

February 8, 1999

To: SVIA Executive Committee

From: Gina Mitchell

Listed below is a brief summary of the action items from the January 20 Board of Directors' meeting. Please be reminded that many of the items may require your attention and follow-through.

**Organization & Governance.** John Milberg distributed an updated draft of SVIA's organization and governance document. The document needs to be updated for 1999 to reflect SVIA's committee structure and the issues that each committee is addressing, and SVIA's process for screening issues and communicating these issues and activities to the membership.

**Action Needed:** Please review the draft and provide your comments and suggested revisions to John before February 26.

**Committee Membership.** As part of the Organization & Governance, each Committee officer was encouraged to reach out to its current membership to ensure that current members wanted to continue to serve on the committee and were still able to fulfill their commitment to the committee. Additionally, officers were reminded that new members might be joining the Committee as part of the value program.

**Succession Planning.** The Executive Committee agreed to begin succession planning by either recruiting new chairs for the standing committees such as Membership and Dues or creating a co-chair to assume the chairperson position at the end of the year. For example, Kim McCarrel will co-chair the Communications and Education Committee with Kelli Hueler this year. Tami Pearse and Karen Onderko will begin chairing the Membership and Dues Committee.

**Action Needed:** Each Committee officer was asked to recruit a co-chair that would be willing to assume the chairperson's position after the October 1999 SVIA meeting.

**SVIA Office Organization.** Gina Mitchell will submit a plan to serve the SVIA membership, which separates SVIA from Strategic Advocacy Group by February 26 for the Executive Committee's consideration.

**1999 Budget.** Jim McDevitt and Gina Mitchell were tasked with developing a 1999 budget for SVIA before the end of February.

**1999 Dues Update.** To date, SVIA has collected \$194,290 in dues for 1999 from its 120 members (\$421,655 billed). Three members have resigned from SVIA: Sun Life of Canada, Safeco and Dresdner Bank.

**1998 Audit.** Jim McDevitt and Gina Mitchell were tasked with selecting an auditor to audit SVIA's 1998 financial statements. In addition, the Executive Committee asked that the audit include an evaluation and letter of recommendations on any potential issues that are found in the audit.

**E-Commerce Survey.** John Milberg asked the Executive Committee to review and approve a proposed survey of some of SVIA's members on their use of the Internet to buy, sell and provide information on stable value funds. The Executive Committee approved the survey. The survey was distributed to the

membership on February 2 and asked to complete and return the survey by February 26. The results from the survey will be presented at the April IRR conference and distributed to the full membership of SVIA.

Technology & Website. The Executive Committee agreed that a working group on technology and the website should be created to guide SVIA's Internet efforts. The Executive Committee also agreed that the working group should be housed with the Communications and Education Committee.

Web Updates. SVIA's website has been updated. Links to SVIA members were updated. Companies that were not members of SVIA were eliminated.

Additionally, the SVIA glossary of terms is being added to the site. The glossary will be searchable and will be online by February 12.

Value Program. Attached is an update on SVIA's value program. Several members volunteered to make follow-up calls to individuals targeted on the list. To date, SVIA has received \$120,000 in pledges. \$90,000 has been collected.

Action Needed: Please call the individuals on the list that you volunteered to call.

Potential Service Firm Outreach. Attached is the list of roughly 50 service firms that SVIA has asked to join the Association. The outreach is on going. Members of the Executive Committee and Board of Directors were asked to urge individuals they knew from the list to join.

Action Needed: Please call the individuals on the list that you volunteered to call at your earliest convenience. Additionally, if there are other individuals and firms that you feel should be part of SVIA, please call Gina Mitchell at 202-955-4362 to add them to the Association's recruitment effort.

1999 Conference. SVIA will begin organizing the Planning Committee for the October conference that will be held at the Monarch Hotel in Washington, DC on October 12-14, 1999. The Committee will consist of value program members who wish to serve, the Chair, Chair-elect and President.

Action Needed: A conference call needs to be scheduled in late February or the first week in March to pick a theme and begin recruiting speakers.