



STATE OF WISCONSIN
Department of Employee Trust Funds
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CORRESPONDENCE MEMORANDUM

DATE: November 17, 2011
TO: Audit Committee
FROM: Cindy Gilles, Board Liaison
Office of the Secretary
SUBJECT: Election of Secretary

Staff requests that the Audit Committee complete its annual election of officers.

Annually, at the first meeting of each calendar year, the Boards are required to elect officers by statute, Wis. Stat. § 15.07 (2). At its September 15, 2011, Committee Meeting, the Audit Committee elected the Chair and Vice-Chair positions due to having only two new Committee members.

At this time, staff recommends completing the election of officers and filling the Secretary position. Kimberly Hall is the new Committee member and her Board term ends May 1, 2015.

The current officers and the expiration dates of their Board terms are shown below.

Chair	William Ford	5.01.15
Vice-Chair	Jon Litscher	Ex-Officio
Secretary	Vacant	

It is recommended that new officers assume their duties effective immediately following the meeting at which they are elected.

Reviewed and approved by Rhonda Dunn, Executive Assistant.

Rhonda Dunn 11-18-11
Signature Date

Board	Mtg Date	Item #
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