

## Summary of Meeting Action Items: BOARD & EOC

	Source	Action Item	Responsible	Deadline	Status as of 14-Nov-14
<b>BALANCED SCORECARD / PERFORMANCE MANAGEMENT</b>					
		<b>Balanced Scorecard</b>			
1	Board June 10, 2014	<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	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"> <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</li> <li>Identify key persons responsible, primary and secondary, for each item</li> </ul>	B. Wycks, EOC		Pending
<b>FINANCIAL MANAGEMENT</b>					
		<b>2015 Budget</b>			
3	EOC Sept 23, 2014	<ul style="list-style-type: none"> <li>Develop preliminary 2015 Operating Budget including 2014 spending and percentage used to date. Chairs to be prompted to provide committee projects and budgets.</li> </ul>	Brendan	23-Oct-14	In progress
<b>MEMBERSHIP</b>					
		<b>Voting Member Application: CUMIS Group</b>			
4	EOC July 22, 2014	<ul style="list-style-type: none"> <li>BMO Insurance sponsorship of The CUMIS Group membership application by to be confirmed by John.</li> </ul>	John, Brendan	29-Aug-14	Completed
		<ul style="list-style-type: none"> <li>Upon confirmation of above, Brendan to arrange an interview with CUMIS representatives as outlined in step #3 of the briefing document</li> </ul>		16-Sep-14	Completed
5	Ad Hoc	<ul style="list-style-type: none"> <li>Board members to vote electronically on recommendation re CUMIS' admission as a Regular Member of CAFII, prior to December 2/14 Board meeting.</li> </ul>	Board	26-Nov-14	In progress
6	Ad Hoc	<ul style="list-style-type: none"> <li>Board to appoint initial Director from CUMIS at December 2/14 Board meeting.</li> </ul>	Board		Pending

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7	EOC June 19, 2014	<ul style="list-style-type: none"> <li>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.</li> <li>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?"</li> </ul>	Brendan, Leya	4-Jul-14	Completed
			Foundation EOC members	21-Jul-14	Completed
<b>GOVERNANCE AND ADMINISTRATION</b>					
		<b>2015 Draft Meeting Calendar</b>			
8	EOC Oct 28, 2014	• Leya and Brendan to be notified of any conflicting dates in the proposed 2015 meeting calendar.	EOC	12-Nov-14	None received
<b>REGULATOR / POLICY-MAKER RELATIONS AND ADVOCACY</b>					
		<b>Regulator &amp; Policy-Maker Visit Plan</b>			
9	EOC Oct 28, 2014	• The Regulator & Policy-Maker Visit Plan to be presented at the next EOC Meeting.	Brendan	18-Nov-14	In progress
		<b>Eastern Canada: NB, NL, NS</b>			
10	EOC Sep 23, 2014	• Draft letter of response to Nova Scotia Bill 43.	Brendan, Moira	31-Oct-14	Outstanding
11	EOC- June 19, 2014	• Submit a letter on the potential changes to the New Brunswick Insurance Act to Invest New Brunswick.	LEIC	30-Sep-14	In progress
		<b>Western Canada: BC, AB, SK</b>			
12	EOC Sep 23, 2014	• Provide feedback on the draft input on Representation for Restricted License Holder in Saskatchewan.	EOC	25-Sep-14	Completed
13	EOC June 19, 2014	• Make recommendation to EOC on BC representation for banks-in-insurance sector.	LEIC	15-Sep-14	Outstanding
		<b>Pan-Industry Group on Travel Insurance Issues</b>			
14	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

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		New Ministers			
15	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	31-Jul-14	Outstanding
		FCAC			
16	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			
17	EOC July 22, 2014	• Draft letter of support for LLQP modernization for review at the July 30 MAC meeting	Brendan	30-Jul-14	Completed
18	Ad Hoc	• Present final LLQP letter to EOC for approval	Brendan, Moira		Outstanding
19	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		Outstanding
		• 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			
20	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
MEDIA AND COMMUNICATIONS					
		FCAC National Financial Literacy Conference			
21	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	Scheduled
		Media Outreach			
22	Board Oct 7, 2014	• Key Messages Map and Key Messages to be provided to the board for approval.	Brendan, Greg	TBA	In progress
23	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	In progress
24	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

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25	Ad Hoc	<ul style="list-style-type: none"> <li>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.</li> </ul>	Brendan, Charles		Pending
<b>EVENTS AND NETWORKING</b>					
<b>OTHER</b>					