

**CITY OF PALMETTO  
POLICE OFFICERS' PENSION  
BOARD OF TRUSTEES  
November 28, 2016 - 11:00 A.M.**

CALL TO ORDER

1. AGENDA APPROVAL

**Action Request: Motion to approve the November 28, 2016 Police Officers' Pension Board agenda.**

2. PUBLIC COMMENT

3. APPROVAL OF MINUTES

(TAB 1)

**Action Request: Motion to approve the August 29, 2016 minutes.**

4. APPROVAL OF EXPENSES

(TAB 2)

- A) Christiansen and Dehner: Invoices Dated 8/31/2016 and 9/30/2016
- B) Sawgrass Asset Management-High Quality Core Fixed Income Invoice
- C) Sawgrass Asset Management-Diversified Large Growth Equity Invoice
- D) Bogdahn Group Invoice #19570
- E) Anchor Capital Advisors Invoice for period 9/30/2016
- F) Salem Trust Invoice for period 9/30/2016
- G) Florida Municipal Insurance Trust #0460
- H) FPPTA Renwal

**Action Request: Motion to ratify the paid expenses as presented.**

5. 2017 BOARD MEETING DATES

(TAB 3)

All meeting dates will be held at 11:00 AM

- February 27, 2017
- May 22, 2017
- August 28, 2017
- November 27, 2017

**Action Request: Motion to approve the 2017 Board meeting dates for 2017.**

6. INVESTMENT REVIEW

John Thinnes, Bogdahn Group, will present the end of quarter investment review.

7. SALEM TRUST FEE DISCUSSION

Mindy Johnson, Assistant Vice President, will be present to discuss Salem Trust's fees with the Board.

8. FY 2015-2016 ACTUAL PLAN EXPENSE

(TAB 4)

**Action Request: Motion to approve the FY 2015-2016 Actual Plan Expenses**

9. BENEFITS DISBURSEMENT APPROVAL

- A. DROP PARTICIPANT
  - NONE
- B. TERMINATED NON-VESTED EMPLOYEES
  - NONE
- C. TERMINATED VESTED EMPLOYEES
  - NONE
- D. RETIRED EMPLOYEES
  - NONE
- E. DECEASED RETIREES
  - NONE
- F. DECEASED ACTIVE EMPLOYEE PAYOUT
  - NONE

**Action Request:**            **Motion to approve the benefit disbursements as presented. (NO ACTION NECESSARY)**

10. NEW MEMBER ACKNOWLEDGEMENT (*Informational Only*)

(TAB 5)

- Christopher Huddleston
- Jennifer Vila

11. ATTORNEY CHRISTIANSEN'S REPORT

12. PLAN ADMINISTRATOR'S REPORT

FPPTA Winter Trustees School is January 29-February 1 in Orlando.

13. ADJOURN

If any person desires to appeal any decision of the City Commission, CRA Board, or of any other Board of the City, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS §286.0105).

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on forty-eight hours notice (FS §286.26). Anyone requiring reasonable accommodation for this meeting as provided for in the American with Disabilities Act should contact the City Clerk by telephone at 941-723-4570, fax 941-723-4576 or e-mail [jfreeman@palmettofl.org](mailto:jfreeman@palmettofl.org) or [afoley@palmettofl.org](mailto:afoley@palmettofl.org).

POSTED AND DISTRIBUTED:            November 18, 2016

NEXT MEETING:                        February 27, 2017

**TAB 1**

**DRAFT  
CITY OF PALMETTO  
POLICE OFFICERS' PENSION  
BOARD OF TRUSTEES  
August 29, 2016 - 11:00 A.M.**

Board Members Present:

Mike Stinson, Chair  
Michael Becks  
Coby Gaulien  
Ryan LaRowe

Board Members Absent:

Mike Fuller, Secretary

Staff and Others Present:

Doug Lozen, Foster & Foster  
John Thinnes, Bogdahn Group  
Scott Christiansen, Board Attorney  
Amber Foley, Assistant City Clerk

Chair Stinson called the meeting to order at 11:00 a.m.

1. AGENDA APPROVAL

**Motion: Mr. Gaulien moved, Mr. LaRowe seconded, and the motion carried 4-0 to approve the August 29, 2016 Police Officers' Pension Board agenda.**

2. PUBLIC COMMENT

3. APPROVAL OF MINUTES

**Motion: Mr. LaRowe moved, Mr. Gaulien seconded, and the motion carried 4-0 to approve the May 23, 2016 minutes.**

4. APPROVAL OF EXPENSES

- A) Christiansen and Dehner: Invoices Dated 5/31/2016, 6/30/2016, 7/31/2016
- B) Sawgrass Asset Management-High Quality Core Fixed Income Invoice
- C) Sawgrass Asset Management-Diversified Large Growth Equity Invoice
- D) Bogdahn Group Invoice #17245
- E) Anchor Capital Advisors Invoice for period 6/30/2016
- F) Foster & Foster Invoice #9064

**Motion: Mr. Gaulien moved, Mr. Becks seconded, and the motion carried 4-0 to ratify the paid expenses as presented.**

5. INVESTMENT REVIEW

Mr. Thinnes explained that there have been recent changes to the Money Market Fund. Most of the Plan's accounts are in the Treasury or Government Money Market Fund with Anchor being in the Prime Money Market Fund. In conversations with Salem and other clients, it is Mr. Thinnes recommendation to have Anchor moved from the Prime Money Market Fund into the Treasury Fund; Anchor is fine with doing this. Mr. Thinnes has a letter from Salem Trust authorizing this and, if approved, will need to be signed by two trustees.

**Motion: Mr. Becks moved, Mr. Gaulien seconded, and the motion carried 4-0 to replace Prime Money Market Mutual Fund to the Goldman Sachs Financial Square Treasury Obligation Fund.**

Mr. Thinnes presented the end of quarter investment review. As of the end of the quarter, the Portfolio was valued at \$11,241,918. Mr. Thinnes discussed each manager's performance for the quarter and fiscal year to date. Mr. Thinnes discussed the handout regarding real estate investments. The first handout showed how this Plan compares to other public plans that have real estate allocations with the second handout showing how this Plan compares to other public plans with real estate allocations less than \$50 million but more than \$10 million.

Mr. Thinnes presented an increase in fee memo. He explained that since 2010 there has been no increase in Bogdahn's retainer fee of \$15,500 annually. The new proposed fee is \$19,500 guaranteed for three years. Discussion ensued regarding whether or not to ask for a request for proposal (RFP) regarding investment monitoring. The consensus was to not issue an RFP at this time.

**Motion: Mr. LaRowe moved, Mr. Gaulien seconded, and the motion carried 4-0 to approve the proposed retainer fee of \$19,500 with an effective date of October 1, 2016 and authorize Attorney Christiansen to write an addendum to the Bogdahn contract.**

#### 6. EXPERIENCE STUDY RESULTS

Mr. Lozen presented the results from the recently approved experience study. He highlighted the salary increase experience on page 6 that shows the actual rate is lower than what was expected. Mr. Lozen addressed the withdrawal rate on page 10 which shows the actual rate as much higher than was expected.

Mr. Lozen reviewed the conclusions page with a summary of results. He noted that currently the City is required to contribute 29.28% of payroll or about \$436,032. If the Board adopts the new salary scale assumption of 5.31%, the City's contribution would be lowered to 25.76% of payroll. Mr. Lozen created a "blend" (noted as combination on the summary of results) that shows both assumptions (salary and withdrawal) and what the City's contribution would be based on adopting both assumptions with a 7.50% investment rate of return, 7.25% investment rate of return, and 7.00% investment rate of return. Mr. Lozen recommended the combination with either a 7.25% or 7.00% investment rate of return. Discussion ensued regarding the investment rate of return being lowered to 7.25% or 7.00%. Based on the discussion, Mr. Lozen stated that it may be best for the Board to select the combination with 7.25% investment rate of return which will drop the City's contribution to 26.64% and then over the next two years lower the investment rate of return to 7.00%.

**Motion: Mr. Becks moved, Mr. Gaulien seconded, and the motion carried 4-0 to approve the Experience Study as presented choosing to adopt the combination assumptions with 7.25% investment rate of return for the first year, then reduce it to 7.10% in 2017 and 7.00% in 2018.**

Mr. Lozen informed the Board that the 7.25% will be established in the October 1, 2016 Actuarial Valuation and will impact the City's FY2017-2018 budget.

Mr. Thinnes will revise the Investment Policy Statement to amend the assumed actuarial rate of return to 7.25% (net-of-fees).

#### 7. ADDENDUM TO THE OPERATING RULES AND PROCEDURES

A new section, 11.5, was added to the Operating Rules and Procedures as requested at the last meeting. Previously, each vested member could have an unlimited amount of actuarial studies paid for at the Plan's expense. This section changes that to reduce the unlimited to only two actuarial studies per vested member will be paid for at the Plan's expense.

**Motion: Mr. Becks moved, Mr. Gaulien seconded, and the motion carried 4-0 to approve the addendum to the Plan's Operating Rules and Procedures.**

8. FY 2016-2017 POLICE PENSION BUDGET

Due to the recent motion today to increase the fees for Bogdahn, the budget [required to satisfy the Florida Statutory reporting] will be increased to \$61,300.

**Motion: Mr. Gaulien moved, Mr. LaRowe seconded, and the motion carried 4-0 to adopt the FY 2016-2017 Police Pension Budget with a revised total of \$61,300.**

9. BENEFITS DISBURSEMENT APPROVAL

A. DROP PARTICIPANT

- NONE

B. TERMINATED NON-VESTED EMPLOYEES

- NONE

C. TERMINATED VESTED EMPLOYEES

- Adam Spatafora—Left money in the Plan.

D. RETIRED EMPLOYEES

- Mike Johnston—was in DROP, now retired

E. DECEASED RETIREES

- NONE

F. DECEASED ACTIVE EMPLOYEE PAYOUT

- NONE

**Motion: Mr. LaRowe moved, Mr. Gaulien seconded, and the motion carried 4-0 to approve the benefit disbursements as presented.**

10. NEW MEMBER ACKNOWLEDGEMENT (*Informational Only*)

- None

11. ATTORNEY CHRISTIANSEN'S REPORT

Attorney Christiansen stated that the Plan should be receiving \$114,200 in State money soon.

Mr. Lozen discussed the ad hoc COLA to retirees as discussed at the last meeting. He will obtain the information regarding net actuarial gains since 2005 and bring forward his opinions at the February meeting. If the net actuarial gains will cover the entire cost of an ad hoc COLA then the Plan has the option of using the gains to do so.

12. PLAN ADMINISTRATOR'S REPORT

Ms. Foley stated that per the Operating Rules and Procedures the Board is to select an election date for the issuance of ballots in the event there is an election for Mr. Stinson's seat. The Board selected November 14<sup>th</sup> as the date to have Ms. Foley issue ballots in the event an election is to take place.

Mr. LaRowe questioned if in the actuarial report a page should be included to reflect the net actuarial gains. Mr. Lozen stated that he can do that and the consensus of the Board was to have Mr. Lozen start including that page in the Report.

Chair Stinson adjourned the meeting at 1:08 p.m.

Minutes approved:

Michael Fuller, Secretary

**TAB 2**

# Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard  
Suite 107  
Sarasota, FL 34240-

941-377-2200  
Phone

941-377-4848  
Fax

August 31, 2016

City of Palmetto Police Officers'  
Retirement Plan  
P. O. Box 1209  
Palmetto, FL 34220-1209  
Attn: Amber Foley

Invoice Number

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In Reference To: City of Palmetto Police Officers'  
Retirement Plan

9422

29386

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Professional Services

	<u>Hours</u>	<u>Amount</u>
8/29/2016 Preparation and attendance at Board Meeting.	2.30	906.20
Travel Time	0.60	118.20
	<u>2.90</u>	<u>\$1,024.40</u>
For professional services rendered		
Additional Charges :		
	<u>Qty</u>	
8/29/2016 Car Expense	1	13.50
Food Expense	1	5.50
Total additional charges		<u>\$19.00</u>
Total amount of this bill		<u>\$1,043.40</u>
Previous balance		\$198.44
Balance due		<u><u>\$1,241.84</u></u>

\*\* Please note that the "Balance Due" figure at the end of this bill reflects both "Total New Charges - Current Period" and any previous balances due. In most cases, if the previous balance(s) have already been approved for payment but not yet received in our office, you should be paying only the "Total New Charges - for services and/or expenses". Thank you.

**Please indicate account number(s) with payment.  
(Please Deduct any payments not reflected in Balance due)**

# Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard  
Suite 107  
Sarasota, FL 34240-

941-377-2200  
Phone

941-377-4848  
Fax

September 30, 2016

City of Palmetto Police Officers'  
Retirement Plan  
P. O. Box 1209  
Palmetto, FL 34220-1209  
Attn: Amber Foley

Invoice Number

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In Reference To: City of Palmetto Police Officers'  
Retirement Plan

9422

29538

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## Professional Services

	<u>Hours</u>	<u>Amount</u>
9/23/2016 Preparation of addendum to agreement with Bogdahn Consulting.	0.50	197.00
For professional services rendered	0.50	\$197.00

## Additional Charges :

	<u>Qty</u>	
9/26/2016 Copies	7	1.75
Postage	1	2.30
Total additional charges		\$4.05

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Total amount of this bill	\$201.05
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Previous balance	\$1,241.84
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## Accounts receivable transactions

9/27/2016 Payment - thank you. Check No. 25975	(\$1,241.84)
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Total payments and adjustments	(\$1,241.84)
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Balance due	\$201.05
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\*\* Please note that the "Balance Due" figure at the end of this bill reflects both "Total New Charges - Current Period" and any previous balances due. In most cases, if the previous balance(s) have already been approved for payment but not yet received in our office, you should be paying only the "Total New Charges - for services and/or expenses" . Thank you.

**Please indicate account number(s) with payment.  
(Please Deduct any payments not reflected in Balance due)**

10-11-16

***Palmetto Police Officers' Pension Fund - High Quality Core Fixed Income***

***Attn: Ms. Mindy Johnson, AVP***

**c/o Salem Trust Company**

**1715 N. Westshore Blvd, Ste 750**

**Tampa, FL 33607**

Sawgrass Asset Management

**SUMMARY OF MANAGEMENT FEES**

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For The Period 3rd Quarter Ending 09-30-2016

Portfolio Value with Accrued Interest as of 09-30-16

2,981,797.81

2,981,798 @ 0.2500% per annum

1,863.62

Quarterly Management Fee

1,863.62

**TOTAL DUE AND PAYABLE**

**1,863.62**

10-11-16

*Palmetto Police Officers' Fund - Diversified Large Growth Equity*  
*Attn: Ms. Mindy Johnson, AVP*  
c/o Salem Trust Company  
1715 N. Westshore Blvd, Ste 750  
Tampa, FL 33607

Sawgrass Asset Management  
SUMMARY OF MANAGEMENT FEES

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For The Period 3rd Quarter Ending 09-30-2016	
Portfolio Value as of 09-30-16	2,831,677.20
2,831,677 @ 0.7000% per annum	4,955.44
Quarterly Management Fee	4,955.44
<b>TOTAL DUE AND PAYABLE</b>	<b>4,955.44</b>



THE  
BOGDAHN  
GROUP

4901 Vineland Rd Suite 600 Orlando, FL 32811

Invoice

Date	Invoice #
9/25/2016	19570

Bill To
Palmetto Police Officers' Retirement Fund

Description	Amount
Consulting services and performance evaluation billed quarterly (July, 2016)	1,291.67
Consulting services and performance evaluation billed quarterly (August, 2016)	1,291.67
Consulting services and performance evaluation billed quarterly (September, 2016)	1,291.66
<p>It is our pleasure to provide 100% independent investment consulting advice!</p>	
<b>Balance Due</b>	<b>\$3,875.00</b>



**Anchor Capital Advisors LLC**  
 One Post Office Square  
 Boston, MA 02109-2103  
 Tel: (617) 338-3800 | Fax: (617) 426-6871  
 www.anchorcapital.com

October 1, 2016

Cust: Salem Trust Company  
 Acct: XXXXXX7628

Matt Misco  
 P. O. BOC 1209  
 Palmetto, FL 34220

**MANAGEMENT FEE:**

**City of Palmetto Police Officers' Retirement Fund  
 3159**

For the Period 7/1/2016 through 9/30/2016

9/30/2016 Portfolio Value: \$ 2,833,147.08

Quarterly Fee Based On:

All Assets

\$ 2,833,147 @ 0.75% per annum

\$ 5,312.15

Quarterly Fee:

\$ 5,312.15

Paid by Debit Direct

(\$ 0.00)

**Please Remit**

\$ 5,312.15



October 15, 2016

City of Palmetto  
Attn: Jim Freeman  
P.O. Box 1209  
Palmetto, FL 34220

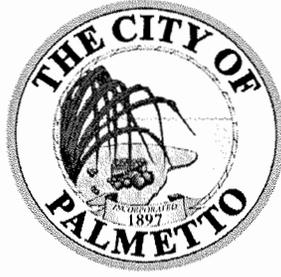
Fee A/C# M00992  
**Palmetto Police**

**Fee Advice for Period**                      **July 1, 2016**                      to                      **September 30, 2016**

**Detail of Calculation:**

	Annual Fee	Quarterly Fee
Flat Fee	\$ 3,000.00	\$750.00
	<b>TOTAL DUE</b>	<b>\$750.00</b>

**These fees will automatically be charged to your account.  
If you have any questions, please contact Mindy Johnson at 813.288.4990**



POLICE OFFICERS' PENSION PLAN  
PAYMENT REQUISITION

Salem Trust is hereby authorized to make the following payment from the Police Officers' Pension Plan, #80103100.

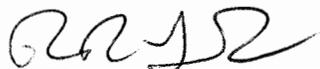
Date: September 12, 2016

Vendor: Florida Municipal Insurance Trust  
PO Box 1757  
Tallahassee, FL 32302-1757

Amount: \$2,856.00

Description: Fiduciary Liability Insurance

TRUSTEE APPROVAL:

  
\_\_\_\_\_  
Trustee

9/12/16  
Date

  
\_\_\_\_\_  
Trustee

9/14/2016  
Date

**INVOICE  
SPECIAL COVERAGES**

9/8/2016 FMIT# 0460

Ms. Karen Simpson  
Deputy Clerk of Finance  
City of Palmetto  
516 8th Avenue West  
Palmetto, FL 34221

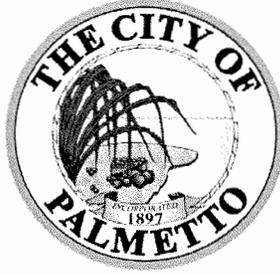
**MAKE CHECKS PAYABLE TO:**

**FLORIDA MUNICIPAL INSURANCE TRUST  
POST OFFICE BOX 1757  
TALLAHASSEE FL 32302-1757**

<p><b>PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR CHECK BY 9/23/2016. IF FULL PREMIUM PAYMENT IS NOT RECEIVED BY 9/23/2016, THE POLICY IS SUBJECT TO CANCELLATION FOR NON-PAYMENT OF PREMIUM BY THE INSURER.</b></p>
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DESCRIPTION	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
A-3 BONDS FIDUCIARY LIABILITY POLICE OFFICERS RETIREMENT PLAN PORTION TOTAL LIMIT: \$1,000,000	U716-52026	10/1/2016	10/1/2017
<u>PREMIUMS</u>			
BASE PREMIUM:			\$2,856.00
ADDITIONAL INSURED(S):			
TERRORISM:			
INSPECTION FEE:			
POLICY FEE:			
FEES:			
<u>TOTAL POLICY PREMIUM:</u>			<u>\$ 2,856.00</u>

Ancillary insurance coverage includes any insurance coverage not currently available directly from the Florida Municipal Insurance Trust. When the Florida League of Cities, Inc. acts as intermediary or agency in facilitating ancillary insurance coverage for a member with a third party insurer, the Florida League of Cities, Inc. shall not be liable to the member if the third party insurer becomes insolvent at any time after coverage has commenced. The Florida League of Cities, Inc. shall use reasonable skill and judgment in securing any such ancillary insurance coverage. However, it is not a guarantor of the financial condition of any third party insurer and is entitled to reasonably rely upon generally accepted financial, actuarial and/or insurance industry data when facilitating ancillary insurance coverage.



POLICE OFFICERS' PENSION PLAN  
PAYMENT REQUISITION

Salem Trust is hereby authorized to make the following payment from the Police Officers' Pension Plan, #80103100.

Date: October 21, 2016

Vendor: FPPTA  
2946 Wellington Circle  
Tallahassee, FL 32309

Amount: \$600.00

Description: Renewal of the Plan into the Florida Public Pension Trustees Association

TRUSTEE APPROVAL:

  
\_\_\_\_\_  
Trustee

10/26/2016  
Date

  
\_\_\_\_\_  
Trustee

10/26/2016  
Date



## FPPTA Membership Renewal Receipt

Membership Year: 2017

Membership Type: Pension Boards Renewal Status: Confirmed

Renewal Fee: \$600.00

Organization Name: Palmetto Police Officers Pension Fund

Address: PO Box 1209

Palmetto, FL 34220

Phone: (941) 723-4570

Fax: (941) 723-4576

E-mail: afoley@palmettofl.org

Website: \_\_\_\_\_

Confirmed On: 10/21/2016 11:05:34 AM By: Amber Foley

Paid On: \_\_\_\_\_ By: \_\_\_\_\_

Payment Method: Check To Follow

If you have paid for the renewal online at FPPTA.Org, you only need to keep this as your copy.

If you are paying by check, please make your check payable to:

Florida Public Pension Trustees Association (FPPTA)

and then mail a copy of this receipt and your check to the address below:

FPPTA  
2946 Wellington Circle East  
Tallahassee, FL 32309  
Phone: 800-842-4064  
Fax: 850-668-8514

**TAB 3**

RECEIVED  
SEP 12 2016  
CITY HALL

Law Offices

**Christiansen & Dehner, P.A.**

63 Sarasota Center Blvd. Suite 107 Sarasota, Florida 34240 • 941-377-2200 • Fax 941-377-4848

**MEMORANDUM**

**TO:** City of Palmetto General Employees' Retirement System  
**FROM:** Kristin Hill  
**RE:** Proposed 2017 Meeting Dates  
**DATE:** September 1, 2016

Listed below are the proposed 2017 meeting dates based on the previous year's schedules. Should they meet with the Board's approval, please let us know and we will put them on our calendar. Should there be any discrepancies with any of the dates and/or times, please do not hesitate to contact Kristin at the office, via phone at 941-377-2200 or E-Mail at [kristin@cdpension.com](mailto:kristin@cdpension.com), and we will do the best we can to comply with your requests.

ALL MEETINGS WILL BE HELD AT 8:30AM:

February 27, 2017  
May 22, 2017  
August 28, 2017  
November 27, 2017

Thank you.

**TAB 4**

**Police Pension Plan  
FY 2015-16**

<b>Account Description</b>	<b>Actual Expenses</b>	<b>% of Expenses</b>
<b>Plan Expenses:</b>		
Service Providers:		
Custodian	\$ 6,250	11%
Actuary	\$ 19,188	34%
Attorney/Legal	\$ 7,759	14%
Investment Consultant	\$ 19,375	34%
Dues and Subscriptions	\$ 600	1%
Travel & Education	\$ 1,034	2%
Insurance	\$ 2,856	5%
Misc Expenses	\$ -	0%
Physician	\$ -	0%
<b>Total</b>	<b>\$ 57,062</b>	<b>100%</b>

TAB 5

**CITY OF PALMETTO  
POLICE OFFICERS' RETIREMENT PLAN**

**NEW EMPLOYEES' ACKNOWLEDGMENT OF PLAN MEMBERSHIP**

TO: BOARD OF TRUSTEES

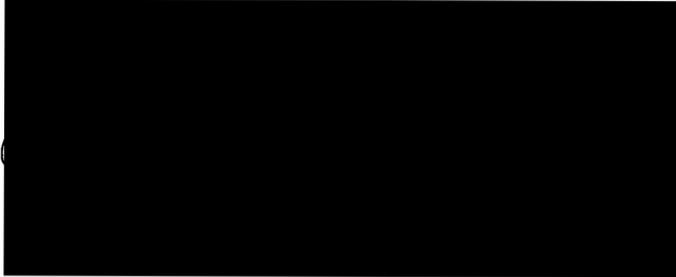
- (1) I hereby acknowledge all the terms and conditions of the City of Palmetto Police Officers' Retirement Plan, and
- (2) I have been furnished with a Summary Plan Description.

SIGNED THIS 25<sup>th</sup> Day of August, 2016.

Date of Birth:



Christopher G Huabliester  
(Member)



ACCEPTED THIS \_\_\_\_\_ DAY OF BOARD OF TRUSTEES  
\_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

(1 copy for Member, 1 copy for Board)

**CITY OF PALMETTO  
POLICE OFFICERS' RETIREMENT PLAN**

**NEW EMPLOYEES' ACKNOWLEDGMENT OF PLAN MEMBERSHIP**

TO: BOARD OF TRUSTEES

- (1) I hereby acknowledge all the terms and conditions of the City of Palmetto Police Officers' Retirement Plan, and
- (2) I have been furnished with a Summary Plan Description.

SIGNED THIS 25 Day of August, 2016.

Date of Birth:



Jennifer Vila  
(Member)



ACCEPTED THIS \_\_\_\_\_ DAY OF BOARD OF TRUSTEES  
\_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

(1 copy for Member, 1 copy for Board)