

Everett School Employee Benefit Trust
Agenda
Wednesday, September 19, 2012
Administrative Service Center
Boardroom
4:00-6:00 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes from the August 29, 2012 Meeting
4. Financials – Darla Vanduren
 - a. Monthly financials
 - b. Review and approval of annual audit
5. Policy Review – Molly Ringo
 - a. Policy 220, Investment Guidelines and Rules
 - b. Procedure 250P, Fund Balance and Solvency
6. Consultant Report – Sean White
 - a. Finalize plan renewals and rates for upcoming fiscal year
7. Approve Annual Budget – Trustees
8. Wellness Program – Gail Buquicchio
 - a. Monthly report
9. Human Resources – Randi Seaberg
 - a. Open enrollment
10. Review of Annual Regular Meeting Calendar & Annual Calendar – Trustees
Annual **October** meeting topics:
 - ✓ Plan documents are finalized between the consultant and human resources (Sean/Randi)
 - ✓ Open enrollment begins (Randi)
 - ✓ Quarterly EAP report (Randi)
11. Other
12. Adjournment

Next Meeting
October 17, 2012
4:00 – 6:00 p.m.