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| **July**   * Beginning of Fiscal year |  | July 1 |
| **August**   * Consultant presents proposed plan renewals and rates for upcoming fiscal year to the Trustees (Sean) * Update of Trust audit by independent auditor (Darla) |  | Mid-Late August  Consultant attending |
| **September**   * Finalize upcoming fiscal year plans and rates with consultant (Sean) * Approve annual budget (Trustees) * Open enrollment materials are prepared by the Benefits team (Randi) * Review and approval of audit by independent auditor (Darla) |  | Consultant attending |
| **October**   * Investment summary review (Jayson) * Annual investment policy review and recommendations from investment consultant (Jayson) * Review performance of investment manager(s) (Jayson) * Plan documents are finalized between the consultant and Human Resources (Sean/Randi) * Open enrollment begins (Randi) |  | Consultant attending |
| **November**   * Open enrollment closes (Randi) * First reading of annual investment policy review by Trustees (**if revisions are proposed in October**) |  | Consultant attending |
| **December**   * Approval of annual investment policy review by Trustees (**if revisions are proposed in October**) * Quarterly EAP report (Randi) |  |  |
| **January**   * Human Resources provides an update on Open Enrollment processes and participation (Randi) |  |  |

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| **February**   * Review Fiduciary Liability Insurance renewal (Darla) * Develop draft annual regular meeting calendar for the upcoming fiscal year (Trustees) |  |  |
| **March**   * Approve Fiduciary Liability Insurance renewal (Darla) * Adopt annual regular meeting calendar for the upcoming fiscal year (Trustees) |  |  |
| **April**   * Begin preliminary discussion with consultants on plan renewals (Sean) * Review operational manual (Trustees) * Quarterly EAP report (Randi) * Investment manager presentation (Becker & Jayson) |  | Consultants attending |
| **May**   * Review auditor engagement for annual audit (Darla) * Review consultant statement of work (SOW) for upcoming fiscal year (Sean) * Review performance of investment consultant (Executive Session) * Review annual Wellness Program plan and budget (Shelly Henderson) |  | Consultant attending |
| **June**   * Approval of Auditor Engagement for annual audit (Darla) * Approval of SOW for upcoming fiscal year (Sean) * Approval of annual Wellness Program plan and budget (Shelly Henderson) * End-of-year Wellness Program report (Shelly Henderson) * Rotation of Trust officers (Trustees) * Review compensation for Trust financial and support services (Executive Session) * End of fiscal year |  | Consultant attending  June 30 |