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## CORRESPONDENCE MEMORANDUM

**DATE:** March 6, 2015  
**TO:** Group Insurance Board  
**FROM:** Sherry Etes, Board Liaison  
**SUBJECT:** Updating Group Insurance Board (GIB) Governance Manual

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

The following items of the Group Insurance Board Governance Manual have been updated:

- Item 2: ETF Key Contacts
- Item 6: GIB Membership Roster
- Item 8: Functional Organization Chart
- Item 9: Fact Sheets
- Item 13: Chapter 40

Please refer to <http://etf.wi.gov/boards/gov-manual-gib/Table-of-Contents.pdf> to obtain the materials to update your copy of the *Group Insurance Board Governance Manual*.

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

Reviewed and approved by John Voelker, Deputy Secretary.

Electronically Signed:  
03/06/15

Board	Mtg Date	Item #
GIB	3.25.15	7H