



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

P2F2 Board Meeting
June 1, 2017 Minutes

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

Directors unable to attend: Robin Madsen

Guests: None

Iverson amended the May 12, 2017 Board meeting minutes to reflect the correct date of May 12, 2017. A motion was made by Nix to approve the May 12, 2017 Board meeting minutes. Greve seconded the motion. The motion passed.

Treasurer's Report/Finance Committee (RC) - The financial report as of April 30, 2017 shows a balance of \$327,476.71, made up from balances in checking, savings and two CDs. Carraher will send the information Covarrubias needs to put the money from a matured CD into a new CD. The largest source of revenue for April was the 2017 membership dues and the largest expenses in April were payments for the Welcome Reception and the Conference keynote speaker.

2017 Conference (Albuquerque) –

- **Hospitality Committee (DI)** – The second edition of the Albu-Courier was distributed via email on May 31. The next newsletter will be sent out on June 7, the day that registration opens. The Food Committee is scheduled to meet on June 27 to discuss menus for conference lunches and the two evening event menus. Gwen Ross has been in contact with the Albuquerque Conference and Visitors Bureau (CVB) contact regarding some of the local goodie bag items. In order for the purchases made through the CVB to be tax exempt, there is complicated paperwork with the use of a SSN that needs to be completed and a complicated process that needs to be followed. The Board did not feel comfortable with the process and decided not to pursue tax exemption for these purchases.
- **Speaker Committee (KC)** – The conference registration will open on June 7, with registration and hotel links on the website. The agenda is set, with two sessions in need of finalized speakers. The timing of the sessions was adjusted slightly, to allow for scanning time between sessions. Speaker confirmations are being sent out.
- **Sponsor Committee (MN)** – One of the past sponsors has opted out of sponsoring and a request has been sent to another sponsor to fill the vacated spot. The Sponsor Passport was well received by the sponsors and the attendees at the 2016 Conference. Prizes will need to be selected for the 2017 Conference Sponsor Passport.
- **Conference Budget (KC)** – The speaker budget has been completed. The comp rooms will be distributed to the speakers and retirees. Carraher estimates that four retirees will come to the conference. She will be scheduling a second meeting with them to discuss task needs and talents. The overall conference budget will be updated and distributed.
- **Conference App (KC)** – Patti Brammer is working with a free version of a conference app called Guidebook.
- **Groundwork Group (GWg) (KC)** – Changes to the registration process are underway and will be ready on June 7th. Nancy Mikola will continue to work with GWg.

2018 Conference (Savannah) –

- Marcia Volpe will send date options for a site visit to make decisions on the evening event venues.

2019 Conference (Salt Lake City) –

- The deposit to Little America has been made. Carraher and Dolphin have a conference call with Olympic Park scheduled on June 13 to discuss making changes to the proposal made by Olympic Park for the Tuesday evening event. The Board discussed the option of having additional sponsors for the 2019 Conference to help pay for the possible additional cost of the event.

2020 Conference –

- Art Hewig is working on possible conference sites for 2020. DeJonge will follow up with Hewig.

2021 Conference (Denver) –

- While in Denver at the GFOA Annual Conference, Carraher, DeJonge and Nix toured two hotels for the 2021 Conference. The Embassy Suites by Hilton Denver Downtown Convention Center was deemed to be the best fit for the conference based upon the meeting rooms and the layout of the rooms in the hotel and is located just off 16th Street. The Embassy Suites has 500+ rooms and has a free breakfast buffet and the nightly Evening Reception with complimentary appetizers and beverages for hotel guests. The food and beverage minimum will be between \$65,000 and \$75,000. The Embassy Suites will send Carraher a contract.

Strategic Planning Follow-up Activities –

- **Website/Technology Committee** – Madsen will set up a call with DeJonge, Greve, Dolphin, Tim Rekow (ASRS) and Jeremy Pond (MSRS) to get started on a plan to freshen, update and maintain the website. This committee would work with the Board to help research all-inclusive membership management systems that could replace the P2F2 website, member forum, conference registration and email burst process. DeJonge and Greve have already conducted some research.
- **Retiree Group** – Carraher will be sending a reminder to the retirees to send in what they are interested in doing to help with the Annual Conference. Charlene Powell will work on the brochure this year, reviewing and working with a designer. Vince Prendergast has volunteered to help with mailings and with registration in the future.
- **Financial Advocacy Committee (KG)** – Future GASB calls need to be scheduled. Send Greve article ideas for an upcoming newsletter, which will be coming out soon. One of the topics in the upcoming newsletter will be about the GFOA CAFR Checklist. GFOA is planning to reduce the Checklist from 130 pages to 30 pages and will only cover the basics. P2F2 should strategically decide what is important for the organization to work on and also what the organization can handle.
- **Administrative Support** – Nancy Mikola will handle registration for the 2017 Conference. Carraher stated that Mikola is still working on administrative tasks and if there are administrative task questions, Mikola is the one to go to.
- **Strategic Plan – (KC)** Carraher will send date options for a strategic planning meeting in late August/early September.

Old Business – None

New Business – None

Carraher will send out date options for the next Board meeting.

Adjournment

A motion to adjourn was made by Carraher and seconded by Greve. There being no further business, Carraher adjourned the meeting.