

Reinsurance Administration Professional Association (RAPA)

Minutes of Officers Meeting  
Held on March 27, 2008

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**Attendees:**

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

**Absentees:**

Karen Chandler (Sun Life)  
Linda Hand (Swiss Re)

**Welcome:**

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

Sharon proposed to give a thank you gift to Ellen Smith of Manu Life as she helped a lot in working on a flyer and on the preparation of the book on auditing. A gift certificate of \$100 will be given.

RAPA will participate in the two presentations at next TAI meeting:

Retention Management directed by Shaun Downey  
Recruiting and retaining personnel directed by Sharon Kelly

Both are assisted by other Rapa members.

**Audit Committee:**

Kim reported that they are making progress on establishing controls.

Kelly Priest wanted to have a prototype of existing Best Practices for the meeting in April, but Kim does not know if Kelly will be ready or not.

**Data Management Committee:**

Ellen reported that Quasar and TAI are involved in getting the format mapped. TAI is already looking for certification.

Swiss Re and Security Mutual will be working on file transmission for inforce and transaction file. The XML inforce file was created by Security Mutual and Swiss Re is looking at it.

They are still struggling on how to get the ceding companies to buy in the project.

The committee suggests adding a link to Acord on our website.

The committee heard that there will be an XML presentation at TAI, but they are not involved so they do not know who is doing the presentation.

### **Planning and Membership Committee:**

Patti indicates that Manu Life will kindly supply the meeting room again this year for the spring meeting.

There are currently 32 persons registered for the spring meeting.

Patti is looking for a motivational speaker for the fall meeting. She is suggesting a doctor located in the Indianapolis surrounding that seems to have a very interesting and lively presentation. In addition, she seems to be very affordable. Patti will send to the committee a website link about it.

The committee is working on the agenda; we mentioned that we would like the agenda sent by August 1<sup>st</sup>.

Maureen presented a flyer that will be distributed at TAI meeting in May. She will have 500 copies printed, so some of us can distribute it at other events too. She will contact CRC to see if some can be distributed at that meeting.

Membership: We have received the bulk of them. Maureen will have a report for the spring meeting.

### **Education Committee:**

No report.

### **Treasurer:**

No report.

**Next conference call: Thursday, May 8, 2008 11:00 AM (EST)**