



**Summary of the 434th Meeting of the Governing Board
Tuesday, 18 October 2022, 10:30 a.m.**

- 25th meeting held virtually
Deborah Landey began her report by outlining actions that the Bureau had reviewed or taken as regards organizational matters:
- She outlined that in meetings with the two Vice-Presidents Darshak Shah and Nancy Hurtz-Soyka arrangements had been made on reporting lines and assignments.
- On office space and the move, discussions were held with Peter Wendeborn who oversees the move out of DC-1. The team assigned to oversee the move includes Darshak Shah, Mac Chiulli and Velimir Kovacevic.
- A meeting was held with UNFCU on 28 September on the issue of their ongoing efforts to enhance their products and services for retirees.
- Meetings were scheduled in the next few days with key senior officials in the UN Secretariat who have management responsibilities for functions which affect retirees, namely Rosemarie McClean, Pedro Guazo, Catherine Pollard, and Patrick Carey on behalf of USG Atul Khare.
- She proposed to hold the Annual Assembly on the third Thursday of May, which is 18 May 2023 from 10 am to 1 pm. A request for a conference room and related services has been made accordingly. A discussion on the best time of day for the 2023 Annual Assembly and reception ensued, following which it was decided that the Bureau would revisit the matter and report back at the next GB meeting in November 2022.
- Deborah Landey and Nancy Hurtz-Soyka attended the Ad-hoc Communications Committee meeting held by Gail Bindley Taylor. She reported that the Committee had made good progress in developing a strategy and moving ahead with a pilot for the Focus Groups.
- The President had requested Sudershan Narula to chair the Nominating Committee for the elections in 2023, which she has agreed to do.
- The President had requested Steven Avedon to coordinate the closing out of the AFICS/NY Work Plan for 2022 and preparation of the AFICS/NY Work Plan for 2023.
- It was decided that monthly hybrid (in person and virtual) GB meetings would be held on the third Tuesday of the month for two hours from 10:30 am to 12:30 pm.
- Regarding minutes, the Secretary, Susan deSouza, was asked to provide a short introduction to the topic. She spoke about streamlining the minutes to make them more action-oriented and therefore more useful in tracking the progress of decisions or actions to be taken. There was a discussion following which, it was proposed that a paper be prepared for the GB so a more informed decision could be taken.
- Nancy Hurtz Soyka spoke about office arrangements for the Bureau. The Executive Team (ET) consisting of the President, Deborah Landey and two Vice Presidents, Darshak Shah and Nancy Hurtz-Soyka will meet weekly. The full Bureau will meet once a month. The ET will meet with Velimir Kovacevic once a month.

- Regarding the move of the AFICS/NY Office from DC-1, Darshak Shah explained that the ET had met twice with Peter Wendeborn to determine the GB's needs. The 3rd or 4th floor of the UNITAR Building seemed suitable, preferably on the north side. Due to the consolidation of offices, the space allocated to AFICS/NY in DC-2 would not be a dedicated space, rather it would be one area which AFICS/NY would co-share with other offices, i.e., each visit to the Office could mean a different location. In the UNITAR Building, the floor would be shared with other offices, however the office space for AFICS/NY to include adjacent cubicles would be dedicated space for AFICS/NY.
- Regarding the AFICS/NY 2022 and 2023 Work Plans, Steven Avedon indicated there were two tasks to be performed. The first was to update the 2022 Work Plan to include results achieved in 2022. The second was to prepare the 2023 Work Plan. He said he would circulate the 2022 Work Plan and the template for the 2023 Work Plan for Committee Chairs and Co-Chairs to complete. He asked for both documents to be completed and sent to him well before December so that the Work Plan for 2023 could be approved at the December GB meeting. Deborah Landey encouraged all concerned to support the timely action on the Work Plans.
- The President closed the Meeting at 12:35.