



Executive Committee  
Virtual Meeting Minutes  
18 December 2025 – 16:00 – 17:30 EST  
Chairperson: Bozena Hinton  
Secretary: Mathieu Langelier

1. Welcome, apologies, conflicts of interest and identification of any “other business”.

Bozena Hinton welcomed all members and two guests: Maximilian Happacher (2026 President-Elect) and Alexander Wong (New EC member as of 1-Jan-2026).

- Barbara D’Ambrogi Ola was absent.
- No conflicts of interest were raised.
- Other Business: The Chair indicated she would provide a brief update from the Officers' meetings and a note of thanks.

2. Approval of the agenda and consent items

The agenda was improved to reflect feedback from the Marrakesh meeting, including the addition of two new columns distinguishing IAA and IAA Services items.

**Motion:** *That the Executive Committee approve the agenda and consent items as presented.*

Mover: Jill Hoffman                      Second: Ed Pudlowski                      Motion carried

3. Review of action items

Consent Items

4. Approval of minutes

a. Part I 20 November

**Motion:** *That the Executive Committee approve the 20 November 2025 meeting minutes as presented.*

b. Part II 23 November

**Motion:** *That the Executive Committee approve the 23 November 2025 meeting minutes as presented.*

5. Communications Subcommittee – [Membership Update](#)

**Motion:** *That the Executive Committee approve the appointment of Kendra Felisky and Andrea Gluyas as new members of the Communications Subcommittee as presented.*

Business Agenda

6. IAA Sections Update

- Post-Marrakesh discussions were held with the AFIR-ERM and ASTIN Section Chairs regarding the Code of Conduct, onboarding training, and elections.

- A Joint Section Committee meeting is being scheduled for late January 2026, with an initial focus on reserves (Reasonable reserve level proposed at approximately 200% of annual budgeted expenses) and their Terms of Reference.
  - Bozena Hinton will serve as the IAA representative for 2026.
  - This Committee consists of four members (IACA, IAAHS, IAALS and PBSS). These four Sections have accepted to invite AFIR-ERM and ASTIN as Observers.
- The Officers are developing an approach to simplify Section fee administration via FMAs, with advance notice to be provided to all FMAs and implementation targeted for 2027.
- The Section Delegates met on 18 December and discussed their role description and their Terms of Reference, to be brought back to the Executive Committee.

Action Items:

- The Officers to hold conversations with the Section Chairs in January regarding the revised fee collection approach before sending them a written confirmation.
- The Secretariat to update the Section Delegates Terms of Reference for EC approval in early 2026.
- The Officers to provide an update to Council in Ljubljana (May 2026) on progress with the Sections, including a resolution status or plan forward if issues remain outstanding.

7. Paid Research Project to support Impact Function:

[Draft Policy \(Incl. feedback\)](#) & [Example from Australia](#)

Presenter: Mathieu Langelier, Executive Director

- Members provided initial feedback on the draft policy; comments were broadly aligned.
- Consensus that more defined criteria is needed for:
  - The types of projects to be sponsored.
  - The selection criteria of individuals undertaking projects.
- Members confirmed that benchmarking with other associations would support the development of the criteria and policy updates.
- A small drafting team was established to redraft the policy: Mathieu Langelier, Bozena Hinton, Ralph Blanchard, Ed Pudlowski and Clemens Frey.

Action item:

- A drafting team consisting of Mathieu Langelier, Bozena Hinton, Ralph Blanchard, Ed Pudlowski, and Clemens Frey are to define Research Project criteria, and update the Research Project policy for the Executive Committee's approval at a future meeting in 2026.
- The Secretariat are to contact some FMAs who already do paid research to benchmark their processes, and share with the drafting team

8. [2025 Committee Attendance](#)

- Attendance data was reviewed, noting that percentage participation alone does not fully reflect committee effectiveness or engagement that are affected notably by time zone challenges.
- Members noted that Statutory Committees are expected to have near 100% attendance; some lower 2025 numbers are due to illness or travel conflicts.

- Lower attendance is expected in some Committees according to the topics on the agendas but concerning in others.
- The Forums were identified as needing important attention.
- Members noted that some entities (AI Task Force, Data Analytics Virtual Forum) already actively manage attendance and engagement.
- It was noted that attendance for the Insurance Regulation Committee declined, but this may be a temporary lull.

Action Items:

- The Secretariat to share the 2025 Attendance Tracker with Committee Chairs, including names of non-participating associations; consider including sharing Task Force attendance with Chairs.
- Charles Cowling and Anne Lamarche to develop a format for sharing attendance information with the Nominations Committee; including attendance trends over time.

## 9. ICA 2029 Update

Status of the ICA 2029 planning was discussed, with the Executive Director planning an in-person meeting with Actuarial Society of Kenya (TASK) and The Actuarial Society of South Africa (ASSA) early in 2026 to discuss important milestones and key performance indicators in the planning for this important event.

## 10. EC/Board Effectiveness Evaluation

Presenter: Mathieu Langelier, Executive Director

- Best practice is not to share detailed questions with EC members in advance to avoid over-polished responses. Objective is to have conversations around six themes, to be shared in advance with a three – four questions per theme.
- EC confirmed their agreement to proceed with this procedure, following prior approval of evaluation principles.

Action Items:

- Tonya Manning to start scheduling individual calls with EC members in mid to late January.
- Tonya Manning to consolidate the information and report back to EC for discussion before the end of Q1 2026.

## 11. [2026 EC and Officer Liaison Appointments](#)

***Motion:*** *That the Executive Committee approve the 2026 EC and Officer Liaisons Appointments as presented.*

Mover: Clemens Frey      Second: Gunn Albertsen      Motion carried

## 12. 2026 Financial Assistance Recipients

Presenter: Mathieu Langelier, Executive Director

- Total budget slightly over-allocated (37k vs 30k) but historically works out as not all recipients use their allocated funds.

- It was confirmed that the Financial Assistance Policy (May 2025) was followed without exceptions or subjective decisions.

**Motion:** *That the Executive Committee approve the list of 2026 Financial Assistance Recipients as presented.*

Mover: Simon Curtis                      Second: Peter Withey                      Motion carried  
 Abstention: 1

**13. 2026 EC Overview: Meeting schedule and workplan**

Mike Lombardi presented the 2026 EC meeting schedule and workplan. No major issues were raised.

**14. Review of EC meeting effectiveness**

Mike Lombardi thanked Bozena for her year of leadership as EC Chair, acknowledging the challenges and successes. Bozena Hinton expressed her appreciation to the EC for their support and teamwork over the year.

**15. Other Business**

- Bozena Hinton provided a brief update from recent Officer’s meetings, highlighting travel plans for 2026, FMAs’ representation, and proposed Terms of Reference for the Advance Committee.
- Bozena Hinton expressed appreciation for Charles and Jill for their contributions as outgoing EC members, highlighted the Membership Assistance Committee as a success story, and noted the proposed name change of the Audit and Finance Committee to Audit, Finance and Risk.
- Mathieu Langelier confirmed that the word “must” in the markup version of the [Internal Regulations](#) is correct, as per the Strategic Planning Committee’s [22 November 2025 meeting minutes](#).

**16. Adjournment – next meeting 9 February 2026**

**2025 EC Attendance (X - present; R – Regrets)**

Names	Jan	Mar	Apr	May Pt. 1	May Pt. 2	Jul	Sep (04)	Sep (18)	Oct	Nov (20)	Nov (23)	Dec 18
Bozena Hinton	X	X	X	X	X	X	X	X	X	X	X	X
Mike Lombardi	X	X	X	X	X	X	X	X	X	X	X	X
Charles Cowling	X	X	R	X	X	X	X	X	X	X	X	X
Gunn Albertsen	X	R	X	X	X	R	X	X	X	X	X	X
Ralph Blanchard	X	X	X	X	X	X	X	X	X	X	X	X
Simon Curtis	X	X	X	X	X	X	X	X	X	X	X	X
Clemens Frey	X	R	R	X	X	X	R	X	X	X	X	X
Jill Hoffman	X	X	X	R	R	X	X	X	X	X	X	X
Ed Pudlowski	X	X	X	X	X	X	X	X	X	X	X	X
Barbara D'Ambrogio-Ola	X	X	R	X	X	X	X	X	X	X	X	R
Peter Withey	X	X	X	X	X	X	X	X	X	X	X	X