



BURLINGTON EMPLOYEES' RETIREMENT SYSTEM

James T. Strouse
Chairman of the Board
Robert Hooper
Vice-Chairman

Stephanie Hanker
Retirement Administrator
802-865-7097
VT Relay – dial 711

Retirement Board Meeting Agenda Burlington Electric Department August 20, 2015 – 9:00 AM

1. Agenda
2. Approve Minutes of 07/16/2015
3. Approval of Bills
4. Ratify Refund / Rollovers
5. Approval of Retirement Applications
6. Performance Presentation By Barry Bryant – Dahab Associates
7. Discussion of Investment Statement Policy/Guidelines
8. Discussion Regarding Authorized Signer
9. Adjourn

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August 20, 2015
Burlington Employees' Retirement Board
Burlington Electric Department

Board Members Present: Jim Strouse Matthew Dow
Bob Rusten Daniel Gilligan (Via Phone)
Munir Kasti (9:05am) Bob Hooper
Benjamin O'Brien Jeff Wick (9:10am)

Others Present: Stephanie Hanker
Barry Bryant – Dahab Associates-
Kim Sturtevant (9:15am)

Called to order at 9:02am

1. Agenda:

Jim Strouse removed item number 6, Performance Presentation by Barry Bryant will not be ready to be reviewed until September. Jim Strouse added New Business as agenda item number nine and Update of Divestment Committee as agenda item number 10, moving agenda item Adjourn to number 11.

2. Approve Minutes of 07/16/2015:

Bob Hooper moved to approve the minutes with the change identified. Benjamin O'Brien 2nd. Motion carries 7:0.

3. Approval of Bills:

Benjamin O'Brien moved to approve bills as presented. Bob Hooper 2nd. Motion carries 7:0.

4. Ratify Refund / Rollovers:

Bob Hooper moved to approve rollover/refunds as presented. Munir Kasti 2nd. Motion carries 7:0.

5. Approve Retirement Applications:

Munir Kasti moved to approve the applications presented. Bob Hooper 2nd. Motion carries 7:0.

6. Performance Presentation by Barry Bryant – Dahab Associates

Removed from Agenda

7. Discussion of Investment Statement Policy/Guidelines

Barry Bryant stated the Board should vote to extend the contract with VPIC in case the funds cannot be withdrawn in time for December 31.

Bob Hooper moved to extend the VPIC contract first through the end of the year and through the first quarter of 2016 to be able to achieve the withdrawal of all funds. Matt Dow 2nd. Motion carries 8:0

Barry Bryant stated the Board needs to have a custodial bank in place prior to the transfer of funds and suggests Comerica as a custodial bank. Bob Rusten stated he would need to check with the City's purchasing policy to ensure a proper RFP would not have to be done to comply with the policy. Bob Rusten stated that it would be helpful for the next meeting for Barry Bryant to prepare for the Board a one page letter of what the services needed are for the custodial bank by the Board, what services the bank provides, fees charged by the bank and any other fees that would be required from the fund.

Barry Bryant distributed a draft version of the investment statement policy to the Board. Barry Bryant stated that other entity's insert legislative language in their policies and that would be up to the City's legal office to decide if that was wanted. Kim Sturtevant stated she would draft language to be inserted. Jim Strouse stated he would like to see a less complex statement, stating how to invest assets and the Board should take a look at the policy prior to going to VPIC. Barry Bryant stated that some policies are done like that with addendums added, but the body can be significantly simplified. Bob Rusten stated it may be simpler to reference the ordinances in the investment statement policy. Jeff Wick stated he agreed, if the ordinance speaks to an area, then the policy should point to the ordinance. Barry Bryant stated he would draft a more simple policy and addendums and bring back to the Board. Bob Rusten stated he believes it makes sense to not spend more time on the investment statement policy until the Board spends some more time on education, then revisit the investment statement policy once the Board knows what they want to try and accomplish. Barry Bryant distributed a sample asset allocation from another client. Barry Bryant stated the Board needs to determine what model they would like to use and he would provide a sample model for the Board.

8. Discussion Regarding Authorized Signer

The Board voted to adopt the following resolution, "Be it resolved, that Robert Rusten be and is hereby authorized to sign any and all documents relative to the transition out of VPIC." Benjamin O'Brien so moved, Matt Dow 2nd. Motion carries 6:0.

9. New Business

Bob Hooper stated Al Neubert from the Superbowl of Indexing is willing to come in and provide information to the Board. Matt Dow moved to

reimburse Al Neubert up to \$200.00 in travel expenses plus the cost of the hotel. Munir Kasti 2nd. 6:0

10. Update on Divestment Committee

Jim Strouse stated he brought an attorney to speak to the committee about fiduciary responsibility.

Matt Dow moved to adjourn, Munir Kasti 2nd. Motion carries 6:0. Meeting Adjourned 11:40am.