



*New England Chapter*

Association  
of Insurance  
Compliance  
Professionals

[www.aicp.net](http://www.aicp.net)

## **Meeting Minutes**

December 1, 2006

**Hartford, CT**

A meeting of the New England Chapter of the Association of Insurance Compliance Professionals was held on Friday, December 1, 2006 in Hartford, Connecticut.

The meeting was brought to order and conducted by Julie Levine, Past President of the Chapter, in lieu of our President, Peggy Schwartz.

### Secretary Report

Minutes of the last meeting had been distributed previously via email and were also provided at the meeting. The Minutes were approved as issued.

The chair of our E-Day Committee, Joe Spada, has set up an email address, [AICPNewEngland@aol.com](mailto:AICPNewEngland@aol.com) for members wishing to join the Committee. Barbara Panzer, last year's Co-Chair, noted that the more members there are, the less work each person has to do. She added that it helps to hear from the members as to any topics they might be interested in and suggestions for speakers. The goal is to make E-Day relevant to our members. Members' feedback and suggestions help the Committee reach this goal.

### Chapter Committee Reports

#### Membership Committee

Sharon Lawrence, Chair indicated that we had four new members join in September and one new member join in October for a total of five new members.

#### Planning Committee

Frances Sample planned the meeting in Hartford and the networking event at the Mark Twain house and museum. For the next meeting. To be held in February or March, a location in New Hampshire, where Dottie Todd may help host, is under consideration. Please email Frances or Peggy Schwartz with any suggestions for planning future meetings.

#### Volunteer Recognition

Dawn Murphy, Chair, noted that we now have our perpetual plaque for the annual Volunteer Recognition Award. The first recipient was Greg Popolizio. There is room for 11 more names on the plaque. The Committee will be soliciting names for the 2007 award in February or March. Presentation of the award will be at E-day.

Dawn presented the Volunteer Recognition Award for this Chapter meeting to Julie Levine, Past President.

Speaker

Patricia (Kelley) Okolita, Program Manager for Disaster Recovery/Business Continuity at The Hanover Insurance Group provided us with a lot of good information on business continuity and disaster planning. The preference is to prevent disaster, rather than recover from one. The purpose of a business continuity program is to protect human life and facilitate the recovery of vital business functions. The first steps are to develop program requirements and build a team to manage the event, should one occur. Next steps include an analysis of the risks that could occur, the probability of their occurrence and mitigating factors. An analysis of the business impact from these risks helps to identify the business functions and determine mitigation strategies. A copy of the presentation is attached for your information.

Respectfully submitted by Faye W. Neilan, Secretary

Association of Insurance Compliance Professionals

New England Chapter

Officers of the Chapter:

President	Peggy Schwartz
Vice President	Joe Spada
Treasurer	Brenda Miller
Secretary	Faye Neilan

Committee Chairs:

Membership	Sharon Lawrence
Education Day	Joe Spada
Planning	Jim Ruegg
	Frances Sample
Exhibitor/Sponsor	Lee Davidson
Volunteer Recognition	Dawn Murphy
Publicity/Website	Stephanie Wiczorek