

Summary of Meeting Action Items: BOARD & EOC

	Source	Action Item	Responsible	Deadline	Status as of 28-Nov-14
BALANCED SCORECARD / PERFORMANCE MANAGEMENT					
		Balanced Scorecard			
1	Board June 10, 2014	<ul style="list-style-type: none"> Continue refining the Balanced Scorecard to highlight major goals within each section, for purposes of reporting at Board meetings. 	Greg, Brendan	Ongoing	Ongoing
2	Board April 8, 2014	Brendan Wycks and the EOC to refine the Balanced Scorecard to reflect the following feedback: <ul style="list-style-type: none"> Identify top three (3) priorities for 2014 in each area of activity Use colour coding to aid in identifying importance and risk, for example: red (high risk) and blue (low risk) Add a percentage weighting to each broad area of activity/audience; and to sub-items Identify key persons responsible, primary and secondary, for each item 	B. Wycks, EOC		Pending
FINANCIAL MANAGEMENT					
		2015 Budget			
3	EOC Nov 18, 2014	<ul style="list-style-type: none"> Budget discrepancies in the 2013 column to be reviewed and corrections to be made if necessary in order to present to the board on December 2, 2014. 	Greg, Brendan	28-Nov-14	Completed
4	EOC Sept 23, 2014	<ul style="list-style-type: none"> Develop preliminary 2015 Operating Budget including 2014 spending and percentage used to date. Chairs to be prompted to provide committee projects and budgets. 	Brendan	23-Oct-14	Completed
MEMBERSHIP					
		Voting Member Application: CUMIS Group			
5	EOC July 22, 2014	<ul style="list-style-type: none"> BMO Insurance sponsorship of The CUMIS Group membership application by to be confirmed by John. Upon confirmation of above, Brendan to arrange an interview with CUMIS representatives as outlined in step #3 of the briefing document 	John, Brendan	29-Aug-14	Completed
				16-Sep-14	Completed
6	Ad Hoc	<ul style="list-style-type: none"> Board members to vote electronically on recommendation re CUMIS' admission as a Regular Member of CAFII, prior to December 2/14 Board meeting. 	Board	26-Nov-14	In progress
7	Ad Hoc	<ul style="list-style-type: none"> Board to appoint initial Director from CUMIS at December 2/14 Board meeting. 	Board	2-Dec-14	Pending

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8	EOC June 19, 2014	<ul style="list-style-type: none">• Prepare briefing package on CUMIS’ application for Regular Membership. The package should document CAFII’s membership application process including pertinent by-laws and past practices regarding new members. A list of current voting and non-voting members should be included along with analysis of relevant issues pertaining to the balance of Foundation versus Regular members. Finally, steps taken to-date with regard to the CUMIS application should be outlined along with the relevant information uncovered during our investigation. Briefing package to be vetted with EOC Chair Greg Grant and then disseminated to Board and EOC members.	Brendan, Leya	4-Jul-14	Completed
		<ul style="list-style-type: none">• Pose the following questions to their Board Members: “Are they familiar with The CUMIS Group Ltd.? Would they consider sponsoring CUMIS’ application to become a Regular (voting) Member of the Association? If sponsoring isn’t an option, would they support the application?”	Foundation EOC members	21-Jul-14	Completed
GOVERNANCE AND ADMINISTRATION					
		CAFII Strategy Session			
9	EOC Nov 18, 2014	<ul style="list-style-type: none">• CAFII strategy session to be added to the agenda of the next EOC meeting for an indepth discussion and decision making.	Greg	13-Jan-15	Pending
		Expense Reimbursement Policy Draft			
10	EOC Nov 18, 2014	<ul style="list-style-type: none">• Previous three invoices relating to board hosting to be provided to Greg in order to identify a more reasonable limit for reimbursing hosts.	Leya	28-Nov-14	In progress
		2015 Draft Meeting Calendar			
11	EOC Oct 28, 2014	<ul style="list-style-type: none">• Leya and Brendan to be notified of any conflicting dates in the proposed 2015 meeting calendar.	EOC	12-Nov-14	Completed
REGULATOR / POLICY-MAKER RELATIONS AND ADVOCACY					
		Central Canada: MB, ON, QC			
12	EOC Nov 18, 2014	<ul style="list-style-type: none">• CAFII to consider making a submission on the Ontario Credit Unions 5-Year Review Review (Deadline Jan 15, 2015). Follow-up on Greg’s email suggesting our two credit union members lead this initiative and report back to EOC.	Brendan, Greg	13-Jan-15	Pending
		Regulator & Policy-Maker Visit Plan			
13	EOC Oct 28, 2014	<ul style="list-style-type: none">• The Regulator & Policy-Maker Visit Plan to be presented at the next EOC Meeting.	Brendan	18-Nov-14	Completed
		Eastern Canada: NB, NL, NS			
14	EOC Sep 23, 2014	<ul style="list-style-type: none">• Draft letter of response to Nova Scotia Bill 43.	Brendan, Moira	31-Dec-14	Outstanding
15	EOC- June 19, 2014	<ul style="list-style-type: none">• Submit a letter on the potential changes to the New Brunswick Insurance Act to Invest New Brunswick.	LEIC	Jan 2015	In progress

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		Western Canada: BC, AB, SK			
16	EOC Sep 23, 2014	• Provide feedback on the draft input on Representation for Restricted License Holder in Saskatchewan.	EOC	25-Sep-14	Completed
17	EOC Nov 18, 2014	• Request legal counsel to develop draft by-law	LEIC, Moira	TBA	
18	EOC June 19, 2014	• Make recommendation to EOC on BC representation for banks-in-insurance sector.	LEIC	15-Sep-14	Pending
		Pan-Industry Group on Travel Insurance Issues			
19	Board June 10, 2014	• Directors to communicate any hot button issues or any particular sensitivities related to travel insurance, through their EOC members or directly to Brendan Wycks.	EOC, Brendan	Ongoing	Ongoing
		New Ministers			
20	Board June 10, 2014	• 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.	Brendan	19-Dec-14	In progress
		FCAC			
21	EOC Sep 23, 2014	• FCAC Research Study: CAFII shall respond to the online survey and, if selected to participate in a 30 minute interview, decline.	Brendan	24-Oct-14	Completed
		LLQP Modernization			
22	EOC July 22, 2014	• Draft letter of support for LLQP modernization for review at the July 30 MAC meeting	Brendan	30-Jul-14	Completed
23	Ad Hoc	• Present final LLQP letter to EOC for approval	Brendan, Moira	13-Jan-15	In progress
24	Board June 10, 2014	• Develop a list of relevant policy-makers and legislators; and drafting a letter to them in support of the LLQP modernization	Brendan, EOC	13-Jan-15	In progress
		• Continue to monitor developments on this issue and consider scheduling follow-up meetings with the recipients of the letter.	EOC	Ongoing	No action taken
INDUSTRY RESEARCH					
		CAFII Value Proposition Project			
25	EOC Oct 28, 2014	• An interim report to be presented to the EOC (November 18) and Board (December 2) at their upcoming meetings. The final results to be presented at the Board meeting in April 2015.	DMC	2-Dec-14	In progress

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MEDIA AND COMMUNICATIONS					
		FCAC National Financial Literacy Conference			
26	EOC Oct 28, 2014	• Judy Dobbs, RBC, to be invited to provide an update on the FCAC National Financial Literacy Conference to the EOC at the next meeting.	Paul	18-Nov-14	Completed
		Media Outreach			
27	Board Oct 7, 2014	• Key Messages Map and Key Messages to be provided to the board for approval.	Brendan, Greg	2-Dec-14	In progress
28	EOC Sep 23, 2014	• Hold lunch education session with Toronto Star reporter. CAFII's key messages and Q&A portion of an educational meeting to be finalised for use at the sessions.	Brendan, Greg, Paul	19-Nov-14	Completed
29	EOC July 22, 2014	• A plan to be developed leading to a future lunch meeting with Ms. Roseman, including documenting key messages and collecting data and, if appropriate, recommending an alternate media contact(s) to engage	Brendan, Charles	30-Jul-14	In progress
30	Ad Hoc	• Schedule and hold additional media outreach sessions with other media, e.g. Ellen Roseman, Toronto Star; Rob Carrick, Globe and Mail; Gary Marr, National Post; Gail Vaz-Oxlade, independent consumer financial literacy writer, etc.	Brendan, Charles		Pending
EVENTS AND NETWORKING					
OTHER					