

THE UNIVERSITY OF WINNIPEG
TRUSTEED PENSION PLAN
BOARD OF TRUSTEES

Minutes of the Meeting
Friday, October 3, 2008

ATTENDANCE

Present: Mary Anne Walls, Greg Gillis, Barry Barske, Valerie Gilroy, Wendy Josephson, Brent Stearns, Maurice Mearon, Laurel Repski, Jim Clark, Bill Balan, Ray Erb, Henry Hudek.

Regrets: Karen Zoppa, Dave Torz

In the absence of Karen Zoppa, the meeting was Chaired by Mary Anne Walls.

i. Approval of Agenda

It was MOVED Gilroy/Josephson:

That the agenda be approved with the addition under Other Business of the following items:

- a) expiry date of terms of office,**
- b) request from the University of Winnipeg Foundation, and**
- c) plan member communication.**

...CARRIED

ii. Approval of Minutes

Minutes of the meeting of September 11, 2008

It was MOVED Josephson/Repski:

That the minutes of September 11, 2008 be approved as distributed.

...CARRIED

The newly appointed External Trustees, Ray Erb and Henry Hudek, were welcomed to the Board of Trustees.

1. Tabling of additional information with respect to External Trustee nominees

Start of "in camera" session (moved by the acting Chair)

End of "in camera" session (moved by the acting Chair)

It was MOVED Josephson/Gilroy:

That Gary Maksymyk be invited to join the Board as an External Trustee for a one-year term, and that Don Dillistone be invited to sit on the Board's investment committees.

...CARRIED

2. Update on independent audit requirements of the Plan's financial statements

It was confirmed that Article 5.05 of the Trust Agreement sets out the Board's responsibility to conduct an annual audit of the financial statements of the Pension Fund. It was also confirmed that the current auditor for the Pension Fund is KPMG who conducts the audit on behalf of the Office of the Auditor General (OAG).

Discussion ensued concerning the pros and cons of retaining KPMG as the auditor of the Plan versus hiring another audit firm. Discussed were issues such as potential conflict of interest (real and perceived), cost considerations, etc.

It was decided that due to 2008 being a transition year of the administration of the Plan that it may make sense to retain KPMG to conduct the audit for the 2008 calendar year, but that for future audits a Request For Proposal (RFP) be conducted. KPMG is to be invited to provide to the Board a cost estimate for the 2008 audit.

It was MOVED Hudek/Mearon:

That KPMG is to be asked to provide confirmation to the Board that they are prepared to conduct an audit of the 2008 financial statements of the Plan, that they do not perceive a conflict of interest in being named the Board's auditor, and confirmation of the price that they would charge for the audit. A decision will be made by the Board following receipt of this information.

...CARRIED

Action item:

M. Mearon will call KPMG. KPMG will also be provided with a letter outlining the Board's request (Walls to draft).

3. Update on Liability insurance

The Board was advised that as requested, the Board received written confirmation from the University that the Board of Trustees will be covered by the University's liability coverage at no cost to the Pension Plan or the Trustees. Written confirmation was also received from CURIE in the form of an endorsement. The effective date of the coverage is July 3, 2008 and the coverage will continue until such time as it is no longer required by the Trustees.

It was MOVED Barske/Erb:

That a thank you letter be sent to the University acknowledging this action.

...CARRIED

4. Update on Treasurer education

It was reported that some headway has been made. The process is underway and more will be reported at the next meeting of the Board.

5. Update on DC education

The Board was advised that there are currently about 417 DC plan members, with about 75 new enrolments this year. Sun Life conducts bi-annual education sessions for new employees. The last education sessions for new employees took place in March 2007. Based on this schedule, new member education sessions should be conducted in the spring of 2009. Additionally, in September and November 2007, Sun Life conducted education sessions relating to the Sun Life web site. It was noted that it has been a challenge getting Sun Life to commit to a regular education schedule due to there being no local Sun Life representative and due to low participation rate on the part of plan members in any education offering.

There was a discussion around the adequacy of current education offerings and the large number of funds available to plan members.

Action item:

M. Walls is to provide the Board with a detailed fund analysis as it relates to member investments. The Board also wishes to extend an invitation to Gina Schiak (Benefits Assistant) to attend the next regular meeting of the Trustees.

6. Recommendations for member selection process for Board Committees

This item was tabled.

Action item:

The Operations, Governance & Audit committee will meet before October 23rd and will provide a report at the next regular meeting of the Trustees.

7. Other Business

a). Terms of Office

It was pointed out to the Board that it was unclear what the term end date is for a number of the Trustees. A brief discussion followed resulting in the following recommendation.

It was MOVED Erb/Josephson:

That the start date of every new Trustee term be July 1, and the end date of every Trustee term be June 30.

...CARRIED

b). Request from the University of Winnipeg Foundation

The Board was advised that a request was received from the Foundation for a meeting with the Trustees concerning the combined investment of the Pension Fund and the Endowment Fund. It was decided that a meeting with the Foundation was not necessary at this time and that the Foundation should be advised that the Board has no immediate intention of making changes.

It was MOVED Gillis/Gilroy:

That the Foundation be advised that the Board does not perceive a need to meet at this time, that the Board has no intent at present of making changes to the current investment arrangement, and that the Board will endeavor to advise the Foundation if any changes are contemplated.

...CARRIED

c). Member Communications

A concern was raised that plan members are anxious about current market conditions and that it would be desirable to provide them with some information. A discussion followed during which some ideas were presented such as a web page dedicated to pension issues which would also provide plan members with the opportunity to ask questions, the responses to which would be posted to the web page. Further discussion of plan member communication was deferred to the next meeting.

Next Meeting is to take place in November.

Adjournment

Interim Chair

Interim Secretary