

**APPROVED MINUTES
ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
(ASCIPI)**

EXECUTIVE COMMITTEE MEETING

Friday, December 11, 2015

A meeting of the ASCIP Executive Committee was held on Friday, December 11, 2015, at 10:00 a.m. at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, California 90703.

I. CALL TO ORDER –Vice President Vinke

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:13 a.m. by Vice President Vinke.

II. ROLL CALL - Clerk of the Executive Committee

Members/Alternates Present

Mr. John Vinke, Vice President
Mr. Luis Camarena, Alternate
Ms. Lydia Cano, Member
Mr. Phil Hillman, Alternate
Ms. Susan Hume, Alternate
Mr. Michael Johnston, Member
Ms. Angela Jones, Member
Ms. Janece Maez, Member
Mr. Vahe Markarian, Member
Dr. Nancy Nien, Member
Ms. Barbara Ott, Alternate
Ms. Andrea Reynolds, Alternate
Mr. Jeff Starr, Alternate
Dr. Joanne Schultz, Alternate
Ms. Yumi Takahashi, Alternate
Mr. Fred Williams, Member

Mr. Fritz J. Heirich, ex officio

Members/Alternates Absent

Ms. Corinne Kelsch, President
Mr. Kris Olafsson, Treasurer
Mr. Michael Clear, Alternate
Mr. John Didion, Member
Ms. Teresa Dreyfuss, Alternate
Ms. Kathy Everhart, Member
Ms. Karen Kimmel, Alternate
Ms. Thuy Nguyen, Alternate
Dr. Stefanie Phillips, Alternate
Ms. Ann Sparks, Member
Ms. Irene Sumida, Alternate

Others Present

Mr. Stephan Birgel
Ms. Nidra Kumaradas
Mr. Jonathan Lackey
Mr. Russell O'Donnell
Mr. Andrew Parks
Mr. Dan Sanger
Ms. Lynn Truong
Ms. Felicia Williams

III. APPROVAL OF AGENDA – Vice President Vinke

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Johnston, and **CARRIED**, the Agenda was approved as presented.

Aye: (11) –Cano, Johnston, Jones, Maez, Markarian, Nien, Schultz, Starr, Ott, Vinke, Williams
Nay: (0)
Abstentions: (0)

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IV. Minutes of the Regular Executive Committee Meeting of November 13, 2015

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Williams and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of November 13, 2015, were approved as presented.

Aye: (11) –Cano, Johnston, Jones, Maez, Markarian, Nien, Schultz, Starr, Ott, Vinke, Williams

Nay: (0)

Abstentions: (0)

V. PUBLIC COMMENTS – Vice President Vinke

There were no attendees from the public.

VI. REPORTS/PRESENTATIONS/DISCUSSION

A. Financial Report

Ms. Truong highlighted ASCIP expenditures, members' contributions, and cash balances for the month of October 2015.

B. Committee Reports

1. Claims/Coverage Committee

Ms. Cano reported that the Claims/Coverage Committee met this morning and reviewed a number of claims and gave direction to staff.

2. Risk Control Committee

Ms. Ott reported that the Risk Control Committee met on November 19, 2015. The Committee had two presentations on the grants and will be bringing forth their recommendations at the January meeting.

C. Board Member/Alternate Comments

VII. CONSENT REQUESTED

A. Ratification of Master Service Agreements

B. Required Amendments to Define Benefits Plans

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C. ASCIP 2015 Third Quarter Investment Summary Report

On **MOTION** of Dr. Schultz, **SECONDED** by Ms. Jones and **CARRIED**, Item #VII.A through Item #VII.C were approved as presented.

Aye: (11) –Cano, Johnston, Jones, Maez, Markarian, Nien, Schultz, Starr, Ott, Vinke, Williams

Nay: (0)

Abstentions: (0)

VIII. ACTION ITEMS

A. Appointment of Risk Control Committee Members

The Executive Committee appointed Ms. Jammee Digon and Ms. Debbie Turner to the Risk Control Committee.

On **MOTION** of Dr. Nien, **SECONDED** by Mr. Williams and **CARRIED**, Item #VIII.A was approved as presented.

Aye: (11) –Cano, Johnston, Jones, Maez, Markarian, Nien, Schultz, Starr, Ott, Vinke, Williams

Nay: (0)

Abstentions: (0)

B. Approval of Financial Audit as of June 30, 2015

On **MOTION** of Ms. Cano, **SECONDED** by Dr. Schutlz and **CARRIED**, Item #VIII.B was approved as presented.

Aye: (11) –Cano, Johnston, Jones, Maez, Markarian, Nien, Schultz, Starr, Ott, Vinke, Williams

Nay: (0)

Abstentions: (0)

C. Executive Summary of the 2015 Executive Committee Strategic Planning Meeting

This item was for discussion only. No action was taken.

IX. ADJOURNMENT TO CLOSED SESSION – 10:58 a.m.

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned to Closed Session for discussion of the following matters.

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A. Open Claims Reported to ASCIP's Property & Liability Excess Insurance and Reinsurance Partners

This item was for information only. No action was taken.

X. RETURN TO OPEN SESSION

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 11:06 a.m.

XIII. FUTURE MEETINGS

January 19, 2016 – Risk Control Committee
January 28, 2016 – Claims/Coverage Committee
January 28, 2016 – Executive Committee

XIV. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:11 a.m.

The next regular meeting of the Executive Committee will be held on Thursday, January 28, 2016, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.