



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
**Eric O. Stanchfield**  
SECRETARY

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***CORRESPONDENCE MEMORANDUM***

**DATE:** October 8, 2003  
**TO:** Group Insurance Board  
**FROM:** Dawn Duren  
Group Insurance Board Liaison  
**SUBJECT:** 2004 Meeting Dates

Listed below are the proposed meeting dates for 2004:

Tuesday, February 17, 2004  
Tuesday, April 20, 2004  
Tuesday June 8, 2004  
Tuesday, August 24, 2004  
Tuesday, November 16, 2004

After reviewing the availability and cost proposals of several Madison hotels/conference centers, the Department has contracted with the Sheraton Madison Hotel for the dates listed above.

Please check your schedules to determine if these dates will be convenient for you, as we would like to approve these dates at the Board meeting on November 18, 2003. You will receive information on specific times prior to each meeting.

If you have questions regarding this schedule or overnight accommodations, please feel free to contact me at (608) 264-8329.

Reviewed and approved by Tom Korpady, Division of Insurance Services.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Board	Mtg Date	Item #
GIB	11/18/2003	2