

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

**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

**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

Mr. Fritz J. Heirich, ex officio

**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)

**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**

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.

- 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.