

# Reinsurance Administration Professional Association

## Minutes of Meeting held on April 2<sup>nd</sup>, 2008 At Manulife offices in Toronto

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**Attendees:** 35 attendees (a list is attached)

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### Opening:

Sharon Kelly welcomes everyone. She thanks Manu Life for sponsoring the meeting.

This is a committee meeting so there is no formal presentation. Everyone is welcome to attend a committee even if they do not intent to become a permanent member of that committee.

Sharon mentioned that the RAPA will do two presentations at the next TAI meeting; one on retention management and one on recruiting and maintaining staff. For this latest subject, some resources at LOMA were used in order to survey companies.

### Committees:

There are 4 committees:

-Planning and Membership (those have sit together)

Membership (Maureen Shippy leaded)

- we have 124 members registered and few to come
- they are looking into recruiting (a letter will be sent to some candidates for membership)
- they are looking at special attention for first time comers to a meeting, some ideas are explored:
  - maybe special name tag
  - a special reception
  - some members introducing them, etc.
- maintenance of the website

Leroy McCarty will bring it up to date as far as the content; however, we feel that some improvements are required. Karen Lubinski and Tom Hartlett volunteer to prepare a proposal. We can than hire a consultant to realize them.

Planning (Sarah Murphy leaded in behalf of Patti Smith)

- Fall meeting is at Marriott in Indianapolis on October 26 to 29.
- They are working on the agenda; we would like a tentative agenda to be posted on the website early and the final agenda to be sent by beginning

of August.  
- The attendees propose a list of topics.

-Data management (leaded by Karen Chandler)

A test is in progress between Security Mutual and Swiss Re.

There was some brainstorming on how to promote the implementation of standards.

They also discuss the importance of quality of data transferred.

-Audit (leaded by Kim Langstaff)

Kelly Priest presented the recent published book about Best practices for Audit.

Committee discusses how to distribute the book.

Discuss some future topics on which the committee is currently working on or can be looked at in the future.

Some topics for fall meeting were also gathered and transmitted to Planning committee.

**Closing remarks:**

Sharon thanks every one for their participation in various discussions of committees. If somebody is interested in joining a committee, he is more than welcome.