

Everett School Employee Benefit Trust
Agenda
Wednesday, May 17, 2017
Community Resource Center
Port Gardner Room B
4:00 p.m.

1. Call to Order

2. Adoption of Agenda

3. Consultant Report – Sean White (conference call)

- Review Consultant Engagement/Budget for upcoming fiscal year

4. Approval of Minutes from the April 19, 2017 Meeting

5. Financials – Darla Vanduren

- Monthly report
- Review Auditor Engagement for annual audit

6. Consultant Report – Melanie Curtice

- Trust Agreement second reading and adoption
- Trust policies review—first reading

7. Wellness Program – Shelly Henderson

- Monthly report
- Reimbursement process spreadsheet
- Review annual Wellness Program plan and budget

8. Upcoming June Meeting Agenda Items

- ✓ Approval of Auditor Engagement for annual audit (Darla)
- ✓ Approval of Consultant Engagement/Budget for upcoming fiscal year (Sean)
- ✓ Approval of annual Wellness Program plan and budget (Shelly)
- ✓ End-of-year Wellness Program report (Shelly)
- ✓ Rotation of Trust Officers (Trustees)
- ✓ Review Compensation for Trust financial and support services (Executive Session)

9. Other

10. Executive Session

- Review performance of investment consultant

11. Adjournment

Next Meeting
June 14, 2017 – 4:00-6:00 p.m.
CRC – Port Gardner Room B