



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

P2F2 Board Meeting
March 3, 2016 Minutes

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

Directors unable to attend: Beulah Auten, Rhonda Covarrubias, Michele Nix

Guests: Nancy Mikola

Carraher called the meeting to order at 1:33 PM (CST).

A motion was made by DeJonge to approve the February 4, 2016 Board meeting minutes. Greve seconded the motion. The motion passed.

Treasurer's Report/Finance Committee –

- Financial reports as of February 29, 2016 show a balance of \$291,620.68, made up from balances in checking, savings and three CDs. Reflected in this balance is \$19,150 in 2016 membership receipts and a few small expenses.

Michele Nix and bylaws –

- President Nix recently announced her resignation from MOSERS and that she has taken a job with the City of Columbia, MO. The P2F2 bylaws (4.2) state: *All Board members shall serve four-year terms, and are eligible for re-election at the end of each four-year term unless the Board member ceases to be an employee of a public pension system, then, he or she may either terminate Board member status or continue to serve at the request of the remaining Board members until the end of the current term.* DeJonge made a motion to have Nix continue serving as a member of the P2F2 Board in a non-officer role through the end of October 2016 (the 2016 conference). Greve seconded the motion. The motion passed.

P2F2 President –

- Greve made a motion that Carraher take over as the P2F2 President for the rest of Nix's presidential term. DeJonge seconded the motion. The motion passed.

2016 Charleston Conference –

- The draft 2016 conference budget will be distributed to the Board members.
 - **Speaker Committee** – For the Pre-conference on Sunday morning, there will be two tracks going at the same time, GASB 72 and Actuarial. Each of the tracks will have three 50-minute sessions. Two ballrooms will be needed on Sunday morning. 85-90% of the general session time slots are filled. There will be a few optional sessions offered this year, for a total of approximately 27 CPE hours. By the next Board meeting, the agenda will be done.
 - **Hospitality Committee** – The Hospitality Committee will meet the third Tuesday of each month at 1:30 CST, co-chaired by Iverson and Camuglia.

- **Sponsor Committee** – Charlene Powell will take the lead as the Sponsor Committee Chair, with Nix being the Board liaison. The plan is to again have 20 conference sponsors.
- Powell and others will be working on documenting conference planning, including a conference planning book, documented timelines, checklists, contracts and sample RFPs.

2017 Conference –

- Denver will be the location of the 2017 conference. Art Hewig has the RFP to begin looking at hotels in downtown Denver, with assistance from Greve.

2018 Conference –

- The Board narrowed down possible conference sites for 2018 to Orlando, FL, Asheville, NC, Savannah, GA, Chicago, IL and Charlotte, NC. Hewig will take the lead in looking at these locations to reduce the options further.

Strategic Planning Follow-up Activities –

- **GoToMeeting** is a video conferencing solution that could be used for the Board’s strategic planning or future Board meetings. For strategic planning, it would be best to have blocks of times for topics, rather than a full day. Documents and the desktop can be shared amongst participants. DeJonge, Carraher, Greve and Dolphin will work on dates and agendas.
- **Future Strategic Planning topics –**
 - Managing the P2F2 website – Fick manages the website now and will continue to do so. Follow-up on letters posted, links, bylaws, etc.
 - Social Media - which social media options does P2F2 want to participate in and manage.

Old Business – Mikola gave an update on GroundWork group (GWg) and three areas to consider having GWg work on next for P2F2. The three areas and the decisions made are:

- **Email Forum** – GWg will need to do more research on options and costs for an email forum that can be done by members and not exist on our current website.
- **Membership Renewal Process** – GWg proposed a one-time fee of \$15,870 to get a membership renewal portal and process on-line. This would take 8-10 weeks to complete and the system would be available 24/7 and 365 days a year. This process would include the creation of requested forms, invoices, receipts, database functionality and reports. Currently, Mikola takes care of these functions. The decision was made to not pursue this at this time but concentrate on getting the conference registration on-line perfected first.
- **Update On-line Conference Registration** – GWg proposed completing the conference registration portion of our project, at a cost of between \$345 and \$575. Included in this cost would be the creation of a new page giving information about the conference with a check box that registrants would have to check, confirming their understanding of the information and their agreement with it. If functionality is changed, there will be additional costs. Having this process completed, we’d receive tallies on the meals and pre-conference sessions. Reports would be on Excel spreadsheets. Dolphin made a motion to approve moving forward with completing the conference registration portion of the project, for up to a total of \$600. Greve seconded. The motion passed.

New Business –

- **Social Media Project Estimate** – P2F2 received an estimate from Casey Fick, Design Consultant, to create and maintain Instagram and Facebook pages. The creation of the profiles for both Instagram and Facebook would cost \$350. The cost to manage these two profiles would be \$325 per month. The decision was made to discuss what P2F2’s social media needs are at one of the upcoming Strategic Planning meetings

- **Advertising Agreement Form** – Mikola created an Advertising Agreement Form to be used when members and non-members want to post job openings on the P2F2 website. It was decided that this agreement will be used for future job postings. Outdated job postings have been removed from the website.
- **Newsletter** – Greve will be putting together the next newsletter. Articles about the upcoming conference will be included.

The next scheduled meeting is Thursday, April 7, at 1:30 CST. Additional dates for 2016 are: May 5, June 2, July 7, August 4, September 1 and October 6, 2016.

Adjournment -

The meeting was adjourned at 2:45 PM (CST).