

**Meeting Minutes of the AAE Board and Committee Chairs**  
**Virtual | 23 October 2024 | 13:00-14:30 CEST**

**Participants:**

Inga Helmane	IH	Chairperson
Matthias Pillaudin	MP	Vice Chairperson
Lutz Wilhelmy	LW	Immediate Past Chairperson
Lourdes Afonso	LA	Board member
Philippe Demol	PD	Board member
Malcolm Kemp	MKe	Board member
Jette Lunding Sandqvist	JLS	Board member (joined at 13:15)
Hartwig Sorger	HS	Board member
Rafael Moreno Ruiz	RMR	Chairperson EC (until 13:40)
Lauri Saraste	LS	Chairperson IC (until 13:40)
Tatiana Bitunska	TB	Chairperson PC (until 13:40)
Birgit Kaiser	BK	Chairperson ProfC (until 13:40)
Loudina Erasmus	LE	Chairperson RMC (until 13:40)
Siegbert Baldauf	SB	SII Project Manager (until 13:40)
Stephanos Hadjistyllis	SH	Senior Actuary/Project Manager (until 13:40)
Annette Aragones	AA	Operations Assistant (until 13:40)
Monique Schuilenburg	MS	Operations Manager (until 13:40)

**Apologies:**

Frank Schiller	FS	Board member
----------------	----	--------------

<b>1.</b>	<b>Opening of the meeting and approval of agenda</b> <ul style="list-style-type: none"> <li>IH officially welcomed RMR and BK to the team, acknowledging their previous roles as vice chairs and expressing enthusiasm for their continued collaboration.</li> <li>IH mentioned the continuation of JLS as Board member for another term.</li> <li>IH announced that HS has accepted the position of Treasurer, succeeding MP.</li> <li>IH explained that the current meeting would be shorter than usual, focusing on collecting feedback from the Budapest meeting and splitting the session into two parts: a general discussion and a separate board members' discussion.</li> </ul>
<b>2.</b>	<b>Minutes of the Board meeting of 9 October 2024</b> <ul style="list-style-type: none"> <li>IH informed the team that the approval of the board meeting minutes from October 9th in Budapest would be postponed to the November meeting in Brussels.</li> <li>AA and MS discussed their recent upgrade to Teams Premium and their intention to use AI for faster and more efficient board note-taking. They are exploring how this technology can save time and improve their workflow.</li> </ul>
	<b>ANNUAL MEETING and GENERAL ASSEMBLY</b>

3.	<p><b>Learning points / feedback from Budapest</b></p> <ul style="list-style-type: none"> <li>IH invited feedback on the Budapest meeting: <ul style="list-style-type: none"> <li><b>Preparation Phase:</b> IH highlighted the importance of the preparation phase for the Budapest meeting, including pre-meetings and timely communication.</li> <li><b>Hybrid Meetings:</b> There was a discussion on the possibility of having hybrid meetings for future sessions to allow more participation, especially from younger members.</li> <li><b>Feedback from Members:</b> Various members, including LS, LE, and TB, provided feedback on the Budapest meeting, discussing the effectiveness of pre-meetings, the structure of joint committee meetings, and the need for better room arrangements.</li> <li><b>Joint Committee Meetings:</b> Members expressed a preference for having joint committee meetings at the beginning of the working day to allow for better information sharing and more productive discussions in subsequent committee meetings. Having joint meetings at the start allows for the bulk of information to be shared early, which can then be discussed in more detail in individual committee meetings.</li> </ul> </li> <li><b>Effectiveness of Pre-Meetings:</b> TB and HS emphasized the effectiveness of pre-meetings in preparing for the General Assembly and committee discussions, noting that they help streamline decision-making and ensure better member engagement. <ul style="list-style-type: none"> <li><b>Streamlined Decision-Making:</b> Pre-meetings were highlighted as crucial for streamlining decision-making processes, allowing members to come prepared and informed to the main meetings.</li> <li><b>Member Engagement:</b> HS mentioned that pre-meetings provide an opportunity for members to recalibrate their opinions with their home associations, leading to more informed and engaged discussions during the main meetings.</li> <li><b>Separation of Information and Discussion:</b> HS suggested that pre-meetings could be used for presentations and information sharing, while the main committee meetings should focus on discussions and decision-making.</li> </ul> </li> <li><b>Follow-up task:</b> <ul style="list-style-type: none"> <li><b>Spring Meeting Preparation:</b> Check with the IFoA team on the technical feasibility of conducting a hybrid meeting for the spring meetings. (Monique)</li> </ul> </li> </ul>
4.	<p><b>Summary of actions where Board's involvement expected (inputs from the Board / CommChairs);</b></p> <ul style="list-style-type: none"> <li><b>CPD Review:</b> BK mentioned the CPD review, there are follow-ups expected for Turkey.</li> <li><b>Follow-up task:</b> <ul style="list-style-type: none"> <li><b>CPD Compliance:</b> Organize a meeting with the Turkish Association to discuss CPD compliance issues. (LA, BK)</li> </ul> </li> </ul>

5.	<p><b>Update on important business topics - operations</b></p> <ul style="list-style-type: none"> <li>• <b>Consultations:</b> SH highlighted the importance of reviewing consultations, with deadlines in January, and encouraged board members to volunteer for consultations that are relevant to them.</li> <li>• <b>Follow-up tasks:</b> <ul style="list-style-type: none"> <li>○ <b>Consultation Review:</b> Review the material provided by SH on consultations and think about which ones are relevant to volunteer for. (All Board Members)</li> <li>○ <b>Consultation Submission:</b> Submit the consultation responses by the 20th of December to avoid the Christmas week. (SH)</li> </ul> </li> </ul>
	<b>BOARD MEETING CONTINUED ONLY WITH PARTICIPATION OF MEMBERS OF THE BOARD</b>
6.	Agenda topics and related material were provided to the members of the Board in the separate email.

	<b>Future meetings / conference calls: 13:00 – 15:30 CE(S)T on the second Wednesday of every month unless shown otherwise</b>
	<p><b>Schedule Board meetings 2024-2025:</b></p> <ul style="list-style-type: none"> <li>• 19 November 2024, Silversquare North Brussels, 08:30-16:00 – strategic meeting</li> <li>• 11 December 2024, virtual</li> <li>• 15 January 2025, virtual</li> <li>• 12 February 2025, virtual</li> <li>• 12 March 2025, virtual</li> <li>• 9 April 2025, Edinburgh, 09:00-13:00 BST in conjunction with Spring Meetings</li> <li>• 11 April 2025, Edinburgh, 13:30-16:30 BST – Presidents' Meeting</li> <li>• 14 May 2025, virtual – <b>under discussion</b></li> <li>• 11 June 2025, virtual or in-person – <b>under discussion</b></li> <li>• 2 July 2025, virtual</li> <li>• 3 September 2025, virtual – <b>under discussion</b></li> <li>• 24 September 2025, Paris, time tbc – in conjunction Annual Meeting</li> </ul>