

Summary of Meeting Action Items: BOARD & EOC

Source	Action Item	Responsible	Deadline	Status as of 19-Sep-14
A)	Application for Voting Membership from The CUMIS Group Ltd			
EOC Meeting, June 19, 2014 item 2.a.	<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
EOC Meeting, July 22, 2014 item 3.	<ul style="list-style-type: none"> BMO Insurance sponsorship of The CUMIS Group membership application by to be confirmed by John. Upon confirmation, Brendan to arrange an interview with CUMIS representatives as outlined in step #3 of the briefing document 	John, Brendan	tba	In progress
B)	Congratulatory Letters to New Ministers			
Board Meeting, June 10, 2014 item 2b.	<ul style="list-style-type: none"> 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	31-Jul-14	In progress
C)	CAFII Financial Reserves			
EOC Meeting, June 19, 2014 item 3.b.	<ul style="list-style-type: none"> Update minimum and maximum reserve descriptions to indicate that they are target numbers. In addition, add a note to the monthly financial statements to indicate the actual level of reserves as at the particular month-end. 	TO Corp, Raja	18-Jul-14	Completed
EOC Meeting, July 22, 2014 item 3.	<ul style="list-style-type: none"> Include the June 2014 balance sheet, showing the updated description of the financial reserves policy, when circulating the draft EOC Meeting Minutes for July 22, 2014 	Leya	15-Aug-14	Completed
D)	Joint Visit with Atlantic Canada Insurance			Done
EOC Meeting, June 19, 2014 item 5.a (i)	<ul style="list-style-type: none"> Provide the Atlantic Canada Overview and Agenda to interested board members, Peter McCarthy (BMO) and Chris Knight (TD). 	Brendan, Leya	18-Jul-14	Completed
E)	Licensing Committee Issues			
	<ul style="list-style-type: none"> Make recommendation to EOC on BC representation for banks-in-insurance sector. 	LEIC	15-Sep-14	In progress

Source	Action Item	Responsible	Deadline	Status as of 19-Sep-14
EOC Meeting, June 19, 2014 item 6.b.	• Submit a letter on the potential changes to the New Brunswick Insurance Act to Invest New Brunswick.	LEIC	30-Sep-14	In progress
	• Book a Licensing Committee Meeting.	Leya	18-Jul-14	Completed
F)	Communications Strategy			
Board Meeting, June 10, 2014 item 2.3	• Prepare and deliver a high level recap of the CAFII Communications Strategy at the October 7, 2014 Board meeting.	John, Moira	30-Sep-14	Pending
G)	Balanced Scorecard			
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
	• 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: and			
	• Identify key persons responsible, primary and secondary, for each item			
Board Meeting, June 10, 2014 item 4.5	• Continue refining the Balanced Scorecard to highlight major goals within each section, for purposes of reporting at Board meetings.	Greg, Brendan	Ongoing	n/a
H)	EOC Meetings			Done
EOC Meeting, June 19, 2014 item 7.	• Secure meeting room for a July 22, 2014 EOC Meeting.	Leya	4-Jul-14	Completed
I)	CAFII Board Chair			
Board Meeting, June 10, 2014 item 4.1.2	• 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.	Greg, Brendan	30-Sep-14	In progress
J)	LLQP Modernization			
Board Meeting, June 10, 2014 item 4.2	• 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	Brendan, EOC		In progress
	• EOC to continue to monitor developments on this issue and consider scheduling follow-up meetings with the recipients of the letter.	EOC	Ongoing	n/a
EOC Meeting, July 22, 2014 item 3.	• Draft letter of support for LLQP modernization for review at the July 30 MAC meeting	Brendan	30-Jul-14	Completed
K)	Pan-Industry Group on Travel Insurance Issues			

Source	Action Item	Responsible	Deadline	Status as of 19-Sep-14
Board Meeting, June 10, 2014 item 4.3	<ul style="list-style-type: none"> 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. 	EOC, Brendan	Ongoing	In progress
	<ul style="list-style-type: none"> 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. 		Tentative	n/a
	<ul style="list-style-type: none"> 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. 		Tentative	n/a
	<ul style="list-style-type: none"> Directors to communicate any hot button issues or any particular sensitivities related to travel insurance, through their EOC members or directly to Brendan Wycks. 		Ongoing	In progress
EOC Meeting, July 22, 2014 item 3.	<ul style="list-style-type: none"> Setup a 30 minute briefing of the CAFII working group on Thursday, July 24 at 8:30 a.m. and following each pan-industry group meeting moving forward. Attendees shall include John, Greg, Brendan from the working group and Derek, Andre (or Isabelle Choquette), Rosemary, Rose and Eleanor 	Leya	23-Jul-14	Completed
	<ul style="list-style-type: none"> Confirm subject matter experts on travel insurance from CAFII members to serve on CAFII working group 	Brendan	15-Aug-14	In progress
	<ul style="list-style-type: none"> Identify a DMC leader for the CAFII working group on travel insurance 	Greg	8-Aug-14	Completed
L)	FICOM, British Columbia Meeting			Done
EOC Meeting, July 22, 2014 item 6.	<ul style="list-style-type: none"> Schedule a pre-meeting for CAFII attendees to discuss the proposed agenda and CAFII's responses for the conference call with Harry James, BC FICOM 	Leya	23-Jul-14	Completed
M)	Quebec Distribution Guide			
EOC Meeting, July 22, 2014 item 6.	<ul style="list-style-type: none"> Circulate the English template of the Guide to EOC members when received from the AMF. 	Brendan	5-Aug-14	Completed
	<ul style="list-style-type: none"> Convene a meeting of AMF Distribution Guide Task Force to discuss the Guide. 	Leya	13-Aug-14	Completed
N)	CISRO Presentation on Multi-Jurisdictional Licensing Issues			
EOC Meeting, July 22, 2014 item 6.	<ul style="list-style-type: none"> Inform Ron Fullan, Chair of CISRO, that CAFII is withdrawing its offer to present on multi-jurisdictional licensing issues. 	Brendan	8-Aug-14	Completed
O)	Response to Ellen Roseman, Toronto Star Article			
EOC Meeting, July 22, 2014 item 9.	<ul style="list-style-type: none"> 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 	MAC, Brendan	30-Jul-14	Completed
P)	CAFII Testimonials			

Source	Action Item	Responsible	Deadline	Status as of 19-Sep-14
CAFII Board Meeting, April 8, 2014 item 6.3.	<ul style="list-style-type: none"> CAFII Member FIs to be approached about providing additional testimonials for display on www.cafii.com. 	B. Wycks, L. Duigu	6-May-14	Completed
Q)	Events & Networking Committee			Done
CAFII Board Meeting, April 8, 2014 item 6.4	<ul style="list-style-type: none"> Brendan Wycks to approach Carolyn Rogers informally about speaking on October 7, 2014. 	B. Wycks	30-Apr-14	Completed
EOC Meeting, July 22, 2014 item 10.	<ul style="list-style-type: none"> Maria to be provided with possible dates for the February 2015 speaker series event 	Leya	29-Jul-14	Completed