## IAAHS Committee Meeting Minutes, Vancouver

**FINAL**

October 15, 2015 7:30-9:00 PDT (Vancouver time)

Prepared by: Alex Brownlee, Secretary

### Participants:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name</th>
<th>Topic Team leader</th>
<th>Country</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>April Choi (AC)</td>
<td></td>
<td>USA</td>
<td>Yes</td>
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<tr>
<td>Secretary</td>
<td>Alex Brownlee (AB)</td>
<td></td>
<td>South Africa</td>
<td>Yes</td>
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<tr>
<td>Treasurer</td>
<td>Cheng Hock Chi (CHC)</td>
<td>Comp. Health Systems</td>
<td>Singapore</td>
<td>Yes, left 8:30</td>
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<tr>
<td>Committee Members</td>
<td>Adrian Baskir (ABa)</td>
<td></td>
<td>UK</td>
<td>Joined 8:00</td>
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<tr>
<td></td>
<td>Denis Garand (DG)</td>
<td>Microinsurance</td>
<td>Canada</td>
<td>Yes, left 8:45</td>
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<td></td>
<td>Froylan Puente (FP)</td>
<td>Risk Adjustment</td>
<td>Mexico</td>
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<td></td>
<td>Stuart Rodger (SR)</td>
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<td>Australia</td>
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<td></td>
<td>John Rutherford (JR)</td>
<td>Medical Expense</td>
<td>International</td>
<td>Yes</td>
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<td></td>
<td>Alexander Sadowski (ASad)</td>
<td></td>
<td>Bulgaria</td>
<td>Yes</td>
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<td>Aldona Skucaite (ASku)</td>
<td>Critical Illness. Library administrator.</td>
<td>Lithuania</td>
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<td></td>
<td>Ulrich Stellmann (US)</td>
<td>Medical Expense. Risk Capital.</td>
<td>Germany</td>
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<td></td>
<td>Wenliang Wang (WW)</td>
<td></td>
<td>China</td>
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<td>IAA Delegates</td>
<td>Cecil Bykerk (CB)</td>
<td></td>
<td>USA</td>
<td>Yes</td>
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<td></td>
<td>Emile Stipp (ES)</td>
<td></td>
<td>South Africa</td>
<td>Apologies</td>
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<tr>
<td>Topic Team Members not on Committee</td>
<td>Lisa Morgan (LM)</td>
<td>Microinsurance</td>
<td>UK</td>
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<td></td>
<td>Eduardo Lara (EL)</td>
<td>Comparative Health Systems</td>
<td>Mexico</td>
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<td></td>
<td>Yair Babad (YB)</td>
<td>Long Term Care</td>
<td>Israel</td>
<td>Yes</td>
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<td>Al Schmitz (ASch)</td>
<td>Long Term Care</td>
<td>USA</td>
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<td>Alex Leung (AL)</td>
<td>Medical Expense</td>
<td>Taiwan</td>
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<td>Sheree Swanson (SS)</td>
<td>Risk Adjustment</td>
<td>USA</td>
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<td>Dan Skwire (DS)</td>
<td>Income Protection</td>
<td>USA</td>
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<tr>
<td>Other Invitees</td>
<td>Christian Levac (CL), IAA Director, Comm’s and Development</td>
<td></td>
<td></td>
<td>Joined 8:00</td>
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<tr>
<td></td>
<td>Tom Wildsmith (AAA), Heather Jerbi (AAA), Christelle Dieudonne (Institut des Actuaires)</td>
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<td>Observer</td>
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Agenda:

1. **Roll call and welcome**
   April welcomed everyone and confirmed the attendees.

2. **Confirmation of agenda and previous minutes**
   The agenda was confirmed and previous draft v4 minutes were accepted without change.

3. **Membership and financial status – Cheng Hock**

   Cheng Hock submitted a report prior to the meeting and summarised the results. Membership dues recognised in the first half of 2015 was $9,925, which was less than the accrual anticipated in the budget of $11,450. The membership number as at 30 Jun 2015 was 397, while the budget anticipated a membership of 458. The shortfall appears to be largely a result of falling attendance of webinars by non-members. We have collected dues from 21 individuals through to 30 Jun 2015, while we collected dues from 37 individuals last year. 2014 also benefited from dues collected from 41 individuals, from attendance at webinars in 4Q2013, which were deferred from 2013. However, there were at least 6 individuals who attended the webinar on 16 Jun 2015 who have not paid the fee required of non-members. The IAA Secretariat and Cheng Hock are chasing for the payment. It appears that membership dues paid through member associations have been collected in full. Any significant increase in dues will have to come from non-members attending the IAAHS-AAA webinar to be broadcast in Sep 2015. Non-members attending the webinar in Nov 2015 will be treated as members in 2016, and their fee payment recognised as dues in that year, and not this year.

   Section Administration Expense accrued to 30 Jun 2015 was $5,556, which was higher than the accrual anticipated in the budget of $5,388. However, this expense was based on 463 members as at 31 Dec 2014. This number included 7 members whose fees were deferred to 2015 and should not have been counted. The correct amount should be 456 x $24 / 2 = $10,944 / 2 = $5,472. As such, the Excess (of Revenue over Expense) should be $425 and not $345. The Section Administration Expense will be corrected in the 3Q2015 financial statements.

   The projection to 31 Dec 2015 assumes:
   - The total Membership Dues for 2015 will be $9,925 x 2 = $19,850;
   - The total Section Administration Expense for 2015 will be $10,944; and
   - All other income and expense items will be the same as those anticipated in the Budget

   The projected ‘Excess’ for 2015 will then be a deficit.

   Naturally, the Excess will improve if we manage to recover the fees due from non-members who attended the 2016 webinar, and more members join in 2H2015, particularly through the attendance of webinars scheduled for 3Q2015 (in Sep 2015).

   Cheng Hock noted that the $3,750 budgeted for projects in 2015 have yet to be spent. If this amount is not spent, there will almost certainly be an excess of revenue over expenses in 2015.

   Cecil asked whether membership and revenue income were cyclical across years, perhaps due to Colloquiums? Cheng Hock replied that they are reasonably stable, but membership fluctuates mostly due to webinars. However, this year we’ve had 4 webinars and yet the membership is lower. April commented that the IAAHS needs to market the webinars better through our local associations, to attract more non US based actuaries.
4. 2016 Joint Colloquium on Jun 26th – June 29th, St John’s, Newfoundland

a. Organizing Committee update – April

Eight health section papers have been submitted. PBSS has 11 papers. The deadline has been postponed and more are expected.

The committee is organising Michael Woodford to attend as a key note speaker. Michael consults on corporate governance worldwide after his experience in Olympus and speaks on human rights, whistle blower laws, road safety, and is a philanthropist. The cost will be shared with the Canadian Institute of Actuaries and this should help draw attendance.

The budget is constantly being considered, but fees are likely near Can$1000 with discounts for early registration, discounts for Academics and bursaries. Speakers not attending the Colloquium apart from their presentation will not be charged.

Planning includes 5 breakout sessions, but there is capacity to expand this.

In previous years, the IAAHS meeting was held before the IAAHS General meeting. At the IAAHS General meeting, the new or re-elected IAAHS committee members would either be elected or confirmed at the meeting. Officers would then be appointed by the IAAHS Committee in another IAAHS meeting or via email. April was considering reversing the order of the two meetings so that Officers could be elected following the General meeting, eliminating the need of an extra meeting.

One thought was to include a luncheon with the General meeting in order to attract more members to attend the General meeting. Currently the General meeting is proposed to be held in the afternoon on the last day of the conference, but this is not ideal as attendance may be poor on the last day. But logistics are causing some issues with scheduling which may limit the ability to change.

b. Sponsorship subgroup update – April

Sponsorship pamphlets are ready. Sponsorships are important to help fund the event.

c. Scientific Program Committee update – Adrian and Cheng Hock

The plenary session panel presenters are being recruited and going well.

A single key note speaker representative is required, as well as some other speakers. A representative from a world organisation would be ideal, such as OECD or WHO. If anyone has contacts, please let Adrian and Cheng Hock know. Ideally the speaker can speak about innovation or health technology. A North American expert is perhaps a good option, given the proximity to the conference. Perhaps someone from Kaiser Permanente may be invited? Or perhaps someone from the HCCI (Health Care Cost Institute), which has one of the largest claims database outside of the government. The Academy of Actuaries has a research agreement with HCCI. Tom, Cecil and Heather will consider their contacts and give some feedback. Topics may include cyber-security or big data, as these are generally topics of interest at present.
Denis could be one of the presenters as he is located in Canada. Long term care may be an interesting topic. A microinsurance topic may be interesting – Lisa Morgan could be contacted.

The submitted papers thus far seem good and reasonable. Some help from members may be required to review the papers.

**ACTIONS:**

i. Tom, Cecil and Heather will reach out to their contacts as possible speakers at the 2016 Joint Colloquium.

ii. Denis will consider presenting at the Colloquium and attracting Canadian speakers.

5. Discuss developing roles and responsibilities – April

a. Committee and Sub-Committees leadership and members

April suggested that the roles and responsibilities of officers, committee members and topic team leaders should be documented.

The new duties and responsibilities of Committee members are being proposed to be included into the Rules:

i. To maintain his/her membership in the IAAHS Section.

ii. To carry forward the objectives of the IAAHS Section through discourse and collaboration and with the Committees assent;

iii. To promote the objectives of the IAAHS Section with full enthusiasm, energy and integrity;

iv. To participate actively and constructively in the discussions of the Committee, whether in person, by telephone, or by other form of communication;

v. To take on their share of assignments in IAAHS subcommittees.

vi. To report to the Committee Chair any potential conflicts of interest between their financial or other interests and the objectives of the IAAHS Section.

vii. In addition, a Committee member shall not profit from the activities of the IAAHS Section Committee. In providing his/her services to the IAAHS Section, a Committee member shall act in a manner that does not violate the precepts of his/her association’s Code of Professional Conduct

viii. The IAAHS Section Committee may terminate an elected Committee members term prematurely by a two-thirds or greater vote of its total membership (excluding the member being reviewed) if a Committee member fails to abide by the duties and responsibilities set forth in 10 or commits another serious breach of the Rules. Quantitative criteria for such removal include the failure to participate in at least 50% of IAAHS Section Committee meetings over any consecutive 12 month period or non-participation for four or more consecutive meetings commencing with meetings after January 1, 2015. Participation by telephone counts as face-to-face participation. In addition, lack of engagement in Committee matters, as demonstrated by non-involvement in Committee business or a record of non-participation in voting on resolutions circulated by e-mail, would be grounds for removal. It is anticipated that the Chairperson would initiate a discussion with the member prior to the vote in an attempt to address his or her lack of participation.

**ACTIONS:**
i. April, AB and CHC are working on the roles and responsibilities of the Officers.

ii. Yair will document the roles and responsibilities of topic team members to manage teams and membership and activities and liaise with IAAHS.

6. Events planning for 2016 - All

a. Potential activities
   The following ideas were presented in the meeting:
   - Letter to local associations to advertise the benefits of joining the IAA Sections.
     A joint letter from all the Sections is best.
   - Develop a presentation and documentation to promote and explain the purpose of the IAAHS and other Sections. Committee members and topic team members can introduce the IAA Sections and its activities to local associations.
   - Recruiting speakers and papers for the Colloquium.

b. Joint webinars or other activities with local association
   Joint webinars with local associations should be planned. Joint webinars with the US AAA: April is working on the Jan 2016 webinar on Risk Adjustment; Adrian would present the UK for the Global Health Care Cost Drivers series and could include someone from BUPA Spain to present in Q3 or Q4 2016. AB and John would work on a joint webinar with Actuarial Society of South Africa (ASSA) to be held between Feb and May 2016. Another webinar may be collaboration between the Population Issues Work Group and the LTC topic team.

   ACTIONS:
   i. April is working on the Jan 2016 joint webinar.
   ii. Adrian is working on the Global Health Care Cost Drivers featuring UK and one other country (possibly Spain) to present in Q3 or Q4 2016.
   iii. AB and JR to consider a joint webinar with ASSA, to be held between Feb and May 2016.

c. Revitalize Topic Teams activities
   Revitalising topic team activities was mentioned as a possible activity for 2016 without further detail.

d. Informal news via linkedin, blogs, facebook
   Developing new communication mediums - such as linkedin, blogs or facebook, was mentioned as possible activities for 2016.

7. IAA Health Committee update - Cecil
   Cecil provided update on the Health Committee’s activities:
   - meeting with the OECD and planning further meetings with international institutions;
   - writing a Geonomics paper and the role of the healthcare actuary paper.

8. IAA activities update from IAA delegate – Cecil
   Cecil provided feedback on the following:
   - Strategic Planning Committee: This committee is working on the branding project.
• The Education committee is discussing the new proposed IAA education syllabus. Initially it was a guideline, but there is some concern as to how the new proposed IAA education syllabus is shaping up.

9. Library access, open or limited to members only - All
April requested committee members to please provide some feedback on whether the library should be open to the public or limited to members only. Most feedback so far has been to open the library to the public. April requested that library updates continue.

ACTIONS:
  i. All members to provide feedback on whether the library should be open to the public or limited to members only.
  ii. All members to continue to update the library.

10. Other business and closing comments - All
None.

11. Next meeting
To be confirmed later.

The meeting ended at 9:31 PDT (Vancouver time).