



STATE OF WISCONSIN  
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SECRETARY

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**Correspondence Memorandum**

**Date:** March 2, 2022  
**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 2022.

**Governance Manual**

- Table of Contents
- 2022 Meeting Dates
- Employee Trust Funds' Key Contacts
- ETF Programs and Governing Board Authority
- Quarterly Base Agendas
- Board Rosters
- Audit Committee Charter
- The Secretary's Role
- ETF's Functional Organization Chart
- Fact Sheets
- Wisconsin Public Records Law Training
- Wisconsin State Statute Chapter 40
- WRS Funding Policy
- Board Member Compensation and Reimbursement Policy
- Board Member Qualification Policy
- Board Public Notice Protocol
- Conflict of Interest Policy

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 Pamela Henning, Assistant Deputy  
Secretary Electronically Signed 3/9/22

*Pamela L Henning*

Board	Mtg Date	Item #
JM	3.24.22	4J