

TRIO Board of Directors Meeting  
Minutes

February 4, 2016  
4:00 PM

Sheraton Hotel  
St. John's, NL

DIRECTORS PRESENT	ALSO PRESENT	REGRETS
John Dawson, Vice President* Rodney Cumby, Director Carol Ann Smith, Director Brian Peckford, Director Claude Elliott, Director * - by teleconference	Terry Taylor, General Manager Mary Galway, Manager, Risk & Insurance Programmes Doug Brake, Mercer Lori Park, Mercer Jonathan Croft, Mercer Danielle Hughes, Mercer	Dennis Kelly, President

**1. Call to order and Opening Remarks**

Rodney Cumby acted as meeting chair and called the meeting to order at 4:00PM. He welcomed Claude Elliott to the Board as the new Director for MNL

**2. Approval of Agenda**

<b>Motion:</b>	<b>Carol Ann Smith/Brian Peckford</b>
<b>CARRIED</b>	That the agenda be approved

**3. Adoption of previous meetings' minutes**

<b>Motion:</b>	<b>Claude Elliott/John Dawson</b>
<b>CARRIED</b>	That the minutes of the meeting of November 4, 2015 be adopted as presented as amended. (EAP renewal premium increased from \$1.50 to \$1.53)

<b>Motion:</b>	<b>Brian Peckford/John Dawson</b>
<b>CARRIED</b>	That the minutes of the organizational Board meeting of November 5, 2015 be adopted .

**4. T. Taylor presented his report which was accepted by the Board.**

**5. Group Plans Report**

- a) M. Galway reported that utilization of the EAP coverage is up by 57%. Also, there are two towns who have expressed an interest in the TRIO plan and will be receiving quotations.

- b) M. Galway confirmed that the premium holiday (for December 2015 health and dental premiums) had been communicated to the towns.
- c) M. Galway confirmed that the 2016 renewal premiums had been communicated to the towns.
- d) M, Galway presented the staff's recommended policy applicable to accepting substandard risks.

<b>Motion:</b>	<b>John Dawson/Carol Ann Smith</b>
<b>CARRIED</b>	That the staff recommendation be adopted and recorded in the Director's Manual.

- e) M. Galway was asked to investigate and propose a possible group EAP coverage to apply to the province's volunteer firefighters. She was also asked to investigate the possibility of adding EAP coverage to the existing Small Town package.

**6. Board Administration Action Items**

- a) 03-11-05 - The Board discussed effectiveness of the client information teleconference. Despite the low number of participants, the Board felt that it was an event that should continue.

**7. New Business**

- a) The Board reviewed the draft guidelines for choosing a Director-at-Large. T. Taylor was asked to re-draft the section pertaining to term limits for consideration at the next meeting.
- b) Mercer Contract renewal - The Board determined that it would not be necessary to issue a RFP, as the Board is quite satisfied with the Mercer engagement. T. Taylor outlined his suggestions for the contract renewal.

<b>Motion:</b>	<b>Brian Peckford/Carol Ann Smith</b>
<b>CARRIED</b>	That T. Taylor negotiate the renewal terms of the Mercer contact for approval by the Board.

**8. Communications & Marketing Committee**

- a) The Board accepted the report of marketing activities since June 2015.

**9. Board Administration**

- a) T. Taylor presented the summary of the revenue and expenses for January 1- December 31, 2015 which was accepted by the Board.
- b) T. Taylor recommended that a portion of the excess revenue be deposited into the pension fund.

<b>Motion:</b>	<b>Brian Peckford/Carol Ann Smith</b>
<b>CARRIED</b>	That \$25,000 be transferred from the NLMEB Inc. operating account to the pension fund.

- c) The Board reviewed the proposed budget for 2016.

<b>Motion:</b>	<b>Brian Peckford/Carol Ann Smith</b>
<b>CARRIED</b>	That the proposed 2016 budget be adopted as presented..

- d) The Board accepted the Q3-2015 invoice from Mercer.
- e) T. Taylor informed the Board that all required meeting accommodations for 2016 had been confirmed.
- f) The Board was presented with the cheque register for the period November 5, 2015 to January 26,2016, which the Board accepted.
- g) T. Taylor presented an analysis of current staff compensation, including some recommendations. The Board asked that the matter be deferred until the next meeting.

(At this point, the meeting was adjourned until 10:30AM, February 5, 2016)

#### **10. Pension Plan Items**

The Town of Fogo Island is now participating in the pension plan.

#### **11. Outstanding Action Items**

- a) *03-01-13 - Blanket Municipal Solvency Exemption*  
Brian Peckford will consult with a government MLA to set up a meeting with the appropriate Minister(s) to discuss the merits of granting the requested exemption.
- b) *04-11--15 - Request Renewal of Solvency Exemption*  
Mercer advised that the appropriate letter had been filed with the Superintendent of Pensions.
- c) *05-11-15 - Option 9 Explanatory Insert*  
Mercer presented a draft to the Board. The Board approved the document and asked that it be included with the annual pension statements sent to Option 9 participants.

#### **12. Business Arising from Previous Meetings**

No Items

### 13. New Business

J. Croft reported that the pension plan had a 8.9% return on Investment for calendar 2015. Most other funds earned about 5%. He also gave an update on the impact that recent market turmoil will likely have on the pension fund assets. He also suggested that the Board consider a strategy that will lock in gains derived from the devaluation of the Canadian currency and offsetting increases in the value of investments in the portfolio denominated in US dollars. The Board asked for a more detailed explanation for the next meeting.

### Due Diligence Items

a) Recurring Items

The Board received the contributions report. There are two overdue balances.

b) Plan Amendments

There were no new amendments

c) Items Assigned to This Meeting

i. *Report and Summary of the Plan*

Mercer has prepared the Year in Review 2015 that will be included with the annual statements.

ii. *Information Support to Participating Employers*

T. Taylor reported that the notices about 2016 Special Payments have been sent.

iii. *Retention and Review of External Agents*

The Board reviewed the list of current external agents and accepted it as presented.

i. *GMs Annual report re Agenda Checklist*

T. Taylor confirmed that all items had been addressed.

v. *PA/PAR Report*

Mercer confirmed that these reports have been done.

i. *Confirm Discount Rate for 2016*

D. Brake led an extensive discussion concerning the factors that affect the setting of the annual discount rate

<b>Motion:</b>	<b>Brian Peckford/Carol Ann Smith</b>
<b>CARRIED</b>	That the discount rate for 2016 be set at 6%

14. The next meeting of the Board will be on Wednesday, April 20, 2016 in St. John's.

15. The meeting adjourned at 11:38AM