
The Canadian Boiler and Machinery Underwriters' Association
L'Association Canadienne des Assureurs Bris des Machines

To all the Reference Sub-Committee Members

MINUTES OF THE REFERENCE SUB-COMMITTEE MEMBERS' MEETING

A Reference Sub-Committee Meeting of the Canadian Boiler & Machinery Underwriters' Association was held on Wednesday, February 24th, 2016, at the office of Royal & Sun Alliance, 18 York Street, Suite 800, Toronto, Ontario, M5J 2T8, to consider the following agenda:

Present:

BI&I (Kathleen Henry)	RSA (Kurt Richardson, Chairperson)
Chubb (Julie Grenier, Vice-Chair)	Sovereign (Andrea Powell)
Intact (Harvey Kenworthy, phoned in)	Jean-Guy Turmel (CB&MUA, Secretary)
Northbridge (Mark Rolfe)	

Absent: Allianz, AVIVA, FM Global, Intact, Gen Re, Swiss Re, Travelers, XL Catlin & Zurich..

The meeting of the Reference Sub-Committee of the CB&MUA was call to order at 11:05 a.m.

ITEM 1. Establish a Quorum:

It was established that a quorum was present as required by the Constitution of the Association

ITEM 2. Notice of Meeting:

The Notice of Meeting was approved, as presented. A motion was made by Mark Rolfe and seconded by Julie Grenier. All in favour. The motion carried unanimously.

ITEM 3. Approval of the Minutes of the Reference Sub-Committee Meeting, held on September 23rd, 2015:

Mark Rolfe moved a motion, seconded by Julie Grenier, that the Minutes of the Reference Sub-Committee Meeting, held on September 23rd, 2015, be approved, as presented.(See copy attached). All in favour. Motion carried unanimously.

ITEM 4. Election of a new Chairperson for the Reference Sub-Committee:

With RSA (Kurt Richardson) having completed their two year terms, a motion was put forward by Mark Rolfe and seconded by Kathleen Henry for Chubb (Julie Grenier) to take over the Chair. Julie gracefully accepted the position, and this for the next two (2) years. All in favour. Motion carried unanimously. Congratulations Julie.

- ITEM 5. Election of a new Vice-Chair of the Reference Sub-Committee:**
In the search of a new Vice-Chair of the Reference Sub-Committee, Intact (Harvey Kenworthy) came forward to take over the Vice-Chair position. A motion by Mark Rolfe and seconded by Julie Grenier was made to elect Intact (Harvey Kenworthy) to the position of Vice-Chair, and this for the next two (2) years. The Vice-Chair will take over the position of Chairperson in February 2018. All in favour. Motion carried unanimously. Congratulations Harvey.
- ITEM 6. CB&MUA Annual General Meeting update:**
The Annual General Meeting was held on February 10th, 2016 at which time the Chairperson of the Reference Sub-Committee presented a summary of their activities for 2015. Since the mandate of the Reference Sub-Committee is mostly focused on wordings, the Chairperson was asking, from the Executive Members, to assign people from their respective Company, and this with wording expertise, to be part of a Sub-Sub-Committee to strictly focus on designated wordings. The most important one at this time would be a full standard Boiler & Machinery policy wording, to which should be added endorsements commonly in use in our industry.
- ITEM 7. Reference Sub-Committee's mandate from the Executive Committee Members:**
The official mandate will be delivered the Executive Committee Members following its upcoming meeting, which is to be held sometime in March 2016.
- ITEM 8. Review of IBC's Underwriting Committee:**
Mark Rolfe (Northbridge) provided us with an overview of the IBC's Underwriting Committee and Sub-Committees and working groups. He also explained how the Underwriting Committee carries out its mandate. An antitrust statement is read or acknowledged at the opening of each IBC meeting to discourage any collusion among the IBC Members.
- ITEM 9. Cyber-attack wording discussion:**
Awaiting instructions from the Executive Committee Members following its next meeting, which is to be held sometime in March 2016.
- ITEM 10. Any other business:**
-Julie Grenier will send an email to the Executive Committee Members requesting the following:
- Copy of an antitrust statement;
 - A list of the Reference Sub-Committee Representatives and their Alternates; and
 - A clearly defined Reference Sub-Committee mandate.

Minutes of Meeting

- Julie Grenier proposed the formation of a working group for the Policy Wording and Endorsements. Mark Rolfe proposed that Minutes are to be taken at the said meetings to keep track of the various discussions and proposed amendments. The Executive Committee Members will be approached on this topic.
- Regular attendance is requested from the Reference Sub-Committee Members or their Alternate in order not to jeopardize a quorum.
- Proposed dates of the next Reference Sub-Committee Members' Meetings to be established at the next Reference Sub-Committee Members' meeting.
- The Reference Sub-Committee Members were encouraged to bringing a co-worker to shadow them and to help bringing up future Representatives.

NOTE:

1) In order to perhaps increase participation, an early afternoon meeting could attract more attendees and also be more practical for the Western Members to participate in our meetings.

2) These of Minutes of Meeting were approved at the Reference Sub-Committee Meeting held on April 19th, 2016.

**The meeting adjourned at 12:05 p.m.
Lunch followed at Trattoria Mercato.**

Respectfully presented by:

**Julie Grenier & Kurt Richardson
Co-Chairperson for this meeting only,
CB&MUA Reference Sub-Committee**

**Jean-Guy Turmel
Executive Secretary, CB&MUA**