

**D R A F T**

**IACA Committee**

**Minutes of a telephone meeting held on 30 June 2004**

**In attendance:** Ron Walker  
Jay Jaffe  
Hideyuki Yoshida  
Ken Buffin  
Adrian Waddingham  
Horst Zimmerman  
Mike Toothman  
Chris Daykin  
Margaret Sherwood  
Brent Walker joined the meeting half way through

**Apologies:** Mike Mills

**ACTION**

1. Mike Mills circulated Minutes of the previous meeting held in Stockholm on 4 June and these were agreed.
2. **Matters arising from the Minutes of the previous Meeting:**

**Future Meetings**

Adrian Waddingham confirmed that the ACA in the UK and the CCA in the US had both agreed in principle to the mini IACA meetings in London and North Carolina in February and October 2005 respectively. It was pointed out that the programme contents should not be exclusively pensions and should include "professional" and "consulting" issues.

AW to ensure that the 2005 programme sub committee starts work

**Secretariat**

There had been a brief discussion after the Stockholm meeting about sounding out the CCA as to whether, in return for a fee, they could provide supporting secretarial services. We understand the CCA are happy in principle to do this.

RW to pursue discussions with the CCA

**Speakers for Sydney 2004**

It was not known whether Clare Zuber had yet reconfirmed with all speakers their attendance at the Conference (later in the meeting Brent Walker advised that this had not yet been done but was imminent).

BW to chase the Australian Institute.

**ACTION**

3. **Letter of Agreement with IAAust**

The Australian Institute were pressing Brent Walker to finalise this agreement. They themselves agreed to accept 15% of any loss. After discussion it was agreed that Brent should sign the agreement and that there was a “gentleman’s agreement” that the 85% of any loss would be as to 51% by the IACA and 34% by the PBSS.

4. **Budget**

Brent Walker had circulated a revised budget for the Conference and in particular showed a position of balance on reduced numbers attending. This was noted. It was also agreed that a further Aus \$ 10,000 should be transferred to Brent in Australia to meet contractual costs now due.

BW to liaise with  
MM on cash  
transfer

5. **Programme**

Brent Walker had circulated a revised programme. Chris Daykin on behalf of the PBSS had also supplied Brent with fuller details of the PBSS programme (although PBSS speaker names will not be added until nearer the time: they are requesting people to submit papers). When Brent joined the meeting later he confirmed that all the speaking slots had been filled except for one investment talk and he was working on that.

6. **Marketing for Sydney 2004**

We understand that there are now 10 formal registrations but Brent has received indications of intent from many others to attend, and it was also expected that there would be a very decent attendance from Australia itself although these delegates were likely to register late. Nonetheless the low numbers at this stage was very concerning and all efforts to market the Conference must continue.

Adrian Waddingham had ensured that a further note had gone to members of the ACA in the UK and to consulting actuaries in France. Hideyuki Yoshida had done the same in Japan. Mike Toothman is publishing an article for the CCA magazine, and the CCA will also do an e-mail blast to their members.

MS to chase the  
CCA on the e-  
mail blast.

Ron Walker would follow up further promotion with the other Associations on the list that had been supplied by Paul Thornton.

RW

Mike Mills had reported that our membership, including a surprisingly large number from France, had now exceeded 500 and that the majority included e-mail addresses. Mike would be asked to e-mail all these members with a further announcement within the next two weeks.

MM

**ACTION**

Chris Daykin was also doing everything possible to ensure good attendance from the PBSS. The membership of this new group had now exceeded 200.

It was suggested that we should also ask the members of the consulting sub group of the Society of Actuaries and Ron Walker agreed to follow this up.

RW

**7. Critical Path Document**

Brent had tabled a draft Critical Path Document which had been prepared by the Institute in Australia. It was noted that there were many gaps and Brent Walker would take this forward.

BW

**8. East Asian Actuarial Society**

It had been suggested by Hideyuki Yoshida that we also run mini IACA half day events at the 2005 and 2007 East Asian Actuarial Society meetings. This was agreed in principle. The 2005 event takes place in Bali from 12 – 14 September. The 2007 event would be in Japan. It was agreed that Hideyuki and Mike Ross should take responsibility for the programme here and they might draw on the other 2005 conferences being held in London and North Carolina, but they would be careful to ensure the programme was meaningful to consultants in East Asia.

MR and HY

**9. Secretary's travel to Australia**

Unfortunately it was felt that the Association could not afford to meet the travel costs for the secretary to attend the Sydney Conference.

**10. IACA New Rules**

It seems that the new IACA Rules had been agreed by the IAA Secretariat but not formally sanctioned by the IAA itself. The procedure will be that the new Rules will be (hopefully) approved by members in Sydney and then will go back to the IAA for formal approval. Ron Walker would check that this is the correct process with IAA. It was also agreed that the new Rules should be e-mailed or posted to all our members as soon as possible and Mike Mills would be asked to arrange this.

MM to circulate rules to all members.

Comment [sjw1]: emb

**11. Biennial General Meeting**

Brent Walker pointed out that we should think about the agenda for the Biennial General Meeting and he agreed to take this further with Ron Walker.

BW and RW

**ACTION**

The intention is that there will be a dinner for the committee and their partners in Sydney on the Thursday night. This could possibly be moved to the Saturday before the Conference if in the event this seemed more convenient to more people.

**12. IAA Meetings in Washington - November 2004**

Adrian Waddingham confirmed that he intended to attend the IAA meetings in Washington in November 2004, but that because this event following so closely after Sydney there would be no formal IACA committee meetings. However, it seemed sensible to see whether there could be a small meeting between Adrian Waddingham, Ron Walker, Mike Toothman, Ken Buffin and CCA officers. Mike Toothman would pursue this.

MT

**13. New IACA Committee**

Adrian Waddingham had been circulating lists of potential candidates for a new committee and taking the late entry of Mike Lombardi from Canada we now had a total of 23 names. The limit for the main committee would be 18 including the two IAA representatives. However we would also need people to help man the important function committees. Adrian Waddingham agreed to discuss the full list with the Nominations Committee who would then make a proposal to the full committee.

**13. Any Other Business**

It was noted that we should add for discussion on IACA investment policy to a future agenda.

**14. Next Meeting**

The next meeting would be held by telephone on 28 July at the usual time.