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## Correspondence Memorandum

**Date:** October 5, 2018  
**To:** Deferred Compensation Board  
**From:** Shelly Schueller, Director  
Wisconsin Deferred Compensation Program  
**Subject:** March 2019 Agenda Topics

**This memo is for informational purposes only. No Board action is required.**

In looking ahead to the March 7, 2019 Board meeting, currently planned agenda items include:

- Election of Officers
- Deferred Compensation Investment Committee Updates
- Investment Performance Review as of December 31, 2018
- Strategic Partnership Plan
  - 2018 Results
  - 2019 Administrative Fee Change
- Governance Manual Updates
- Annual Wisconsin Public Records Law Training

ETF includes an updated base agenda within the Governance Manual for each board. The electronic Governance Manual can be located at the following link [http://etf.wi.gov/boards/gov\\_manual\\_WDC/gm-contents.pdf](http://etf.wi.gov/boards/gov_manual_WDC/gm-contents.pdf).

Staff will be at the meeting to answer any questions.

Attachment: Deferred Compensation Board Base Agendas

Reviewed and approved by Matt Stohr, Administrator, Division of Retirement Services

Electronically Signed 10/29/18

Board	Mtg Date	Item #
DC	11.15.18	16

## Deferred Compensation Board Base Agendas

March/April Board Meeting	May/June Board Meeting	November Board Meeting
<ul style="list-style-type: none"> <li>✓ Call to Order</li> <li>✓ Approval of Previous Meeting Minutes</li> <li>✓ Announcements</li> <li>✓ Election of Officers</li> <li>✓ Deferred Compensation Investment Committee Updates</li> <li>✓ Investment Performance Review as of December 31, 20XX</li> <li>✓ Strategic Partnership Plan               <ul style="list-style-type: none"> <li>▪ 20XX Results</li> <li>▪ 20XX Administrative Fee Change</li> </ul> </li> <li>✓ Board Policy Updates</li> <li>✓ Operational Updates               <ul style="list-style-type: none"> <li>▪ Governance Manual Updates</li> <li>▪ Annual Wisconsin Public Records Training</li> <li>▪ WDC Program Information</li> <li>▪ Investment Provider Updates</li> <li>▪ Administrative Rule Status Update</li> <li>▪ Quarterly Administrative Service Provider Reports</li> <li>▪ Board Correspondence</li> </ul> </li> <li>✓ Future Items for Discussion               <ul style="list-style-type: none"> <li>▪ Tentative May/June Agenda</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Call to Order</li> <li>✓ Approval of Previous Meeting Minutes</li> <li>✓ Announcements</li> <li>✓ Deferred Compensation Investment Committee Updates</li> <li>✓ 20XX Financial Statements Audit Report</li> <li>✓ 20XX Contract Compliance Audit Report (provided in even years for audit done in odd years)</li> <li>✓ Investment Performance Review as of March 31, 20XX</li> <li>✓ Year in Review – 20XX Statistics</li> <li>✓ Fund House Presentation (time permitting)</li> <li>✓ Operational Updates               <ul style="list-style-type: none"> <li>▪ WDC Program Information</li> <li>▪ Investment Provider Updates</li> <li>▪ Administrative Rule Status Update</li> <li>▪ Quarterly Administrative Service Provider Reports</li> <li>▪ Board Correspondence</li> </ul> </li> <li>✓ Future Items for Discussion               <ul style="list-style-type: none"> <li>▪ Tentative November Agenda</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Call to Order</li> <li>✓ Approval of Previous Meeting Minutes</li> <li>✓ Announcements</li> <li>✓ 20XX Board Meeting Dates</li> <li>✓ Deferred Compensation Investment Committee Updates</li> <li>✓ Investment Performance Review as of June 30, 20XX and September 30, 20XX</li> <li>✓ Strategic Partnership Plan               <ul style="list-style-type: none"> <li>▪ 20XX Year-to-Date Review</li> <li>▪ Proposed 20XX Strategic Partnership Plan</li> </ul> </li> <li>✓ Participant Administrative Fee Analysis</li> <li>✓ Information Technology Update</li> <li>✓ Responsibilities of the Board</li> <li>✓ Operational Updates               <ul style="list-style-type: none"> <li>▪ WDC Program Information</li> <li>▪ Investment Provider Updates</li> <li>▪ Administrative Rule Status Update</li> <li>▪ Quarterly Administrative Service Provider Reports</li> <li>▪ Board Correspondence</li> </ul> </li> <li>✓ Future Items for Discussion               <ul style="list-style-type: none"> <li>▪ Tentative March/April Agenda</li> </ul> </li> </ul>