

CANADIAN ASSOCIATION OF FINANCIAL INSTITUTIONS IN INSURANCE

BOARD MEETING AND 20TH ANNIVERSARY CELEBRATION PROPOSAL

Wednesday, April 5, 2017 *

Location: TBA (assumes CAFII Member downtown Toronto meeting and social rooms location)

EVENT OVERVIEW

2:00 – 4:30 pm	CAFII Board Meeting <u>Setup</u> : Boardroom style <u># of people</u> : 30 <u>A/V</u> : conference phone
5:00 – 6:00 pm	Cocktail Reception in <i>Main Lounge</i> Open Bar (beer, wine, champagne, soft drinks). Snacks available.
6:00 – 6:30 pm	Welcome and Guest Presentation in ?? Room, adjoining Main Lounge; theatre style seating 6:00 -- 6:05: Opening Remarks by CAFII Board Chair Peter McCarthy 6:05 – 6:25: Guest Presenter: ? Possible Themes: <ul style="list-style-type: none">• <i>History/nostalgia (what the industry and regulatory environment were like in 1997; and how we've changed and advanced over years. Lawrie McGill?)</i>• <i>Motivational speaker (akin to Benoit Huot, Canadian Paralympic Swimmer)</i>• <i>Entertaining, unique perspective speaker (Canadian astronaut Chris Hadfield)</i> 6:25 – 6:30: Closing remarks by CAFII Board member from Event Host: ?
6:30 – 8:30 pm	Food Station Dinner and Entertainment in <i>Main Lounge and Overflow Lounge</i> <u>Setup</u> : Food stations; lounge furniture; cruiser tables for stand-up dining Mix & Mingle dining and cocktails; networking; chatting with Guest Presenter
7:00 – 7:45 pm	Entertainment: TBA
8:15 pm	Wrap-Up
8:30 pm	Adjournment to lounge at nearby hotel for post-event cocktails, if regulator guests interested

Photographer: if desired

****Wednesday, April 5, 2017 is proposed as it is an optimal date for insurance regulator attendance, based on information obtained from Martin Boyle and Sean Jacobs, CCIR Policy Managers. Most CCIR members will be in Toronto by that afternoon, in preparation for their April 6-7/17 Council meeting, and without a scheduled commitment for the evening. Based on the same considerations, CAFII's 15th Anniversary event was held on Wednesday, April 10, 2013.***

CAFII 20th Anniversary Celebration Preliminary Budget				
		CAFII Member Toronto Location	CAFII Member Toronto Location	Comments
		Based on 80 people	Based on 100 people	
Snack food for Cocktail Reception		\$250.00	\$300.00	Snack foods for 5:00 to 6:00 Cocktail Reception
Buffet Dinner - estimated \$95/person		\$7,600.00	\$9,500.00	Approx. four food stations: possibly one staffed "carving station" and three self-serve stations
Beverage: wine, beer and non-alcoholic		\$1,760.00	\$2,200.00	Estimated cost for beverage consumption from 5:00 to 8:20 p.m.
Staffing*		\$900.00	\$900.00	Based on CAFII 15th Anniversary event
Venue rental		\$0.00	\$0.00	No charge anticipated (assumes securing of CAFII Member downtown Toronto meeting and social rooms)
Other rentals (few additional cruiser tables, linens)		\$600.00	\$600.00	Provision for this possible need
Audio-visual		\$500.00	\$500.00	For Guest Presenter only; no a/v expenses anticipated for an acoustic/unplugged set by entertainer
Anniversary decorations		\$500.00	\$500.00	On cruiser tables only
Travel for Guest Presenter		\$1,000.00	\$1,000.00	
Photographer		\$500.00	\$500.00	based on 2 hours (5:30-7:30pm)
Printing: Signs (pop-up banners), postcards		\$600.00	\$600.00	
Gifts		\$925.00	\$1,150.00	CAFII-branded swag for Regulator guests
Taxi chits, other miscellaneous		\$300.00	\$300.00	
Subtotal		\$15,435.00	\$18,050.00	
Entertainment		\$8,000.00	\$8,000.00	
13% GST		\$3,046.55	\$3,386.50	
Grand Total		\$26,481.55	\$29,436.50	
*Staffing charges for at one bartender; appetizer servers; and food station servers: hourly rate plus 18% gratuity plus GST.				