

# EVERETT BENEFIT TRUST ANNUAL CALENDAR

<b>July</b> <ul style="list-style-type: none"> <li>✓ Beginning of Fiscal year</li> </ul>	July 1
<b>August</b> <ul style="list-style-type: none"> <li>✓ Consultant presents proposed plan renewals and rates for upcoming Fiscal year to the Trustees (Sean)</li> <li>✓ Trust audit by independent auditor (Darla)</li> </ul>	Mid-Late August  Consultants attending
<b>September</b> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultant (Sean)</li> <li>✓ Approve annual budget (Trustees)</li> <li>✓ Open enrollment materials are prepared by the Benefits Department (Randi)</li> <li>✓ Review and approval of audit by independent auditor (Darla)</li> <li>✓ End of year Wellness Program report (Gail)</li> </ul>	Consultant attending
<b>October</b> <ul style="list-style-type: none"> <li>✓ Plan documents are finalized between the Consultant and Human Resources (Sean/Randi)</li> <li>✓ Open enrollment begins (Randi)</li> <li>✓ Quarterly EAP report (Randi)</li> </ul>	Consultant attending
<b>November</b> <ul style="list-style-type: none"> <li>✓ Open enrollment closes (Randi)</li> <li>✓ Investment Summary Review (Jayson)</li> <li>✓ Annual investment policy review and recommendations from investment consultant (Jayson)</li> <li>✓ Review performance of investment manager(s) (Jayson)</li> </ul>	Consultant attending
<b>December</b> <ul style="list-style-type: none"> <li>✓ Approval of Annual investment policy review by Trustees (<b>if revisions are proposed in November</b>)</li> </ul>	
<b>January</b> <ul style="list-style-type: none"> <li>✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)</li> <li>✓ Quarterly EAP report (Randi)</li> </ul>	
<b>February</b> <ul style="list-style-type: none"> <li>✓ Review Fiduciary Liability Insurance Renewal (Darla)</li> </ul>	
<b>March</b> <ul style="list-style-type: none"> <li>✓ Approve Fiduciary Liability Insurance Renewal (Darla)</li> </ul>	

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<b>April</b> <ul style="list-style-type: none"> <li>✓ Begin preliminary discussion with consultants on plan renewals (Sean)</li> <li>✓ Review Operational Manual (Trustees)</li> <li>✓ Quarterly EAP report (Randi)</li> <li>✓ Investment Manager presentation (Becker &amp; Jayson)</li> <li>✓ Establish and adopt annual regular meeting calendar for the upcoming fiscal year (Trustees)</li> </ul>	<p style="text-align: center;">Consultants attending</p>
<b>May</b> <ul style="list-style-type: none"> <li>✓ Review Auditor Engagement for annual audit (Darla)</li> <li>✓ Review Consultant Engagement/Budget for upcoming fiscal year (Sean)</li> <li>✓ Review performance of investment consultant (Executive Session)</li> <li>✓ Review annual Wellness Program plan and budget (Gail)</li> </ul>	<p style="text-align: center;">Consultant attending</p>
<b>June</b> <ul style="list-style-type: none"> <li>✓ Approval of Auditor Engagement for annual audit (Darla)</li> <li>✓ Approval of Consultant Engagement/Budget for upcoming fiscal year (Sean)</li> <li>✓ Approval of annual Wellness Program plan and budget (Gail)</li> <li>✓ Rotation of Trust Officers (Trustees)</li> <li>✓ Review Compensation for Trust financial and support services (Executive Session)</li> <li>✓ End of Fiscal year</li> </ul>	<p style="text-align: center;">Consultant attending</p> <p style="text-align: center;">June 30</p>