



P2F2 Board Strategic Planning Meeting
October 27, 2016 Minutes

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

Directors unable to attend: None

Guests: None

2016 Conference Debriefing

- Comments regarding the conference from Board members and attendees include the following: should have sprayed for mosquitos at the outdoor events; the evening events were huge successes; make sure there is power at the outdoor events; P2F2 members don't stay out as late as the buses were scheduled – for future conferences that need transportation provided for the evening events, have them return back to the hotel earlier; more water and less pop at the breaks; more regular coffee and less decaffeinated coffee available during the conference; needed better acoustics during the luncheon business meeting and some of the larger sessions in the ballrooms; goodie bag gifts were excellent; add water to the goodie bags; the hotel and room locations were good; attendees enjoyed having candy on the tables at registration – highest demand was for the chocolate candy; great breakfast; good food choices; nice mix of session topics; nice to have transportation on Monday's free night; Tour de Sponsors was a nice addition; some days were a bit long; include a longer lag time between the last session of the day and the bus departure for the evening event; bottleneck in the snack and beverage area; liked having the sponsors and the beverages and snacks in the same room; missed the snack trading table; need to have the attendee list printed; have hotel staff scoop ice cream; Charleston Courier provided a good deal of information: email version and daily hard copy (bus schedules, internet login information, daily class sessions).
- Sponsors liked the Tour de Sponsor and felt it helped them to have more contact with attendees.
- A follow-up item: need to get a tip to the van driver for the two nights he drove the handicap-accessible van.
- The Hospitality Committee will have a conference debriefing meeting in the near future.
- Ask the sponsors for a short article for the newsletter.
- Include some of the conference photographs in the newsletter and on the website.
- Consider paying the future conference hotels to manage the audio visual needs during the conference. Wicklund and Rekow spent a lot of time during the conference managing AV issues.
- Consider adding a conference "Retiree Coordinator".
- Nix would like to have a logistics memo for sponsors, with clear instructions for sponsors that need to ship items to the hotel and also how to ship items back after the conference is over. Sponsors need this information sooner in the future.

Administrative Tasks

- Nancy Mikola's job tasks list was reviewed and discussed.
- With the growth in size of P2F2, administrative tasks take up a lot of time. Carraher has met with an individual who may be a possibility to take over administrative tasks, which will be further defined. The website will need to be changed once a transition occurs, as calls currently go to Mikola.
- Possible conference tasks for the retirees could include sitting at the registration desk during the annual conference and scanning attendees as they get on buses to the evening events.

Communication Committee

- A new Communication Committee was created. This committee would be tasked with sending out email blasts, conference newsletters, P2F2 newsletters, survey membership and other miscellaneous communication. Currently, DeJonge will head up this committee with Greve and Patti Brammer serving on this committee. The Board would like to add additional members on this committee.
- This committee will also be tasked to find out what kind of interest the membership has in expanding social media. A survey will be sent to the membership to find out what type of social media (Facebook, Twitter, LinkedIn, etc.) expansion they would be interested in.

Technology

- GroundWork group will not be able to work on the member question pushout process.
- Technical areas the Board would like to focus on include an email push for members to ask questions and all members being able to view the answers; a member portal sign-in, where the member can register for the conference, upload their photo so members know who each other are, pay their dues, look at and share system information; maintain membership information and generate member and conference registration reports. Iverson will follow up with the IPERS' Chief Technology Officer to find out what kind of system PRISM uses for their organization.
- What kind of event management software is available to meet P2F2's needs?
- The Board discussed what kinds of changes should be made to the website. It was suggested that the Board minutes be archived by year except for the current year's minutes.
- Nix will look at updating the By-Laws and the By-Laws that are posted on the website.
- Board bios need to be updated on the website. Beulah Auten's bio needs to be removed and Madsen's bio needs to be added. Some term dates need to be updated.

Board Officer Positions (3 year limits)

- President – Carraher
- President-elect – unknown
- Treasurer – Covarrubias
- Secretary – Iverson
- Madsen will begin serving as a Board member in Auten's vacated position.

Accreditation

- Members are interested in exploring a new pension accreditation if made available to them. Ernst & Young is interested in being involved. A working group of DeJonge, Dolphin, Greve and Julie Underwood has been created to explore the option of developing this new accreditation.

Training for Employers

- The Board discussed offering GASB 68 training to covered employers.

Position on a GFOA Committee

- The Board discussed working towards having a standing position on the GFOA Committee on Retirement and Benefits Administration (CORBA).