

**Summary of Meeting Action Items: BOARD & EOC**

Source	Action Item	Responsible	Deadline	Status as of 19-Sep-14
<b>B)</b>	<b>Congratulatory Letters to New Ministers</b>			
Board Meeting, June 10, 2014 item 2b.	<ul style="list-style-type: none"> <li>Prepare and send a CAFII letter of congratulations to the new Ministers of Finance in Newfoundland, Ontario and Quebec (Mr. Carlos J. Leitão), as well as the Premier of Newfoundland once s/he is appointed.</li> </ul>	Brendan	31-Jul-14	In progress
<b>F)</b>	<b>Communications Strategy</b>			
Board Meeting, June 10, 2014 item 2.3	<ul style="list-style-type: none"> <li>Prepare and deliver a high level recap of the CAFII Communications Strategy at the October 7, 2014 Board meeting.</li> </ul>	John, Moira	30-Sep-14	Pending
<b>G)</b>	<b>Balanced Scorecard</b>			
Board Meeting, April 8, 2014 item 5.1.	Brendan Wycks and the EOC to refine the Balanced Scorecard to reflect the following feedback:	B. Wycks, EOC		Pending
	<ul style="list-style-type: none"> <li>Identify top three (3) priorities for 2014 in each area of activity</li> <li>Use colour coding to aid in identifying importance and risk, for example: red (high risk) and blue (low risk);</li> <li>Add a percentage weighting to each broad area of activity/audience; and to sub-items: and</li> <li>Identify key persons responsible, primary and secondary, for each item</li> </ul>			
Board Meeting, June 10, 2014 item 4.5	<ul style="list-style-type: none"> <li>Continue refining the Balanced Scorecard to highlight major goals within each section, for purposes of reporting at Board meetings.</li> </ul>	Greg, Brendan	Ongoing	n/a
<b>I)</b>	<b>CAFII Board Chair</b>			
Board Meeting, June 10, 2014 item 4.1.2	<ul style="list-style-type: none"> <li>In conjunction with Mr. Cummings, the EOC Chair and Executive Director to oversee the circulation of a Board Chair nomination motion for an electronic approval vote by Directors prior to the next regularly scheduled Board meeting on October 7, 2014.</li> </ul>	Greg, Brendan	30-Sep-14	In progress
<b>J)</b>	<b>LLQP Modernization</b>			
Board Meeting, June 10, 2014 item 4.2	<ul style="list-style-type: none"> <li>EOC is tasked with developing a list of relevant policy-makers and legislators; and drafting a letter to them in support of the LLQP modernization</li> </ul>	Brendan, EOC		In progress
	<ul style="list-style-type: none"> <li>EOC to continue to monitor developments on this issue and consider scheduling follow-up meetings with the recipients of the letter.</li> </ul>	EOC	Ongoing	n/a
<b>K)</b>	<b>Pan-Industry Group on Travel Insurance Issues</b>			
	<ul style="list-style-type: none"> <li>Given the urgency of the issue, the Board agreed that this can't wait until the fall and CAFII should participate in the pan-industry group and assess its position as the group's work progresses.</li> </ul>	EOC, Brendan	Ongoing	In progress

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Board Meeting, June 10, 2014 item 4.3	<ul style="list-style-type: none"> <li>EOC to prepare proposed CAFII positions on the key travel Insurance issues. This proposal development work will proceed in tandem with the pan-industry project group's meetings and discussions.</li> </ul>		Tentative	n/a
	<ul style="list-style-type: none"> <li>Directors agreed to be ready to provide approval of such proposals via electronic means, before the next regularly scheduled Board meeting on October 7, 2014, with the possibility of meeting via conference call to discuss the issues if necessary.</li> </ul>		Tentative	n/a
	<ul style="list-style-type: none"> <li>Directors to communicate any hot button issues or any particular sensitivities related to travel insurance, through their EOC members or directly to Brendan Wycks.</li> </ul>		Ongoing	In progress
<b>P)</b>	<b>CAFII Testimonials</b>			
CAFII Board Meeting, April 8, 2014 item 6.3.	<ul style="list-style-type: none"> <li>CAFII Member FIs to be approached about providing additional testimonials for display on www.cafii.com.</li> </ul>	B. Wycks, L. Duigu	6-May-14	Completed
<b>Q)</b>	<b>Events &amp; Networking Committee</b>			Done
CAFII Board Meeting, April 8, 2014 item 6.4	<ul style="list-style-type: none"> <li>Brendan Wycks to approach Carolyn Rogers informally about speaking on October 7, 2014.</li> </ul>	B. Wycks	30-Apr-14	Completed