

AGENDA

Investment Review Meeting for December 31, 2015 Reporting Period

Date: Tuesday, March 29, 2016

Time: 4:00 – 5:30 PM CST

Attendees

- ❖ Pioneer Library System Retirement Committee Members: Anne Masters, Doug Buck, Theresa Dickson, Lisa Wells, Jennifer Marshall, Chuck Thompson, Mary Blankenship-Pointer, Anita Semtner and Annette Brown
- ❖ Pioneer Library System Retirement Committee Guests: Jon Myers and Suzanne McClain Atwood
- ❖ Pioneer Library System Attorney: Becky Patten
- ❖ Lockton Retirement Services: David Altimont and Leanne Lewallen
- ❖ MassMutual: Kirsten Steiert

Agenda Items

1. Review and Approve Prior Meeting Minutes – **Leanne Lewallen**
 - a. 1-27-2015; 9-15-2015; 10-6-2015; 2-18-2016
2. MassMutual Plan Review – **Kirsten Steiert**
 - a. Status of Consolidated Gap Analysis Statements
 - b. Oppenheimer Automatic Rollover Agreement Completed
 - c. Employee Education and Communication Plan
 - d. Financial Wellness
 - e. Forfeiture Account Balance
 - f. Executive Summary of Developments
3. Review of Existing Meeting Format – **David Altimont**
4. 2015 Retirement Plan Progress Report – **Leanne Lewallen**
5. Lockton Investment Advisors – 3(38) Fiduciary Solution / Capabilities – **David Altimont**
6. Lockton Retirement Services – Q4 Plan Investment Review – **David Altimont**
 - a. Market Commentary
 - b. Asset Allocation
 - c. December 31, 2015 Plan Performance / Scorecard
 - i. Funds Placed on the Watch List – DB Plan:
 1. MassMutual Premier Money Market R5 (MKSXX)
 2. MFS Utilities R3 (MMUHX)
7. Compliance Commentary – **Leanne Lewallen**
 - a. 2016 Compliance Calendar and Plan Limit Cards
 - b. Use of ShareFile for Secure Plan Document Transfer
8. Annual Review of Investment Policy Statement (“IPS”) – **David Altimont**
 - a. No changes are being made at this time; however, small revisions may occur later in 2016.
9. Review of Committee Charter – **Leanne Lewallen**

10. Fee Benchmarking Report – **Leanne Lewallen**

11. Pioneer Library System

- a. Update on Employee Meetings
- b. Updates Regarding McAfee & Taft Items
 - i. Status of Move from DB Custom Plan Document to Volume Submitter Document
 - ii. DB plan Summary Plan Description Revision
 - iii. DC plan Summary Plan Description Revision
 - iv. 457(b) plan Summary Plan Description (Initial Document)
- c. DB Plan Updates
 - i. Valuation Report
 - ii. Contribution Amounts / Board Recommendation

12. Fiduciary Training – **Leanne Lewallen**

- a. Document Retention & Permissible Plan Expenses

13. Next Investment Review – June 30, 2016 Reporting Period