

DRAFT

# MINUTES

December 10, 2015

Budget and Operations Committee  
Employee Trust Funds Board  
State of Wisconsin



Location:  
State Revenue Building – Room 1N-04  
2135 Rimrock Road, Madison, WI

**COMMITTEE MEMBERS PRESENT:**

Mary Von Ruden, Chair  
David Wiltgen, Vice Chair

Roberta Rasmus, Secretary

**PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:**

Office of the Secretary:  
John Voelker, Deputy Secretary  
Pam Henning, Assistant Deputy  
Secretary

Division of Retirement Services:  
Anne Boudreau, Deputy Administrator  
Office of Enterprise Initiatives:  
Bob Martin, Director

Ms. Von Ruden, Chair, called the Budget and Operations Committee (Committee) to order at 8:04 a.m.

**CONSIDERATION OF MINUTES OF PREVIOUS MEETING**

***MOTION: Mr. Wiltgen moved to accept the minutes of the September 24, 2015, Budget and Operations Committee meeting, as submitted by the Board Liaison. Ms. Rasmus seconded the motion, which passed unanimously on a voice vote.***

**BUDGET AND OPERATIONS UPDATE**

Ms. Boudreau provided an operations update and discussed:

- ETF's outreach efforts and the popularity of webinars; and
- Retirement trends.

Mr. Voelker provided an update on the new building.

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**TRANSFORMATION, INTEGRATION, AND MODERNIZATION (TIM) INITIATIVE AND PROJECT PORTFOLIO**

Mr. Martin provided an update on the implementation of ETF's Benefit Administration System (BAS) project including the go-live experience on November 9, 2015. He explained plans for future releases and ongoing communications with employers.

**ADJOURNMENT**

***MOTION: Ms. Rasmus moved to adjourn the meeting. Mr. Wiltgen seconded the motion, which passed unanimously on a voice vote.***

The Committee adjourned at 8:46 a.m.

Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

Roberta Rasmus Secretary  
Budget and Operations Committee