

Toronto

411 Richmond Street East, Suite 200
Toronto, ON
M5A 3S5

managingmatters

event + association + creative

416.944.3183

managingmatters.com

1.844.944.3183

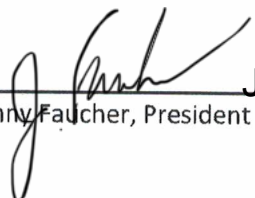
Chicago

201 West Lake Street, Suite 2
Chicago, IL
60606

**EXTENSION OF CONTRACT
BETWEEN
MANAGING MATTERS INC. (MM)
AND
CANADIAN ASSOCIATION OF FINANCIAL INSTITUTIONS IN INSURANCE (CAFII)**

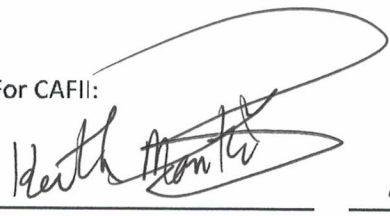
CAFII and Managing Matters agree to extend the contract signed 6 December, 2018, in it's entirety for the period 1 January, 2022 to 31 December, 2024 with the following amendment: fees are adjusted as per Appendix A.

For Managing Matters Inc.:



Jenny Faucher, President Date
January 28, 2022

For CAFII:



Keith Martin, Co-Executive Director Date
20 JANUARY, 2022

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Appendix A

Role	Percentage of Time (FTE-Full Time Employee)	Base Year (2% Increase) January 2021-December 2021	Year 1 (5% Increase) January 2022 - December 2022	Year 2 (3% Increase)	Year 3 (2% Increase)	Important Notes
Executive Administrator	40%	\$3,920	\$4,116	\$4,239	\$4,324	Membership and Administrative
IT	10%	\$980	\$1,029	\$1,060	\$1,081	
Accountant	14%	\$1,372	\$1,441	\$1,484	\$1,513	Includes accounting for events
Event Manager	20%	\$2,261	\$2,374	\$2,446	\$2,495	3 receptions & Executive Luncheon
Total FTE (Full Time Employees)	84%					
MM Staffing (monthly)		\$8,533	\$8,960	\$9,229	\$9,413	
Administrative Charge	5%	N/A	N/A	N/A	N/A	
Overhead	5%	N/A	N/A	N/A	N/A	
Archive storage						*No charge
Computer Maint. and Support						*No charge
Total Monthly (CAD)		\$8,533	\$8,960	\$9,229	\$9,413	
Total Annual		\$102,397	\$107,517	\$110,742	\$112,957	
HST		\$13,312	\$13,977	\$14,396	\$14,684	
Total Annual (plus HST)		\$115,709	\$121,494	\$125,139	\$127,642	
Additional webinar management (per event)		20 hrs @ \$85	\$1,700			
25th Anniversary Event management		TBD based on scope and requirements as planning evolves				

Km