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SECRETARY

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## Correspondence Memorandum

**Date:** March 18, 2025

**To:** Employee Trust Fund Board  
Teachers Retirement Board  
Wisconsin Retirement Board

**From:** Kimberly Schnurr, Board Liaison  
Office of the Secretary

**Subject:** Governance Manual Updates

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

The following items of the *Governance Manual* have been updated:

- Table of Contents
- Overview
  - Employee Trust Funds Key Contacts<sup>1</sup>
  - Employee Trust Funds' Functional Organization Chart
  - Delegation of Governing Board Authority Table
  - ETF Administrated Program Fact Sheets
- Employee Trust Funds (ETF) Board, Teachers Retirement (TR) Board, and Wisconsin Retirement (WR) Board
  - Retirement Board Membership Rosters
  - Audit Committee Charter of the ETF Board, and Office of Internal Audit Charter
- Group Insurance Board (GIB)
  - GIB Membership Roster
  - GIB's Quarterly Base Agendas
- Deferred Compensation (DC) Board
  - DC Board Membership Roster

<sup>1</sup> Accessible only through Box.

*Pamela L Henning*

Reviewed and approved by Pam Henning, Assistant Deputy Secretary  
Electronically Signed 02/12/2025

Board	Mtg Date	Item #
ETF	03.27.25	6L
TR	03.27.25	5B
WR	03.27.25	5B

## Governance Manual Updates

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- Wisconsin Public Employees Deferred Compensation Plan and Trust Document
- Investment Policy Statement
- WDC Program Financial Statements Audit
- WDC Program Contract Compliance Audit.

To update your copy of the *Governance Manual*, please use the following link:

<https://etf.wi.gov/boards/governance-manual/gm-table-contents>.

Staff will be at the Board meeting to answer any questions.