive Staff Attending:	Richard Scott (RS) – Stakeholder Relationship Manager Debbie Atkins (DA) – Head of Engagement Sarah Mathieson (SM) – Head of Research & Knowledge Wendy Lindsay – Note taker		
Via video conference:	Alan Rae (AR)		
Conference call:	Jules Constantinou (JC) Amanda Davey (AD)		

Item	Title	Action
1.	Welcome	
1.1	AW welcomed everyone including BF President of GASS, and RS to their first meeting. The minutes of the Scottish Board meeting of 11 May 2018 were approved.	
1.2	RS provided an update on the Scottish Lobbying Register, and explained that if you are representing the IFoA on external bodies, and you claim expenses back from the IFoA, that is understood as reasonable and doesn't need to be included on the register. If you are being paid, or attending a dinner, please ask at that time if it should be added to the register.	
2.	Appointments	
2.1	All agreed that they are happy with DG to be the Deputy Leader.	
2.2	The Board agreed the appointment of AW to represent them on Management Board (MB)	
2.3	CT, CR, NT, SC, have all stepped down, and the Board thanked them for all the work they have done. It was noted that six offers of support had been received to join the Board. Member agreed for a selection panel to be form of AW, DG, and	



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	RS and agreed to this panel having authority to appoint the new co-opted members.	
3	Report on 2017/2018 Sessional year activities	
	Subgroup report papers were taken as read AW presented a draft of the deep dive report for Management Board. Members noted this paper and were asked to let AW know if they wanted to expand on any sections in the report.	All
4	Where are we now	
	RS spoke about where the Scottish members are based as well as the Scottish constituency, which will be used to help focus where future events should be. Members also discussed the Scottish constituency seats on Council. All agreed that awareness needs to be raised about the Scottish constituency seats on Council, how to stand in the Council elections, and what is involve. DA to speak to Suzanne Vaughan to see if she would be happy for her case study to be in a Scottish Newsletter to highlight this. JC raised that the Scottish Board had been tasked to come up with a proposal to gauge how the Scottish constituency would feel about either staying as they are or, being rolled into the General constituency. This would be discussed at the next meeting. AW would produce a paper to outline the issues.	DA All AW
5.	Looking back	
	RS and AW are going to revise the Terms of reference for the Scottish Board, some suggestions and ideas that the Board thought could be incorporated are: <ul style="list-style-type: none"> • More reference to the areas of the IFoA that the Board need to work with e.g. Public Affairs • Consideration of a more formal sub-committee structure • Split the sub-groups as they have now been and recognize their alignment with the Corporate Plan – Lifelong Learning, Being sought after and Leading professional body. 	AW/RS
6.	Setting 2018/2019 objectives	
	JC mentioned that it would be good to highlight what the Scottish Board does well. In particular KSS. All the Scottish Board agreed that they would like to thank BS for all the work on KSS. One challenge from Management Board last year had been around finding suitable metrics for the various activities, including KSS in particular. Some ideas raised for measuring KSS in the future:	



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	<ul style="list-style-type: none"> Number who signed up/number who attended Number of unique attendees Number of hits on website Number of hours CPD claimed for attending KSS events Measure attendance against who claimed CPD <p>SM talked about the Sessional meeting which sit under RTLB. The programme is made up through the research from the Practice Boards, and also commissioned research through Actuarial Research Centre (ARC).</p> <p>Any feedback from the Scottish Board on Sessional meetings that they want highlighted for the RTLB deep dive should be passed to DG. Some feedback given in the meeting was:</p> <ul style="list-style-type: none"> Some Sessional meetings could be more of a panel/debate format Joint topics <p>FASS and GASS also agreed to continue to promote and encourage more people to attend Sessional meetings.</p> <p>SM also mentioned that more Working Parties are applying for funding from the IFoA to complement/supplement the research that they are doing. This led to NC mentioning that if something was Scottish based, and not business as usual then the Endowment fund could be considered to be used.</p> <p>SM is going to speak to Andrew Cairns as it was felt that more should be done to highlight the research that has already been supported by the Endowment fund.</p> <p>Members commented that more notice needs to be given for Sessionals. AD mentioned that on the Events calendar page, there is now an Events: save the date section, which provides more advanced notice.</p> <p>Other suggestions for the Sessional meetings are:</p> <ul style="list-style-type: none"> Re-instate the buddy system which has worked well in the past Experiment for a Sessional Meeting that is advertised in separate newsletters, one with Sessional in the title and one without, and see what the click through rate is Planted questions in the room Make sure the Chair's brief is descriptive enough to include details on the Sloan prize Someone from the Scottish Board to give a five minute brief of what the Scottish Board has been doing Look through the upcoming Sessional meetings and set up a rota, so that whoever from the Scottish Board is attending can welcome people and can decide if they would like to planted questions or not. 	<p>All</p> <p>RS/DA</p> <p>All</p> <p>BF/CR</p> <p>SM</p> <p>All</p>



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	A suggested future event was an event with Sir John Curtice in March/April 2019 which AD can build into the Events team workload. AW to speak to Annette Spencer, Director of Public Affairs and Research about contacting Sir John Curtice.	AW
	An event at the end of 2019 was also discussed, which AD can build into Events. BS, AK, JL, LP, CS were task to come up with an idea for an event at the end of 2019.	BS, AK, JL, LP, CS
	Members also discussed raising awareness that guests can be invited to attend the Autumn Lecture. This could be done through the Scottish Newsletter and also word of mouth from the Scottish Board.	All
	RS gave an update on the Professional Bodies forum, and advised that he is working on a terms of reference for this, so that there is more clarity on the purpose and remit of the Professional Bodies forum.	RS
	AR advised that he was asked to do a talk on Longevity, possible date 1 October 2018, room booked at Prudential, but not yet publicised. This date conflicts with another KSS event. AR is also still keen to do a NED event. This is to be added to the KSS list.	AR/RS/BS
	DA gave an update on the Volunteer Recognition Reception, CT said that she would like to help DA encourage more people to come to the Volunteer Recognition Reception. If anyone else would like to help please let DA know.	All
	A provisional date for the Engaging Employers event is 21 September for a breakfast session. AK to work with RS on this.	AK/RS
	The Board were happy to have the Student Qualified Transition event, at the moment it is every two years, however if members want this to change, they were ask to submit ideas to RS.	All
	A new volunteer is needed from the Scottish Board to lead the Professional Bodies Forum/wider networking group. AW gave an update to say that he has been speaking to Public Affairs about this, who support this work. It was felt that it was important and a good thing to do, so RS will be the contact at the moment until AW can speak to the Board to see if anyone would like to lead the sub-group.	RS/AW
	JT spoke about Scottish Financial Enterprise (SFE) as he thought there might be some things that they do that might be of interest, for example Young Professionals. JT to speak to Chief Executive to see what relationship that they might be open to.	JT
	JT and AW confirmed that there is no specific seat on PPAB for the Scottish Board.	
	JT and JC to make PPAB more aware of the Scottish Board, and what they may be able to help with from a Scottish angle.	JT



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	<p>CS is now the lead on the Schools/university engagement sub-group. GR gave an update on the Highland Maths Challenge. The person who looks after this is leaving, so there is a risk that this may not go ahead. CS for the upcoming year would like to make more of the Careers Ambassadors. DA will send CS more information on Career Ambassadors, and also suggested linking in with Dharmini Mistry and Jenni Hughes.</p> <p>SM also spoke about the LifeLong Learning Board, RS will keep CS up to date with the progress of this Board. RS forwarded an email to Dharmini Mistry about Maths Week Scotland – Dharmini will be taking this forward with the Careers Ambassadors.</p> <p>CS to speak to SM about linking in with Dr Heather Reid about another event.</p> <p>GR advised the Board of the Enterprising and Maths Lothian on the 24 September which is at Murrayfield. This is an all-day event. GR will send more information closer to the time.</p> <p>SM talked about the SFRA, who are going to come back to her with a full proposition. However if there is an option to be at the Steering Group this will be LP.</p> <p>BF also confirmed he would like to the join the Communications group. The Board was happy with the current objectives of the Communications group.</p> <p>AW and SM spoke about the Charitable Trust and Endowment Fund, and possible changes. However whatever the outcome will be SM and AW confirmed that the money would be ring-fenced, so all money raised by the FACT will stay and be spent in Scotland.</p> <p>RS to organise a separate meeting for all those who are interested in the Charitable Trust, FACT Prizes and survey to Scottish member. AR mentioned he would like to be involved, but if anyone else is interested please let RS know. The Scottish Board are all agreeable that for those who don't attend the meeting they will be given an update on what was discussed.</p> <p>SM would also like to be involved in this meeting as she is going to use FACT as a pilot for fundraising, and once the model for that is decided SM would like to replicate this for fundraising of the other charitable trusts.</p>	<p>DA/CS</p> <p>RS</p> <p>CS/SM</p> <p>GR</p> <p>LP</p> <p>All</p>
7	AOB	
	Scottish Board dinner – AW to organise	AW
9.	<p>Dates of future meetings</p> <ul style="list-style-type: none"> • 9 November 2018 • 8 February 2019 • 10 May 2019 • 2 August 2019 	