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# The Canadian Boiler and Machinery Underwriters' Association

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## L'Association Canadienne des Assureurs Bris des Machines

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To all Executive Committee Members of the CB&MUA

### Minutes of Meeting

An Executive Committee meeting of The Canadian Boiler & Machinery Underwriters' Association was held on Tuesday March 2, 2021, by Microsoft Teams to consider the following agenda:

**Attending:**

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Aviva (Lisa Leo)  
BI&I (Leona Au)  
Chubb (Suet Chan Treasurer)  
CNA (Tim Skelton)  
FM Global (Harvey Eng)  
Intact (John Billis)  
Northbridge (Mark Rolfe)  
RSA (Brian Wallace)  
Sovereign (Michel Rivard)- Chair

**Absent:** AXA XL, Allianz, Travelers.

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**ITEM 1. Welcome and Meeting Call to order:**

The Chairperson (Michel Rivard) welcomed all the attendees. The meeting was called to order at 11.32 a.m.

**ITEM 2. Attendance & Confirmation of Quorum:**

With nine (9) Executive Committee Members attending out of twelve (12), it was established that a quorum was present, as required by the Constitution of the Association.

**ITEM 3. Reading a/o Acknowledgement of the Antitrust Statement:**

The CB&MUA Antitrust Statement was verbally and individually acknowledged by all the participants during the AGM immediately preceding this meeting. There were no members who wished to change their acknowledgement.

**ITEM 4. Approval of the Notice of Meeting/Agenda:**

Lisa Leo moved, seconded by Brian Wallace, that the Notice of Meeting\Agenda be approved, as presented. The motion carried unanimously. (See copy attached).



CBMUA-Executive  
Committee - NofM-M:

**ITEM 5. Approval of the Minutes of the Executive Committee Meeting held on February 17, 2021:**

Brian Wallace moved, seconded by John Billis, that the Minutes of the Executive Committee Members meeting held on February 17, 2021, be approved. The motion carried unanimously. (See copy attached).



**ITEM 6. Election of the Vice Chairperson:**  
Lisa Leo was the only member who agreed to undertake the role of Vice-Chair and as such she was acclaimed to the position.

**ITEM 7. Election of the Treasurer:**  
Suet Chan agree to remain the Treasurer

**ITEM 8. Appointment of an Auditor:**  
Susan Edwards was re-appointed Auditor for another year. She had reduced her fees given the lack of activity in the past year and will continue at the lower fee, if 2021 is the same.

**ITEM 9. Appointment of Representatives & Alternates to the:**

- **Reference Sub-Committee (Mark Rolfe)**
- **Engineering Sub-Committee (Kevin Hawes)**

The list of representative's and their alternates was reviewed and updated by the Executive Committee. Several members will advise some changes in due course and a new list will be published.

**ITEM 11. Appointment of liaisons to:**

- **Provincial Chief Inspector's Meeting (Nordia Brown)**
- **CSA B51 and CSA B52 (Nordia Brown)**
- **TSSA Advisory Council (Justin Awoyomi)**
- **Insurance Bureau of Canada (Mark Rolfe)**

With the exception of Justin Awoyomi being the new TSSA advisory Council liaison, all existing people agreed to remain as liaisons.

**ITEM 12. Any other business: None**

**ITEM 13. Closing remarks and dates of the next Executive Committee Meetings:**  
The Chair thanked everyone for dealing with the issues in a timely fashion. He noted the following dates for the upcoming meetings in 2021.

**May 11 @ 9:30 (ET)      August 11 @ 9:30 (ET)**  
**October 12 @ 9:30 (ET)      December 8 @ 9:30 (ET)**

Tim Skelton moved, seconded by Harvey Eng to adjourn the meeting. As all were in favour: The meeting adjourned at 12:00 PM.

**Note: These Minutes of Meeting will be approved at the next Executive Committee Members meeting.**

Respectfully submitted,

**Michel Rivard**  
**Chairperson of the Canadian Boiler & Machinery Underwriter' Association**  
**Dated**