



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

P2F2 Board Meeting  
**May 5, 2016 Minutes**

*Directors present:* Michelle Camuglia, Karen Carraher, Rhonda Covarrubias, Dave DeJonge, Darla Iverson, Michele Nix

*Directors unable to attend:* Beulah Auten, Rob Dolphin, Karl Greve

*Guests:* None

Carraher called the meeting to order at 1:32 PM (CST).

A motion was made by DeJonge to approve the April 7, 2016 Board meeting minutes. Nix seconded the motion. The motion passed.

**Treasurer's Report/Finance Committee –**

- Financial reports as of April 30, 2016 show a balance of \$290,645.32, consisting of balances in checking, savings and three CDs.

**2016 Charleston Conference Committee reports –**

- **Hospitality Committee** – The menus for the Sunday reception and the Tuesday night event have been finalized and contracts have been signed with the caterers for each of the events. The snacks, beverages and lunches provided by the Embassy Suites during the conference are almost finalized. The Goody Bag Sub-Committee met on Tuesday and they continue to make good progress in deciding on goody bag items. The new CFO at the Minnesota State Retirement System will be joining the AV Sub-Committee. The first Charleston Courier was distributed on April 26, 2016 and the second issue was distributed on May 5, 2016. Nancy Mikola put together a working spreadsheet to facilitate topics for upcoming editions.
- **Speaker Committee** – All of the speakers are set and their names have been included on the Conference at a Glance, which has been sent to the designer for layout and publishing, with a goal of posting it on the P2F2 website soon. Session descriptions will be worked on next. The Committee has discussed continuing to hand out thank you notes with the gift after the speaker has presented, and then following up with a more personalized note later that will include the scores they received for the session.
- **Sponsor Committee** – Eleven sponsors have committed for the 2016 Conference. CEM Benchmarking declined this year, but is being replaced by Mellon. A reminder email to the remaining nine potential sponsors will be sent on Friday, May 6, and if no response is received after a week or so, requests for sponsorship will be sent to businesses that have not been sponsors before.
- **Conference Budget** – There have been no significant changes to the conference budget.

**2017 Conference –**

- RFPs were sent to both Albuquerque, NM, and Salt Lake City, UT, as potential sites for the 2017 Conference. Two responses were received from Salt Lake City and five were received from Albuquerque. The decision was made that the 2017 Conference will be held in Albuquerque. The site visit made to Charleston a few months ago has proven to be very helpful in the planning of

the 2016 Conference and has assisted in the planning of the conference to be ahead of schedule. A planned site visit to Albuquerque will take place in the next few months to make some decisions regarding the conference hotel and other logistical items by the planning committee of DeJonge, Carraher, Art Hewig and the two co-chairs of the Hospitality Committee, Iverson and Camuglia. Due to workload at this time, Camuglia will most likely not be able to travel in the coming months. Potential dates for this visit, which will most likely involve traveling on a Sunday and returning on a Tuesday night, will be looked at.

- Nix made the motion that Albuquerque will be the site of the 2017 Conference. The motion was seconded by Camuglia. The motion passed.

#### **2018 Conference –**

- The Board narrowed down possible conference sites for 2018 to Orlando, FL, Asheville, NC, Savannah, GA, Chicago, IL, Grand Rapids, MI, and Charlotte, NC. RFPs were sent and responses were received from Grand Rapids, Chicago, Asheville and Orlando hotels. Hotel rates seem a bit high. The discussion will be deferred until there are more members on the call.

**2019 Conference** –Denver is a possible site for the 2019 Conference.

**Strategic Planning** – The Strategic Planning meeting that was scheduled for April 29 was cancelled as GroundWork group (GWg) was unable to attend. New dates for strategic planning will be considered. DeJonge, Carraher and Mikola had a conference call with a representative from GWg. Carraher updated the Board on organizational restructuring changes that GWg has recently gone through. P2F2 contracted with GWg to complete four tasks. They are:

- Civic toolset database – This has been completed.
- Member portal – This is close, some adjustments need to be made.
- Conference registration – While this is close, some adjustments need to be made. A two-page registration form will be added with the goal of having the on-line registration on the P2F2 website by June 1. A registration roster like the one used last year will be set up. Access codes will be created for the Board members so they can view CIVICS reports (e.g. conference registration lists and member records). Additional registration projects are being cost estimated.
- E-communications – The Board is looking for a tool to track detailed e-communications, including what was sent to whom, and with the ability to maintain e-communication history when email addresses are updated and to return bounced emails to the administrator's email account. This has not been worked on yet.

**Old Business** – A year ago, there was a conference call with a number of former P2F2 members who have retired in recent years. Carraher will try to get this group together to begin discussions of how these retirees can help P2F2 with certain tasks throughout the year, instead of hiring a staff position. Since the inception of P2F2, the membership has grown. Along with the membership, the amount of administrative tasks has grown. Examples of things the retirees could help with include bookkeeping and conference planning tasks. In exchange for assisting P2F2, a retiree could receive a monetary stipend or free registration to the conference. This topic will be discussed at the next Strategic Planning meeting.

**New Business** – The consensus of the Board is to pay a consultant to assist in our vision and plan for the P2F2 website. This topic will be discussed at the next Strategic Planning meeting.

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

#### **Adjournment –**

Covarrubias moved that the meeting be adjourned. DeJonge seconded. The meeting was adjourned at 2:30 PM (CST).