

**Everett School Employee Benefit Trust**  
**Agenda**  
**Wednesday, May 15, 2013**  
**Administrative Service Center**  
**Boardroom**  
**4:00-6:00 p.m.**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes from the April 17, 2013 Meeting**
- 4. Financials – Darla Vanduren**
  - Monthly financials
- 5. Review Auditor Engagement for Annual Audit – Darla Vanduren**
- 6. Wellness Program – Gail Buquicchio**
  - Monthly report
  - Continue discussion regarding Wellness Program plan, budget and next steps
- 7. Consultant Report – Sean White**
  - Discussion of 2014 plan renewals
  - Review consultant engagement/budget for upcoming fiscal year
- 8. Human Resources Update – Randi Seaberg**
  - EAP report
- 9. Review Operational Manual – Trustees**
- 10. Review of Annual Regular Meeting Calendar & Annual Calendar – Trustees**

Annual **June** meeting topics:

  - ✓ 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 (Gail)
  - ✓ Rotation of Trust Officers (Trustees)
  - ✓ Review Compensation for Trust financial and support services (Executive Session)
- 11. Other**
- 12. Adjourn to Executive Session**
  - Review performance of investment advisor
- 13. Reconvene/Adjournment of Regular Meeting**

Next Meeting  
June 12, 2013  
4:00 – 6:00 p.m.