



Public Pension Financial Forum
c/o Ohio Public Employees Retirement System
277 E. Town Street
Columbus, OH 43215
614-222-5601

P2F2 Board Meeting

Phone Conference Call

December 12, 2013 Minutes

Directors present: Beulah Auten, Michelle Camuglia, Karen Carraher, Dave DeJonge, Rob Dolphin, Karl Greve, Darla Iverson, Michele Nix

Directors unable to attend: Rhonda Covarrubias

Guests: none

President Dave DeJonge called the meeting to order at 1:35 pm (CST).

The minutes from the October 29, 2013 Annual Business Meeting and the October 30, 2013 meeting were previously provided to the Board. Carraher made a motion to approve and it was seconded by Greve. The motion passed.

MSR - Auten provided the board with handouts of an overview of a company called Meeting Sites Resource (MSR) and discussion followed. This company does custom hotel contracts with organizations holding conferences. MSR says they provide risk reduction to the organization and can save us 5-20% off meeting group rates. They have a database which searches over 100,000 hotels based on our requirements. When working with a Convention and Visitors Bureau, the bureau works only with hotels that are members of the bureau. MSR can provide P2F2 a glance of hotels based upon our needs. MSR works with the organizations by creating the RFP, gives us access to reports (financial and meeting data) and basically does the heavy lifting.

There is no cost to the organization putting on the conference. MSR receives a placement fee paid by the hotel selected for the conference. The only cost incurred by the client is if the client uses them for on-site staffing. MSR makes the bulk of their money from other members who use their full services.

MSR looks at proposal of availability at a glance reports, room rate comparison reports, and hotel reports and also does site inspection with the client. And after the conference, they do a post conference report.

Camuglia asked about client references and Auten said that there is a list of customers and we can obtain the contract list and find out their satisfaction. Camuglia also asked if MSR could provide a list of where in the country it would be beneficial and low cost for P2F2 to look at for future conferences during the month of October. Auten will contact MSR with some questions and forward on to the Board answers to the questions, the reference list and site suggestions.

Treasurer's Report – Camuglia reported that she is out of the office and will forward the financial statements to the group when she gets back in the office. Nix stated that we have gotten the sponsor payments that we were waiting for.

Nashville – Auten is very excited to have found a co-chair in Nashville for the October 2014 annual conference. The Board should have received examples of electronic ads for the Nashville conference, which the CVB helped with. She is working with Gwen Ross to coordinate the sending (4 in a series, 1st one is a “save the date” – to be released between now and October 2014). The brochure design is being worked on. She is working with Nancy Mikola on the P2F2 logo and Dave DeJonge on a conference budget. Auten asked Nix how many sponsors to put down for the Nashville conference. She responded that we should start with what we had in 2013, which was 9, and see how many are needed.

Carraher asked if the board was fine with Charlene Powell helping with the sponsors. The board is and Nix will get with Powell to talk about. Per Carraher, Segal will be a sponsor in 2014.

Auten asked what kind of support is needed from her. Carraher and DeJonge commented that the Conference Coordinator helps the speaker committee by determining which sessions are held in which rooms, making sure speaker bios and sessions descriptions get added to the brochure, and determining which speakers are given complimentary rooms.

Auten will send emails to the different committees thanking them for volunteering. She has the list of the volunteers and will send out the list of comments from the Scottsdale conference. DeJonge mentioned that he will send out the speaker comment results. Camuglia asked a question about the “save the date” notice. When is it the best timing to send this notice? When we get a new member, do we have a type of letter to send to them regarding the date of the upcoming conference? Auten mentioned that she does have a few more potential members.

Strategic Planning Meeting – This meeting has been scheduled for January 13 in Austin, TX. The board will meet for supper on Sunday and then meet all day on Monday until 3:00. DeJonge and Covarrubias will work on where to stay and Carraher and Greve will work on putting the meeting together.

San Diego – 2015 – Nothing to report yet. We do have members there and Auten will work on with them.

By-Laws – Changes needed - Nix is waiting for some comments – will be sent out before the strategic meeting

- Voting needs to be updated

- Membership – updates needed

- On the membership form: why is home phone number and male/female necessary? – needs to be updated

Education –lots to talk about at the Strategic Planning Meeting

Website – no update at this time

Financial Advocacy – Greve – There is a meeting every month on GASB – there are more people participating since the Scottsdale conference. In April 2014, the exposure draft of OPEB will be out. In May 2014, the exposure draft for the Fair Value Measurement and Application will be out. The November 1, 2013 oral presentation to GASB went well. The GASB 68

Implementation Guide is due out in January or February of 2014. The AICPA cost sharing information may come out in January 2014. There is a new GASB Statement 67/68 toolkit on the GASB website giving guidance to pension systems and employers.

Greve is working with a small group on what needs to be contained in the actuarial section of the CAFR: two pieces – funding and accounting. There are also changes being made to the GFOA checklist, which is going to the committee at GFOA in January.

Greve is wondering the best way to get phone call date notices on the website so only members have access. And he is open to suggestions on how to handle the phone calls and if there is a better way for the meetings to be run.

Newsletter – Greve hasn't started the newest newsletter yet. He would like to get more information about the conference. DeJonge will write a short letter from the president. Want to put Dick McCleene's retirement announcement on the newsletter and Carraher will send Greve pictures. Hope to get the draft out before the end of the year.

Board Meetings – Meetings will be held the 1st Thursday of the month, every other month, starting in March 2014.

E-mail Blasts – DeJonge talked to Gwen Ross about e-mail blasts. She sometimes has to edit, has questions about scheduling, what should and shouldn't go out. Should we go with a third party? Board will talk about e-mail blasts at the strategic planning meeting.

There being no further business, Carraher made a motion to adjourn, with a second by Greve. President DeJonge adjourned the meeting at 2:35 (CST).

(Approved by P2F2 Board – March 6, 2014)