



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

P2F2 Board Meeting  
**January 30, 2018 Minutes (approved)**

*Directors present:* Karen Carraher, Rhonda Covarrubias, Rob Dolphin, Karl Greve, Darla Iverson, Robin Madsen, Michele Nix

*Directors unable to attend:* Dave DeJonge, Lawrence Mundy

*Guests:* None

Greve called the meeting to order at 1:33 CST.

**Minutes** – Minutes from the January 4, 2018 meeting were corrected to correct the year, and state “2017 conference evaluation comments”; no other changes were needed. Motion to approve made by Carraher and seconded by Nix; motion passed.

**Treasurer’s Report/Finance Committee** – Carraher provided update; noted that QuickBooks setup is in process and hoping to send out financials in a few weeks. The invoice function has been set-up in QuickBooks, and will send our membership dues invoices early next week. In addition, the G/L has been created and will be importing files. Carraher noted that she has purged some old P2F2 data (i.e. – old hardcopy evaluations); all membership and financial information will be kept. Carraher plans to provide updated financials for the next board meeting.

**Technology Plans** – Update provided by Madsen. Submitted change requests (design changes), but is still working on data. Madsen is hoping to complete all data next week and will work with Carraher to have all updated information for the website. Discussion regarding payment to Timberlake was discussed; vendor has asked for credit card to process monthly remittance/payment. Carraher indicated that we have debit card only and that we need to be invoiced monthly; Madsen will work with vendor to arrange monthly payment via check.

Greve suggested possible need for P2F2 to get credit card; Carraher agreed to research further.

**Future Conferences:**

- **2018 – Savannah** – Group (retiree Art Hewig; Carraher; Covarrubias; Iverson) is going out tomorrow (Jan. 31) to review hotel layout and determine session/room assignments; in addition, tours of possible venues for Tuesday evening event will be conducted.
  - Iverson indicated that Hospitality/Onsite Committee will probably start meeting next month; Carraher indicated that Speakers Committee will likely start meeting in February or March.
  - Carraher will work on conference budget, so that Board can review and discuss possible conference rates and sponsor rates at its next board meeting.
- **2019 – Salt Lake** – Hotel has been secured. Tuesday evening event is still pending; Dolphin will reach out again for costs at the Olympic Park. Dolphin and Carraher will work on a tentative conference budget.
- **2020 - TBD** – per Carraher, 2020 should be an “east coast” location. Philadelphia was previously discussed as a possible venue; Carraher will follow-up with Art Hewig to see if this location has been researched and will provide an update at the next board meeting.
- **2021 - Denver** – per Carraher, P2F2 has already paid a hotel deposit for this conference (Embassy Suites). No venues have been contemplated yet; hoping Greve will provide some thoughts/ideas.

### **Quarterly Membership Calls –**

- **1<sup>st</sup> quarter call** – Dolphin has agreed to “chair” the 1<sup>st</sup> quarter call. Dolphin indicated that he could discuss recent IRS audit that his organization has gone through and provide insight/process/information on employment tax audits and how to prepare for one. Per Dolphin, IRS has said that they are continuing these governmental employer audits. Dolphin will try to schedule call for some time in March.
- **2<sup>nd</sup> quarter call** – Madsen has agreed to “chair” the 2<sup>nd</sup> quarter call. She may discuss the GFOA Budget Award process; date to be determined.
- **3<sup>rd</sup> quarter call** – Greve noted that Mundy could likely do the 3<sup>rd</sup> quarter; will confirm.
- **4<sup>th</sup> quarter call** – Dolphin indicated that Eide Bailey has offered to conduct some sort of online CPE; this will continue to be researched.

**Advocacy** – Board discussed responding to GASB Implementation Guide; Greve noted that issue on look-through is very important. Greve will ask Mundy to draft response/letter and send to board for review.

**Membership Drive** – Greve provided board with information on members from 2016 that were no longer members in 2017; also compared plans in P2F2 to the Public Pension Data base. Prior board member Camuglia had previously been in charge of membership. Greve will reach out to DeJonge to see if he will chair this committee; Madsen and Dolphin agreed to assist.

**Retiree usage** – Per Carraher, will try to organize a 1<sup>st</sup>-quarter call, for some time in March. She indicated that this group may be able to assist in creating a letter for the membership drive.

**Administrative Support update** – Per Carraher, the phone number has been eliminated from the membership form; continuing work on Quick Books; OPERS will continue to manage P2F2 emails.

**Other Business** – None

### **Adjournment**

A motion to adjourn was made by Carraher and seconded by Nix. There being no further business, Greve adjourned the meeting at 2:10 pm CST.