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## Correspondence Memorandum

**Date:** February 26, 2021

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

**From:** Cheryllynn Wilkins, Board Liaison  
Office of the Secretary

**Subject:** Retirement Board Governance Manual Update

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

The following items of the *Retirement Boards Governance Manual* and *Reference Manual* have been updated as of February 2020.

### Governance Manual

- Table of Contents
- 2021 Meeting Dates
- Board Rosters
- Wisconsin State Statute Chapter 40
- ETF Functional Organization Chart
- ETF Fact Sheets
- ETF Key Contacts
- Audit Committee Charter
- Budget and Operations Committee Charter
- Executive Committee Charter
- Base Agendas
- Wisconsin Public Records Law Training

### Reference Manual

- 2021 Legislative Fiscal Bureau WRS Informational Paper on the WRS

You are welcome to print copies and insert them into your copy of the *Retirement Board Governance Manual*. The electronic copy is available on ETF's website at <https://etf.wi.gov/boards/joint/01govmanualtocpdf/download?inline=>

Staff will be available at the Board Meeting to answer any questions.

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

*Pamela L Henning* Electronically Signed 3/8/21

Board	Mtg Date	Item #
ETF	3.25.21	4K