



Scottish Board

3 November 2017. 10.00 – 12.00

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

Attending:	Alan Watson (AW) – Chair Catherine Thorn (CT) – Deputy Nicholas Chadha (NC), Stephen Cunningham (SC), Remi Koplinski (RK), Ji-Hyang Lee (JL), Stuart Mcilvenny (SM), Iain McLellan (IM), Gavin Reid (GR), Craig Ritchie (CR), Barry Shannon (BS), Caitlin Stronach (CS), Nicola Tait (NT), John Taylor (JT), Pawel Lojko (PL) Alison Kearns (AK), Leigh-Ann Plenderleith (LP) Bruce Porteous (BP)	Apologies	Jules Constantinou Keith Jennings Alan Rae Dermot Grenham Tess Joyce
Executive Staff Attending:	Debbie Atkins (DA) – Head of Engagement Sheila Dickson – Note taker		
Via video conference:	Kirstie Smith (KS) – Senior Stakeholder Relationship Manager Jenni Hughes (JH) – Careers Marketing Leader		

Item	Title	Action
1	Welcome	
1.1	AW welcomed everyone to the meeting with a particular welcome to Kirstie Smith and to the new Board member Alison Kearns.	
2	Approval of Minutes of meeting 18 August 2017	
2.1	The minutes of the Scottish Board meeting 18 August 2017 were approved, following the correction of Nicola Tait's name in item 4.1.	
3	Matters arising	
3.1	CT led a discussion re attendance at KSS events. NC highlighted that there had been confusion in the date change to the 26 October event, which led him to relay information of a cancellation, but it was agreed that this was a misunderstanding and all the events had been very successful. DA suggested that it might be best if the company hosting the KSS event were to co-ordinate the bookings, thus cutting out any confusion.	
3.2	LEAP discussions to be carried forward and to be discussed at a later date.	
3.3	GR still taking forward the proposed Paul van Loon KSS session request.	
3.4	AW confirmed that the actions regarding the Scottish library collection are all being taken forward.	GR



Item	Title	Action
3.5	AW confirmed that the update report following the Scottish Board's Deep Dive had been included in the most recent Scottish Newsletter.	KS / DA to brief Fiona
3.6	Scottish Financial Risk Academy – In Sarah Mathieson's absence, it was agreed to ask Fiona Darwin for an update on this when Fiona attends the January SB meeting.	
AOB	AW announced that the Faculty of Actuaries' War Memorial is being installed in the Edinburgh office foyer.	KS
AOB	As not everyone had seen the updated Volunteer Information Pack (VIP) it was agreed that KS would forward this again.	
4	Sub group areas reports – part 1	
4.1	<p>Report by NC on FACT.</p> <p>The group had met and discussed options, and agreed that it is very important that the funds are used well if the SB is to ask members for financial support.</p> <p>AW updated the SB on developments which are being considered by Management Board to potentially merge the IFoA Trusts and as part of this to create a Board of Trustees to help focus on achievements. A discussion took place where the Board asked AW to put forward the desire for funds raised in Scotland to stay in Scotland and, if possible, for one Trustee to be from the Scottish Constituency / SB. AW agreed to keep the SB informed of developments.</p> <p>It was acknowledged that in light of this development much of NC's paper (particularly around communication and promotion) should be put on hold for now and taken forward with the IFoA's communication teams in due course. However, it was still felt useful to debate the various suggestions so that the group could have a clear steer from the Board in what to support. The following was discussed and agreed, that: :</p> <ul style="list-style-type: none"> ERM prize is not a SB priority and prizes should no longer be funded by the FACT. NC to speak to Ronnie Sloan re the proposed changes of prize type and award event for the Sloan prize, to appeal to a more appropriate, younger audience – possibly KSS FASS and GASS prizes to continue but value and type to be considered University prizes - suggested targeting more junior students. Also target universities other than Heriot Watt. SQA prizes – agreed to end the Advanced Higher prizes and introduce Higher Maths prizes. This will provide more introduction opportunities for schools Not appropriate for FACT to support the Jack Carr Scholarship Fund Medals to be considered for awards/prizes 	<p>AW</p> <p>NC</p>



Item	Title	Action
	<ul style="list-style-type: none"> Better promotion to be looked at for all prizes – newsletters, for example <p>A discussion took place around where and when to present prizes. DA commented that the Public Affairs team and the Research team can support the SB and suggested she put NC in contact with her colleagues in this Directorate to allow him to find out more about the Annual Awards Dinner in London etc. DA also suggested the New Qualifiers ceremonies might be an alternative, and appropriate, option for the SB to present these prizes and NC could explore this in his discussions with the IFoA staff.</p> <p>AW advised that funding for the he Jack Carr Scholarship Fund would also be considered by the Endowment group. Jules Constantinou had suggested requesting the donation be restricted to mathematics rather than music. This was being pursued and AW indicated there may be a request to agree this point out of the normal meeting cycle.</p>	<p>DA to introduce NC to appropriate IFoA staff</p>
4.2	<p>Report by BS on KSS events</p> <p>Feedback for the October and November KSS events has been very good, with excellent attendance. There are interesting future events arranged. Points discussed and agreed on were:</p> <ul style="list-style-type: none"> HW event on 19 Dec to start at 9.00 Is very important that the speakers are suitably thanked. IFoA cards to be provided and used. Look at encouraging Working Parties to present. DA/KS will highlight this request to colleagues and report back to BS. Keen to ensure that costs/expenses are kept low To liaise with the Public Affairs team re FCA presentations at KSS events Professor John Curtice event could be a possible flagship event – DA recommended that before anything is arranged the SB liaise with the IFoA Events team/Public Affairs team re this event to gain the benefit of their expertise and resource. It was agreed that this integrated approach would also avoid confusion and duplication of messages to stakeholders. AW mentioned he was due to meet with Anne Moore and hopefully Amanda Davey to discuss events in Scotland and he would report back. Important that communication re events is clear and easily accessed by members – it was agreed (as mentioned earlier) that it would be easiest to ask someone in the company hosting the event to be the main point of contact. All SB members were requested to promote events in their organisations. 	<p>AW/JC</p> <p>Cards can be obtained from KS/DA</p> <p>KS/DA</p> <p>DA to make Public Affairs aware</p>
4.3	<p>Report on schools and universities by SM</p> <p>There was a quick update on past and future events and prize presentations. It was then discussed and agreed that the funds for the Highland Maths Challenge, which had been cancelled this year due to insufficient interest, will be carried forward to next year. The difficulty of communicating with schools was also discussed.</p>	<p>AW</p> <p>ALL</p>



Item	Title	Action
5	Careers activity and Career Ambassadors update by Jenni Hughes	
5.1	<p>JH talked everyone through some highlights of current IFoA Careers focus. She stressed that more will be done in the future but presently there is reduced resource capacity, and explained that the IFoA are currently working with the schools and Universities that the most of our members come from, as a way to prioritise her efforts. Points to note were:</p> <ul style="list-style-type: none"> UK Maths Trust - Jenni suggested working on getting promotion in schools through this Concern over duplication over Maths events (Maths Challenge). Clarity needed re what being done and how. Opportunity for SB to do more in the Scottish universities, particularly Edinburgh and Glasgow but not a lot of capacity at present The SB agreed to help more and Jenni will provide a list of Career Ambassador events she needs volunteers for Proposed March 2018 Career Ambassador Event in Scotland – could possibly bring forward to February. JH, KS to liaise with GR to agree how best to take this forward and to agree a date. Once finalised to promote this in the newsletter and within organisation in Scotland. 	<p>SM to research</p> <p>CS to provide contacts</p> <p>JH</p> <p>JH, KS, GR</p>
6	Sub group areas reports – part 2	
6.1	<p>Report by PL from Communications group</p> <p>Brief update was given regarding the groups aims and planned activities and some points to note were:</p> <ul style="list-style-type: none"> Encourage feedback from members to help guide communications PL and DA encouraged SB members to supply articles for the Scottish Newsletter and to provide feedback on articles Statistics re newsletter openings – DA explained that an in-depth study of newsletters across the IFoA will be carried out as a priority by the IFoA Comms team, under Gareth Groarke Need to communicate better re events and share the information within organisations. It was suggested that it may be helpful to find a contact within each company who could send round a calendar invitation. This person could perhaps be known as a KSS Co-ordinator for the SB. PL will consider and will socialise the idea at the Engaging with Employers event in January. PL will liaise with DA to discuss. NC noted that he and several colleagues had not received the latest Scottish newsletter. Sheila Dickson (SD) agreed to look into this further. 	<p>DA to ask Gareth Groarke to attend January SB meeting</p> <p>PL</p> <p>SD to update</p>
6.2	<p>Report by CR and NT for FASS and GASS</p> <p>The recent FASS event went well, as detailed in the paper provided. GASS are arranging events, and have a date for the dinner in November. Details for future events will be communicated when known.</p>	



Item	Title	Action
6.3	Employer group update Due to shortage of time, no verbal report was given.	
7	Engaging with Employers in Scotland – update by Debbie Atkins	
7.1	DA provided an update: there is an event to be held in the Edinburgh office on 12 January as an abbreviated / highlight of the CPD Co-ordinators Briefing taking place in London on the afternoon of 9 November. DA advised that this year the event is being filmed and an edited version of the recording will be available from December. It was noted that the SB may wish to use this content for a KSS event in due course. DA agreed to liaise with GR, CT and PL to ensure the SB is involved in this breakfast event.	DA to invite PL DA/GR/CT/PL
8	Events update by Amanda Davey	
8.1	With the absence of a note from Amanda it was agreed that the events update would be held over until AW meets with Amanda and Anne Moore and can report back. It was agreed there is a need for clarity over external and internal events organising.	AW
9	AOB	
8.1	SC gave details of a conference involving Professor David Bell – he had been asked to promote this amongst actuaries and suitable stakeholders in Scotland, though only a few places are available. DA suggested that Paul Reynolds could be approached for assistance as his team will have details of the stakeholders that may be of interest. SB members also provided some names of appropriate members.	SC to contact Paul Reynolds
8.2	AW mentioned that there is to be a major qualifications change being proposed. More details will emerge and there will be an opportunity for members of the Board to consult and engage the membership.	AW
8.3	DA added that we are all missing Tess and that she had been very touched to receive everyone's good wishes. DA also thanked KS for all she was doing to cover for Tess. Everyone on the SB wished Tess well and thanked KS for all her efforts on their behalf.	
9.	Dates of future meetings	
	<ul style="list-style-type: none"> 26 January 2018 (Gareth Groarke and Fiona Darwin to be invited to attend) 11 May 2018 	