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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 AugustConsultant 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)
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| **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)
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| **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 attendingJune 30 |