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# The Canadian Boiler and Machinery Underwriters' Association

## 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 December 15, 2020, by Microsoft Teams to consider the following agenda:

**Attending:**

Aviva (Jeff Soobramanie)  
AXA XL (Mathieu Larif - Chair)  
HSB/BI&I (Leona Au)  
Chubb (Suet Chan)  
CNA (Tim Skelton)  
FM Global (Harvey Eng)  
Intact (Nicholas Thomas)  
Sovereign (Jimmy Tran)  
Travellers (Paul Gallately)  
**Absent:** Allianz, Northbridge and RSA

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

The Chairperson (Mathieu Larif) welcomed all the attendees. The meeting was called to order at 9:31 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.

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

Tim Skelton moved, seconded by Harvey Eng, that the Notice of Meeting\Agenda be approved, as presented. The motion carried unanimously. (See copy attached).



CBMUA - Executive  
Committee NofM Dec

**ITEM 5. Approval of the Minutes of the Executive Committee Meeting held on October 6, 2020:**

Suet Chan moved, seconded by Leona Au, that the Minutes of the Executive Committee Members meeting held on October 6, 2020, be approved. The motion carried unanimously. (See copy attached).



CBMUA - Executive  
Committee -MoM Oct

**ITEM 6. Communicable disease exclusion - Wording committee proposed exclusion and CBMUA statement / position:**



CBMUA  
Communicable Disease

**Communicable disease exclusion:**

Andrea Powell of Sovereign and Chair of the Reference Committee and Mark Rolfe of Northbridge and the WWG but also the chair of the IBC Wording committee walked the group through the suggested wording for a Communicable Disease Exclusion.

The group agreed to delete parts and amend parts of the business interruption language. They WWG was asked to consider: whether we need to deal with Contingent Business Interruption separately; do we need to add to “and delay or interruption of business, manufacturing or process.”? Paul Gallately motioned to approve the wording with the amendments, Jimmy Tran seconded. The motion carried unanimously.

The Chair, Mathieu Larif thanked Andrea and Mark and all the members of the WWG and Reference Committee for their extraordinary work on this wording. Their thoughtful, careful but speedy response to the Executive Committee’s request to produce this wording was very helpful and greatly appreciated.

**ITEM 7. CBMUA’s mission and role going forward:**



CBMUA mission  
and vision.docx

**Mission and vision:**

A review of the attached document resulted in the following comments: The Chair is looking volunteers for a subcommittee on how to make the CB&MUA more relevant and refining this existing document. Jimmy Tran was interested in joining this group. Mathieu Larif will continue to be involved. Suggestion was made to open to the other subcommittee’s members.

Jo-Anne Burns suggested the committee may want to expand the her current minute taking role to include being the liaison between the committees. Jo-Anne Burns also offered to be responsible for the website if there is no one else willing to undertake these duties.

Suet Chan motioned to continue the discussion at the next meeting and to reach out to the other committees. It was seconded by Paul Gallately. The motion carried unanimously.

**ITEM 8. Holiday season gifts / donation:**

A request was made by the Engineering committee to consider options for the money saved by the lack of the traditional holiday lunches the committees hold each year.

It was noted that all members of the CB&MUA were able to keep their jobs during the pandemic unlike many people in our communities. It was therefore suggested a donation to needy families to would be appropriate. A motion to donate a

\$1,000, split \$500 to The United Way and \$500 to the Salvation Army Toys for Tots Drive, was made by Tim Skelton and seconded by Paul Gallately. As all was in favour the motion carried unanimously.

Mathieu Larif, Chair, will send an email to all members confirming the donation so that this documentation could be used by the members to inquire if their Company would match the donation.

**ITEM 9. Other Business:**

**Retirement Gifts:** We have not been consistent with giving retirement gifts. Some retirees received the glass CB&MUA service award and a gift card and some just the award. It was discussed that we should codify the awards going forward. Suet Chan will provide a suggested programme at the next meeting. Suet Chan also mentioned she will be mailing out the awards for Allan Zack and Lawrence Graham as we are not able to include them in a holiday lunch. \$100 gift card to the LCBO will be sent with the service award.

**Outstanding Dues:** Allianz and Zurich have not paid their dues. Suet Chan will continue to reach out to these companies. The CB&MUA by-laws require that after two years of unpaid dues, the member is no longer part of the CB&MUA.

**ITEM 9. Closing remarks**

The Chair thanked the members for their contributions and wished everyone a safe and happy holiday. A motion to adjourn was made by Tim Skelton and seconded by Harvey Eng. As all were in favour the meeting was adjourned at 11:10 a.m.

**Next meeting is scheduled to be held on Wednesday February 10, 2020, from 9:30 a.m. to 1:00 p.m. for the AGM and the Executive Committee meetings.**

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

**Respectfully submitted,**

**Mathieu Larif  
Chairperson of the Canadian Boiler & Machinery Underwriter' Association**

**Dated**