

Reinsurance Administration Professional Association (RAPA)

Minutes of Officers Meeting

Held on February 11, 2008

Attendees:

Shaun Downey (Manu)
Ellen Fedorowicz (Jackson National)
Linda Hand (Swiss Re)
Sharon Kelly (RGA)
Kim Langstaff (Scottish Re)
Leroy McCarty (Forest T Jones)
Maureen Shippy (Swiss Re)
Patti Smith (MARC)

Absentees:

Karen Chandler (Sun Life)

Welcome:

Sharon welcomes every one and thanks them to have taken the time to participate in the conference call.

Sharon mentioned that she is in contact with John Carroll of TAI. We want to continue to use the TAI meeting to increase our exposure. To help so, some RAPA members will participate as speakers in two presentations at the meeting: Retention Management and Recruiting of Personnel. Sharon has asked for volunteers and got a very good response.

Audit Committee:

Kim reported that two meetings were held so far and the committee is planning to meet every month.

They are currently working on Treaty set up, New Business and Retention Management. They would like to have a document indicating the Best Practices on those 2 items sometimes this year.

The committee is also working on having the previous Best Practices officially published; Kelly Priest would like to have a prototype for the meeting in April. Sharon Kelly has almost finished to proof read the document, if the committee feels that a second proof reading is necessary, Linda Hand and Pat Smith are volunteering.

Leroy suggested that we consider giving a copy to each company member. Additional copies would be for sales. The committee will study that proposal.

Kim finally mentioned that they would like to put a “teaser” about the upcoming book on the website. She will communicate with Maureen Shippy about it.

Data Management Committee:

Ellen reported:

A conference call was held 2 weeks ago, there was a good participation, about 20 persons, it helps bringing new participants on the committee.

The committee is having discussion with John Carroll of TAI about having them doing the XML mapping for the TAI system. Some discussions are also held with Quasar.

Swiss Re and Security Mutual will be working on file transmission for inforce and transaction file.

Planning and Membership Committee:

Pat indicated that the meeting will be held in Indianapolis on October 26-28. Sara Murphy has already secured the hotel: Indianapolis Marriott Downtown.

Pat is researching motivational speaker.

The committee has not worked on the agenda yet.

There is a possibility that Swiss Re host a dinner.

A flyer will be ready soon to be sent to membership and to be distributed at TAI.

Cost will be maintained at same level as last year or with a small increase.

Membership: We have received around 50% of the renewal. Maureen wants to organize a run of phone calls for the ones that did not renew.

Education:

Leroy and Sue had discussion with LOMA (Jim Huffman and another person). However, the discussions were postponed to later in the spring when the process of merging LOMA and LIMRA will be completed.

Treasurer:

Linda indicates that the transfer of the books from Kelly Priest has taken place. She just needs to talk to Kelly about the process of having the books verified.

Due to membership renewals, she is doing currently weekly deposits.

Varia:

Vendors:

Sharon mentioned that she has a call scheduled with Chris Murumets of Logic 3. In his voice mail, he indicates that he wants to discuss the involvement of vendors in the association.

Leroy reminds everyone that last year we modify the bylaws to allow vendors to participate in the association with limited rights.

We will discuss again after Sharon will have talked to Chris.

Officer meetings:

In the Officer meeting schedule, there is a conference call planned for November 27, this is on Thanksgiving holiday in US, so Sharon will reschedule it.

Next conference call: Thursday, March 27, 2008 11:00 AM (EST)