



# BOARD MEETING – CONFERENCE CALL

*Friday, May 21, 2010 at 10:00 a.m.*

## MINUTES

The Non Profit Insurance Program Board of Directors conducted its May meeting on Friday, May 21, 2010 at 10:00 a.m.

### ITEM 1: INTRODUCTION & ROLL CALL

#### PRESENT WERE:

##### Board Members

Darren Brugmann, Senior Services of Snohomish Co.  
Madelyn Carlson, People for People (was excused from the call at 10:40)  
Bill Eby, Neighborhood House  
Karl Johanson, Council on Aging & Human Services  
Lynn Moody, Hopelink (joined the call at 10:30)  
Darlene Riley, Paratransit Services

##### Canfield Staff

Michelle Grout  
Ryan Holterhoff  
Eric Homer  
Ellen Kosa  
Stefanie Lowry  
Phil Riche  
Brian Turnbull  
Chris Youngberg

##### Guests

None

#### **Not Present:**

Larry Stuckart, Spokane Neighborhood Action Partners, excused

President, Darren Brugmann, welcomed all in attendance and noted that a quorum was present. He also welcomed newly elected Region 3 representative, Madelyn Carlson to the Board.

### ITEM 2: PUBLIC COMMENT

No comments offered.

### ITEM 3: CHANGES TO THE AGENDA

- Darren Brugmann added an executive session to the end of the agenda to consider potential litigation and settlement of a claim because public discussion of this matter would impair the program's ability to conduct its business effectively per RCW 48.62.101(1).

### ITEM 4: COMMITTEE REPORTS

ITEM 4(A): Finance – There was a brief discussion regarding the financial audit. Fiscal Officer, Darlene Riley, suggested that the Finance Committee sit in on the exit conference to avoid any quorum issues and provide the entire Board with copies of any written reports.

Financial Officer, Darlene Riley, reported that the copies of the vouchers have been internally audited and certified by the Administrator's Auditing Officer as required and those expense reimbursements have been recorded on a listing, which has been made available to the Board members. The voucher has been reviewed by the Fiscal Committee prior to the meeting. The Fiscal Committee made the recommendation for payment of these claims under the Consent Agenda (Item 5).

ITEM 4(B): NPIP National – Eric Homer reported that Canfield is working with the accountants in Montana now that the NPIP Washington Board elected not to use the captive for program reinsurance. The NPIP Washington Board elected to cancel the reinsurance transaction from August 2009 and have NPIP Re Inc issue a return premium to NPIP Washington.

There was also a discussion regarding whether or not it was necessary to keep the NPIP National Committee now that formal Boards have been formed. The NPIP Washington Board decided to keep the NPIP National Committee as it may be important for the Washington Board to receive regular updates regarding the National product.

ITEM 4(C): Claims Administration Program – Ellen Kosa reported on the status of the claims submission form and the claims administration program. She said that they are working on mapping the form to populate into RiskMaster and she hopes to have the form go live within 60 days. Once the form is available, Canfield will need to educate NPIP brokers on how to use the form. The Committee requested to set up a Claims Administration Program Committee conference call to discuss the next steps in this process.

ITEM 4(D): Legislative – Stefanie Lowry reported that the Canfield Accounting Department confirmed that the IRS had received the filing fee that was submitted with the private letter ruling; however we have not heard anything additional from the IRS regarding this matter.

#### **ITEM 5: CONSENT AGENDA**

The Consent Agenda for the May 21, 2010 Conference Call consisted of the following:

- A. Approval of 4/23/10 Minutes
- B. Voucher Approval (Voucher #09/10-12 \$206,650.72)
  - Request Transfer of Funds from NPIP Assoc (\$112,408.71)-Expenses
  - Request Transfer of Funds from NPIP Re Inc (\$94,242.01)-Claims

The Consent Agenda was approved as presented. Motion Darlene Riley, second Karl Johanson; motion carried.

#### **ITEM 6: ACTION ITEMS**

No action items to report.

#### **ITEM 7: BOARD COMMUNICATION**

ITEM 7(A): Membership Update – Brian Turnbull reported that NPIP added 4 new members since the last board meeting equaling about \$50,000 in new premium.



ITEM 7(B): 2009 Evaluation – Canfield gave formal written responses to Lynn Moody, Darren Brugmann, and Darlene Riley in reference to the Board's 2009 evaluation. The NPIP Board Evaluation Committee will meet and get back to the rest of the Board regarding those responses.

ITEM 7(C): Renewal Report – Brian Turnbull reported that the budget that was approved at the April Retreat reflected E&O coverage being renewed with ASPEN, however, Canfield was able to find better terms with XL within the budgeted amount.

#### **ITEM 8: UPCOMING CONFERENCES/MEETINGS**

ITEM 8(A): 2011 Retreat – Michelle Grout presented various location options for the 2011 annual retreat. The Board elected to conduct their annual retreat at Cave B Resort in Quincy, WA.

ITEM 8(B): NPIP Conference – All attendees were reminded that the annual NPIP Risk Management Conference and annual meeting will be held on Friday, March 18, 2011 at the Bell Harbor International Conference Center.

ITEM 8(C): 2010/2011 Meeting Calendar – All attendees were provided with a meeting calendar that reflected having full Board sit downs quarterly and Fiscal Committee calls monthly.

#### **ITEM 9: NEXT MEETING**

ITEM 9(A) The next meeting of the Board of Directors is a sit down on Friday, August 20, 2010 at 10:00 a.m.

#### **EXECUTIVE SESSION**

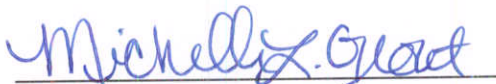
At 10:50 a.m. Karl Johanson moved to go into executive session for 15 minutes to discuss potential litigation/settlement of a claim per RCW 48.62.101(1). The motion was seconded by Lynn Moody and approved unanimously. No action was taken during this executive session.

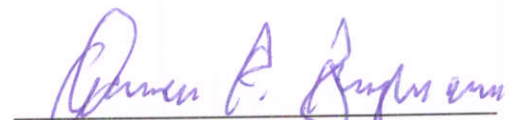
At 11:05 Lynn Moody moved to adjourn the executive session and resume the public meeting. The motion was seconded by Bill Eby and approved unanimously.

#### **MEETING ADJOURNED**

There being no further business, Karl Johanson moved to adjourn the meeting at 11:07 a.m. The motion was seconded by Lynn Moody and approved unanimously.

Respectfully submitted,

  
Michelle L. Grout

  
Darren R. Brugmann, Chairman