



## Scottish Board

11 May 2018. 10.00 – 12.00

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

<b>Attending:</b>	Alan Watson (AW) – Chair Catherine Thorn (CT) – Deputy  Nicholas Chadha (NC), Dermot Grenham (DG), Remi Koplinski (RK), Ji-Hyang Lee, Stuart McIlvenny (SM), Craig Ritchie (CR), Caitlin Stronach (CS), Pawel Lojko (PL), Alison Kearns (AK), Stephen Cunningham (SC), Leigh-Ann Plenderleith (LP), Alan Rae (AR), Barry Shannon (BS)	<b>Apologies</b>	Bruce Porteous (BP) Gavin Reid (GR) John Taylor (JT) Nicola Tait (NT)
<b>Executive Staff Attending:</b>	Debbie Atkins (DA) – Head of Engagement Michael Williams (MW) – Public Affairs Manager Sarah Holman (SH) – Communications Leader – Membership and Internal Wendy Lindsay – Note taker		
<b>Via video conference:</b>	Kirstie Smith (KS) – Senior Stakeholder Relationship Manager Gareth Groarke (GG) – Head of Marketing and Corporate Communications		
<b>Conference call:</b>	Jules Constantinou (JS) Keith Jennings (KJ) Iain McLellan (IM)		
<b>In attendance</b>	Richard Scott (RS) – New starter		

Item	Title	Action
1.	<b>Welcome, introductions and previous minutes approval</b>	
1.1	AW welcomed everyone to the meeting. The minutes from the previous meeting were approved.	
2.	<b>Matters arising</b>	
AOB	SFRA – Sarah Mathieson and AW will discuss.	AW
2.1	NC and JC agreed that the Endowment Fund should become the responsibility of the Charitable Trust sub group. NC will take this forward. JC expressed his gratitude.	NC
2.2	Two joint IFoA/Scottish Board events for 2019 – the John Curtis event was discussed and this being progressed by AW and JT.	AW/JT
3.	<b>Appointments for the board</b>	



Item	Title	Action
	<p>Appointment of Leader – AW left the room. CT asked the meeting to approve AW's re-appointment as Leader for a further year and this was confirmed unanimously. Confirmation of the appointment will be provided to Management Board.</p> <p>Appointment of Deputy Leader – a discussion took place about succession planning. Now that the Byelaw has been amended it was hoped that the Deputy Leader would use the time in post to shadow the leader and become leader in due course. AR encouraged everyone to identify people who may like to be a future leader of the Scottish Board. DG said he would like to put himself forward for leader next year and that he had only not stood this year because he knew AW wanted to stand for another year. In terms of appointment of the Deputy Leader for next year, it was agreed that the Task and Person Specification, for the role of Deputy Leader, would be updated and then circulated round the Board to encourage expressions of interest. If you would like to send feedback of why you didn't want to put your name forward for leader this year DA will collate this confidentially</p>	<p>AW/RS</p> <p>DA/CT/AW/RS</p>
	<p>Recruitment of Co-opted members – AW asked if people could let DA know if they did not wish to continue for another year. SC advised this would be his last Scottish Board meeting as he was coming off Council and standing down from the Scottish Board. SC advised that if a co-opted member volunteer vacancy was advertised, he would try to encourage someone from the Stirling office to stand.</p>	<p>ALL</p> <p>ALL</p>
	<p>There was a discussion about whether a lay person is needed on the board. AW encouraged everyone to consider this for the future.</p>	
	<p>Everyone was asked to think about whether they knew of someone who would like to become a co-opted member. If so, please ask them to let DA know and we can hold the details on a Bank of Name, and if a vacancy does go on the website DA can contact them and encourage them to express interest at that time..</p>	<p>ALL</p> <p>ALL</p>
<b>4.</b>	<b>Sub group areas report</b>	
<b>4.1</b>	<p>KSS – BS gave an update on the KSS events. The report was taken as read. He also spoke about future events that are upcoming.</p> <p>It was felt that it would be good if there were more GI events in the KSS programme. BS wondered if we could see if a GI working party might share their research via a KSS event. DA will put RS in touch with BS to explore this possibility with our colleagues in the Professional Communities team.</p> <p>There was a discussion about Non-Executive Directors (NEDs) and how this topic may be a possible future KSS. AR mentioned NED guidance which had been prepared by the working party and was now available. DA and RS will speak to colleagues and put BS in touch with the relevant people within the IFoA to allow this to be explored.</p>	<p>BS/DA/RS</p> <p>DA/RS</p>



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	<p>John Curtis proposed talk – AW advised this is being progressed and is likely to be held in Edinburgh in November. JT would also like a London event to be held and this is being explored with Anna Clarke and the events team. DA mentioned that another possibility would be to host this event as a Sessional meeting. DA advised that there is a Sessional date booked, but no topic at the moment – the proposed date is 21 January 2019. DA and RS to speak to Sarah Mathieson to see if the John Curtis talk would fit. RS to feedback to BS and SC.</p>	DA/RS/BS/SC
	<p>DG brought up Data Science – DA mentioned that a collaboration between the IFoA and the Royal Statistical Society(RSS) on Data Science had just been added to the website with a workshop taking place in Edinburgh in June – DA to circulate the details.</p>	
	<p>Professional Bodies Forum - CT gave an update on the Professional Bodies Forum, taking her paper as read. Since the paper was produced it has been confirmed that there are now firm dates for three sessions on Accidental Leader for June, September and October.</p>	DA
4.2	<p>CT will circulate the information to all and asked everyone to think about whether they knew of an organisation that would like to sponsor the catering - please let CT know.</p>	CT
	<p>FACT – NC passed rounds two papers, Sloan Prize – my observations and Sloan Prize. Board agreed to approve the £90 award. There was also a discussion around trying to encourage younger members to come to Sessional meetings. It was agreed that the Chair of the sessional should remind the audience about the Sloane prize at the start of each Sessional. It was also agreed that Scottish Board members should try to attend, and act as hosts, by talking to some of the younger members, and being welcoming.</p>	ALL
4.3	<p>It was further agreed that FASS and GASS should send something out to promote the Sloan prize and encourage their members to attend and ask questions.</p>	CR/NT
	<p>Some feedback on events followed, and DA was asked to contact the events team and see if we could use Twitter for the Sessional meeting on the 21 May to make asking questions easier, however by asking a question via Twitter it was agreed that this would NOT be eligible for the Sloan prize.</p>	DA
	<p>It was agreed that it would be helpful if Amanda Davey, Head of Events, could attend the next Scottish Board meeting. DA and RS will contact Amanda to ask if she can attend.</p>	
	<p>Regional community update – KS advised that the Regions workshop will be held on the 23 October in the Mercer offices in Birmingham. KS hoped that someone from the Scottish Board would attend. KS asked the Board to let her know if anyone has any ideas on content or would like to attend please contact KS. KS also advised that the regions report would be available soon and she would share with the Board, when available.</p>	DA/RS
4.4		ALL



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	FASS and GASS – JL and CR gave an update on events that have happened, including FASS's first video conference event. All seemed to have been well received.	KS
4.5	Schools and Universities – Both papers taken as read. All agreed that the Board should continue to sponsor the Enterprising Math in Lothian challenge. SM will take forward.	
4.6	Name for the Maths Prize Competition to be decided, all the board agreed happy for SM to create a poll online with the proposed names and all too then vote.	SM
	RTLB Communications update – DG provided an update and advised that the Scottish board representation last until April 2019.	
	Review of sub-groups – gap analysis – AW asked everyone to think about whether there is something that we should be covering that is not being covered. To be discussed in August at the August board meeting.	SM ALL
4.9	Annual reporting requirements for August - AW reminded the board of the need to provide the annual updates for Management Board. AW will circulate the paper that details what was planned for the year.	DG
	All sub-groups to submit a paper to say what they have done for the last year. This must be submitted in good time to allow this to be discussed in August at the next Board meeting	ALL
		AW
		ALL
<b>5.</b>	<b>Update on Scottish Lobbying, Public Affairs and Autumn Lecture</b>	
	MW gave a presentation / update on this subject, the full presentation will be circulated.	KS
	MW advised the date of the Autumn Lecture. This will be 7 November in the Assembly Rooms and the speaker is Lord Myners. All to note the date in their diary.	ALL
	MW explained about the new Scottish Lobbying Register and impressed upon board members the need to comply. MW advised he had added more information on Scottish Lobbying to the Volunteer Information Pack (VIP). MW to clarify a number of points including what constitutes “receiving payment” in regards to lobbying and if that then needs to be registered. MW will provide more information to the board.	MW
<b>6.</b>	<b>Marketing and Corporate Communication</b>	



Item	Title	Action
	GG gave an update on the Communication proposals for the board. All the board agreed that they were happy with the proposal and to move forward with this. The full presentation will be circulated by KS and GG and SH will work with RS to take this forward for the board. DA will put RS in contact with GG and SH.	KS  GG/SH/DA/RS
<b>7.</b>	<b>Faculty charter of 1868 celebrates its 150<sup>th</sup> anniversary</b>	
	AW expressed his desire for this occasion to be marked by the Scottish Board in some way. It was agreed that this would be beneficial. A discussion took place about possible ways to mark the occasion alongside an existing event, in Scotland. May try and tie it in with the Scottish Volunteer Recognition Party, or with a Sessional event. AW asked members of the board to let AW know if they were keen to be part of a small group to work on this initiative alongside DA and RS. Also ALL were asked to think about any ideas on possible venues for the Volunteer Recognition Party and pass these ideas on to DA	ALL  ALL  ALL
<b>8.</b>	<b>AOB</b>	
	8.1 – Sessional meeting 21 May – NC to send some wording to KS for the winner of the Sloan Prize, so KS can invite him to the Sessional meeting on the 21 May. 8.2 – Board packs – update postponed to next meeting. 8.3 – Days of meetings – everyone was asked to consider if they were happy to continue to hold meetings on Fridays. AW suggested this discussion continue over lunch. 8.4 – Date of next meeting, AW and RS will circulate details – this has <i>provisionally been booked for either Friday 3, 10 or 17 August. NC asked if the meeting could be longer in August as we always overrun.</i>  8.5 – Introduction to Richard Scott – RS joined the meeting. DA introduced RS to the Board and explained RS will be joining the IFoA on 14 May with responsibility to work in partnership with the Board and to support their activity. Everyone welcomed RS.	NC/KS  ALL  AW/RS