



Scottish Board

26 January 2018. 10.00 – 12.00

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

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

Item	Title	Action
1.	Welcome, introductions and previous minutes approval	
1.1	AW welcomed everyone and congratulated all the newly qualified actuaries PL, SM, CS and NT. The minutes of the Scottish Board meeting of 3 November 2017 were approved.	
2.	Matters arising	
3.3	GR has emailed Paul van Loon twice about hosting a KSS event with no response. The board decided not to pursue this KSS further.	
3.5	Scottish Financial Risk Academy (SFRA) – no update on this. Fiona Darwin will attend the next Scottish Board meeting in May.	
AOB	The updated Volunteer Information Pack (VIP) was emailed to all SB after the last meeting.	
4.1	The £2000 contribution towards the new Jack Carr Scholarship Fund at Heriot Watt University was agreed, via email, by the board, to be paid from the Endowment Fund.	
AOB	SC contacted Paul Reynolds, this is now being taken forward by Rebecca Deegan.	



Item	Title	Action
3	Sub group areas reports	
3.1	FACT NC asked AW for an update from Management Board. AW said that discussions about the amalgamation of the trust funds are now with Council. The board agreed to continue its work with FACT until a final decision is made. NC agreed to create a briefing note on the Ronnie Sloan prize, advising that the prize would be awarded at four talks per annum. The rules for the Sloan prize are: <ul style="list-style-type: none">- A paper has to be presented, or the meeting is formally recorded- 2 questions have to be asked- It is for a younger member (within 15 years of qualification)- Sloan prize is currently £90 NC to speak to Ronnie Sloan to see if he would like to attend a KSS event, TJ to also email him directly with the KSS events coming up. AW asked the board if is was happy with the idea of expanding the Sloan prize, beyond what it was originally set up for, but in line with the initial intention. As long as Ronnie Sloan was in agreement so was the SB.	NC/TJ
3.2	Endowment Fund JC suggested that as the work under FACT and the Endowment Fund were similar that the two sub-groups should be combined. The board agreed this was sensible. TJ gave update on the David Hume Institute (DHI) Politicians and the Professionals. The board agreed to support them for the next year. The options proposed for the funding are: <ul style="list-style-type: none">- Fully support out of the Endowment Fund- 50% support out the Endowment fund- Push back to be funded by Public Affairs Total cost is £4,000. SB agreed with the idea of Endowment Fund covering £2,000 and Public Affairs covering £2,000. TJ to take this forward with Rebecca Deegan. TJ has drawn up an additional paper to the Key information Pack on the Governance on the Endowment Fund and Faculty of Actuaries in Scotland Charitable Trust. The updated Key Information Pack will be issued to all SB	JC and NC to discuss TJ TJ
3.3	KSS Paper as read BS asked if anyone had any other suggestions for talks, speakers, venues, dates and timing let BS know.	All to BS



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	<p>BS asked if a SB representative could cover the meeting 12 February. AW has agreed to do this if his diary is free.</p> <p>FASS to send an email to promote the Chartered Actuary KSS, as GASS did this for Glasgow and it proved popular.</p> <p>AW advised the IFoA Events team are happy to support a large scale SB event if it fits in with the Events team capacity, and as long as a proposal is given at least six months in advance and the event fits in with existing IFoA plans.</p> <p>The board agreed to plan and deliver two flagship events in Scotland per CPD year.</p> <p>KSS events are now going to be added to the main IFoA events calendar. They will no longer be on the KSS events page.</p> <p>The board were reminded that should they have a conversation with someone who would be willing to be a speaker at a KSS event they must advise TJ and BS asap to ensure the person is not working with the IFoA anywhere else. They must not proceed any further until this has been done.</p>	<p>CR</p> <p>All to TJ and BS</p>
3.4	<p>Professional Bodies forum</p> <p>CT gave an update on the previous event that had taken place on Mental Health in the Workplace Next event will be "Brexit No Deal – What does that mean for Scotland Services", 29 March 2018 hosted and sponsored by the University of Edinburgh Business school.</p> <p>CT advised a topic for future consideration for the forum was Intergenerational Fairness. GR mentioned that Rebecca Deegan is doing something with this so it would be good to link in with her.</p>	
3.5	<p>Regional Community Update</p> <p>TJ said that she will be dealing with the Regional Communities from next week.</p>	
3.6	<p>FASS & GASS update</p> <p>NT gave an update on GASS who had their first talk of the year The topic covered may be something that may be of interest as a KSS event.</p> <p>CR gave an update FASS who have being doing some multi-professional talks and networking events.</p> <p>They also have some other talks coming with dates to be finalised.</p>	<p>NT to liaise with BS</p>
3.7	<p>Schools and Universities</p> <p>SM gave an update and mentioned that there is a Careers Ambassador session on the 6 February in Edinburgh.</p> <p>FASS are going to send an update on this event TJ also asked all of SB to spread the word about the event. This is also to be added to the email that TJ will issue on the 29 January.</p>	



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	<p>SM also mentioned that he has been having exploratory talks with two different groups they are:</p> <ul style="list-style-type: none"> - Developing the Young in the Workforce who are organising career fairs around High Schools in Scotland. One has already taken place in North Berwick and one is going to take place in Knox Academy - Development Scotland, they have a career advisor in every state secondary school, and manage the My World of Work website. SM is working to get some actuarial/IFoA information on the website. They are also interested in promoting apprenticeships so this could be another avenue to promote the CAA qualification. SM is in early talks with them. <p>SM raised the Higher Maths Prize which will cost about £4,000 for the next five years. SB agreed for this to commence with the success being monitored on an annual basis. Name to be decided for the prize. TJ suggested that this be put out to the community in the next newsletter for ideas of names.</p> <p>SB also agreed for the Advanced Higher Maths to continue, for a least another year.</p>	<p>CR</p> <p>TJ</p>
3.8	<p>Engaging with employers</p> <p>GR gave an update on the Engaging with Employers event that had happened in the IFoA. This was a very successful event with good feedback and discussions. DA asked if the board would like this to be an annual event. All SB agreed that it should be annual in January. GR also suggested maybe another one later in the year as well.</p>	
3.9	<p>Communication</p> <p>This was discussed when GG joined the meeting.</p> <p>JT asked if there was anything from a Scottish perspective that the board would like raised at the next PPAC meeting.</p> <p>CT asked if a save the date could be issued for the Autumn Lecture. TJ to liaise with Mike Williams if this is something that can be done.</p>	<p>All to advise JT</p> <p>TJ</p>
4.	<p>Bye-Law update and Management Board nomination</p> <p>AW gave an update on Bye-law 23. He advised this has been passed by the IFoA membership, and now needs to be agreed by the Privy Council. The change to the Bye-law means in the future the Chair of the Scottish Board is not required to be a Council member. It also means that all members of the Board will have a vote to elect the Chair. The power to co-opt will still be with Council members. There will be a new Regulation allowing the Scottish Board to nominate one of its Council members as a member of the Management Board. SB proposed AW to remain on Management Board until summer 2018.</p> <p>JC requested an item be added to the appropriate forward agenda to make sure that the SB does not miss the opportunity to nominate somebody to Management Board each year. TJ to diarise and add into the Key Information Pack.</p>	<p>TJ</p>



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5.	Communication Update	
	<p>GG introduced himself to the SB, and also gave a brief outline of his team and how they can support the SB. GG asked the SB what they need more support on, and what the communications aims might be.</p> <p>PL gave GG an overview of that Communication sub-group does in Scotland. AK went through the feedback received from the Engaging with Employers session, including a need for a central booking system, also how people felt about a LinkedIn group.</p> <p>RK explained that there needs to be more than one communication avenue, the idea of LinkedIn was discussed but possibly not the best idea, but something on social media, where everyone can use their contacts easily without having to create distribution lists. RK also chatted through the idea of an App which would provide information for events etc. that were relevant to where the person was based.</p> <p>GG said that LinkedIn may be worth investigating further, as there could be more that can be done with it. Also another idea that GG mentioned was Dynamic Content for emails, which would mean that they were more relevant to people. GG suggested it would be a good idea for him and his team to help work with the SB on the Communication Strategy.</p> <p>AW asked if there was training on social media available. GG said that his team were working on this, and that he would be happy to extend this to the SB.</p>	<p>GG and TJ to action</p> <p>GG to arrange</p>
6.	Events update	
	<p>TJ said that as only ten slots allocated for the Professional Bodies event, details will be spread by word of mouth. CT suggested a waiting list for this event, as other Professional bodies may not fill all these spaces so we may get more spaces.</p> <p>GR advised the Board of the forthcoming Heriot Watt Students Actuarial Society Conference which is on the 13 February. GR would like some of the SB to attend. GR to send the agenda for this.</p> <p>DA mentioned the Professional Lecture Series event on 1 May with Dr Daniel Susskind. DA to let SB know when they can promote this.</p>	<p>TJ/CT</p> <p>GR</p> <p>DA</p>
7	AOB	
	<p>7.1 Strathclyde MSC Actuarial Science DG gave a brief overview of this initiative. TJ explained that the university was linking in with the IFoA for this. The board agreed that no more action was needed from them at this time and that if the university wished to engage with employers this should be done directly.</p> <p>7.2 It was noted that as the board elects its Leader for the coming year at the next meeting, any members who would like to be considered</p>	<p>TJ to issue All to consider</p>



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	<p>should advise DA or TJ. In anticipation of this TJ will issue the current task and person specification for the role to all board members.</p> <p>TJ has received an email from the Pensions ECPD committee asking if more Pensions KSS sessions could be arranged. CT suggested looking to see if any of the pensions working parties may want to do a KSS. DA also suggested contacting a Pensions lawyer that is one of her contacts, who would be happy to engage with us.</p> <p>DA flagged the Annual Satisfaction survey and asked all to spread the word. Also if any of the SB would like to write about there volunteer journey please let DA know, and she can talk you through the process.</p> <p>AW asked for all to encourage their colleagues to attend the Chartered Actuary Proposal KSS talks.</p>	<p>TJ</p> <p>DA</p> <p>All to consider</p> <p>All to action</p>
9.	<p>Dates of future meetings</p> <ul style="list-style-type: none"> 11 May 2018 (Fiona Darwin to be invited to attend) 	