

**THE UNIVERSITY OF WINNIPEG**  
**TRUSTEED PENSION PLAN**  
**BOARD OF TRUSTEES**

**Minutes of the Meeting of**  
**Monday, December 14, 2020**

ATTENDANCE:

Present: Ron Youngson (Chair), Mark Betcher (Secretary), Mike Emslie (Treasurer), James Townsend, Andrew Bendor-Samuel, Ray Erb, Marni Yasumatsu, Ed Byard, Murray Wiegand, Lorne Hilton, Sheila Wilson-Kowal

Regrets: Lorraine Parrington, Barry Barske, Colin Morrison (Vice Chair)

Also, In Attendance: Tarun Kumar (recording secretary)

1. Approval of Agenda

**MOVED: (M. Wiegand/R. Erb)**

That the Agenda be adopted as presented.

...CARRIED.

2. Approval of Minutes of the meeting

**MOVED: (M. Betcher/A. Bendor-Samuel)**

That the minutes of September 21, 2020 be approved as presented.

...CARRIED.

4. Report from DB Committee

M. Emslie reported for the DB Committee. DB Committee met prior to Board meeting and the primary topic of discussion was performance of DB funds by the end of September with J. King from AON. He noted that the performance was disappointing and year to date for 3 quarters it was -2.25 which put us in 97<sup>th</sup> percentile. He indicated that DB Committee has already taken some corrective actions. DB Committee replaced FGP with BG who had decent 3rd quarter and they outperformed the Index. Apart from this DB Committee has also taken action for our global exposure to move from Sprucegrove to Black Rock index fund. We have given Sprucegrove one-month notice and this transition will take place on January 5, 2021. He noted that DB Committee also implemented the New Bond portfolio which means we are moving away from series of pooled funds that were managed by FGP to a custom portfolio which is managed by BG for our plan.

3. Report from DC Committee

A. Bendor-Samuel reported for the DC Committee. He indicated that there were no irregularities with Sun Life Q3 service standards. DC Committee is still trying to find a common place where CAP/CPSA can be stored so all the DC Committee members can individually access and update it. He Indicated that M. Emslie, M. Betcher and himself met with Eckler and are looking at details provided by Eckler in that meeting. DC Committee Meeting Committee members made a motion on how to make payments to

Eckler. He indicated that we contacted Eckler to review a RFP for record keeper search and in order to fund this fees we arranged an increase to the monthly contribution with Sun Life (Payment from every DC member). M Betcher indicated that It will be \$3.25 per member per month for 6 months based on \$12,500 for the Record Keeper search and \$5,000 for Eckler's consulting fees. This is half the annual cost; the remainder will be recovered in the following next 6 months.

A. Bendor-Samuel noted that we have short survey which have 5 questions and that will be sent to DC plan members. The survey has these questions. 1. Are you receiving advice on your choice of fund holdings and other retirement planning from a professional financial planner? 2. How confident are you that you either have the knowledge yourself or have access to the professional investment advice you require to make informed decisions about your pension. 3. How recently have you reviewed your fund holdings with the pension plan? 4. With the combination of the university pension plan, government pension plans (CPP and OAS) and other retirement savings (e.g. RRSPs, TFSAs), how confident are you that you will have sufficient savings for retirement? 5. Is the frequency of communications from the pension plan (including the Board of Trustees, Sun Life and Human Resources) regarding the plan and related opportunities for member education appropriate? He added that because there is already a session schedule by the University which run for all University employees, so we are holding off sending this survey yet and it will be sent by mid-January.

A. Bendor-Samuel indicated that C. Morrison noticed that per our SIPP if an active plan member does not make a selection then the contributions are invested by default in the Target date fund which is mentioned on page 7 & 8 of DC SIPP. These funds can be identified in Appendix B however in Appendix B it is not listed as default funds. DC Committee agreed and add Default funds to SIPP.

## 5. Report from Operation Committee

E. Byard indicated that the first item is for information which is 3rd quarter financials. He noted that the high-level returns on the assets by the end of September were not very good compared to last year, although November seems to be a better month given the way Plan assets are invested.

E. Byard noted that Budget is largely in line with last year. Administrative fees went down a little bit for Eckler based on trending of expenses incurred in last few years. M. Wiegand asked about the reason due to which the custodial fees went up by more than 50%. M. Emslie noted that it is due to change in managers and because a new account was opened to accommodate the new custom Bond portfolio.

### **MOVED: (E. Byard/R. Erb)**

That the draft budget for 2021 be approved as presented.

...CARRIED.

E. Byard provided dates for Board of Trustees 2021 meetings.

The meetings for 2021 for the Board of Trustees were set as follows:

Board of Trustees:

March 15, June 14, September 20, December 13.

## 6. Trustee Education

J. Townsend shared the learning that he gained from his attendance at training conducted by ACPM Best Practices for Plan Member Communication.

- As a trustee we have to be careful while communicating with member and must be formal.
- Purpose and objective of communication should include who our audience is and do they have our attention. At the same time, we also need to look at the sophistication of our audience specially in term of financial matters.
- Electronic communication dominates the world these days and there are CAP/CPSA guideline 2 available around it.
- Communication can be different based on segments of age like younger groups are more interested in visual information rather than reading information.
- When communicating about any change (plan, legislative, or adjustment to benefits) we must provide the rationale behind it.
- If providing advise one should always consult external experts than making an error.
- Can provide disclaimers when making statements but they don't take away Trustee responsibilities.
- Information provided must be brief, accurate and relevant.
- Communications should be regular and must be consistent.

#### 7. Date of Next Meeting

The date of the next Board of Trustees meeting is March 15, 2021.

#### 7.Adjournment

As there was no other business to come before the Board, the meeting was adjourned.

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Chair

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Secretary