

November 18, 2024

Board of Retirement
Ventura County Employees' Retirement Association
1190 S. Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: PROPOSED BOARD OF RETIREMENT & COMMITTEES MEETING CALENDAR FOR 2025

Dear Board Members:

VCERA's Bylaws and Regulations provide that the Board shall adopt an annual calendar for its regular meetings, and this is typically done near the end of each calendar year for the upcoming calendar year. The bylaws further provide that regular meetings shall be held on the first and third Monday of each month, though generally avoiding legal holidays and consecutive Mondays. The bylaws provide for meetings to be scheduled differently if approved by a majority of the Board. In recent years, the Board has moved to combining more of the bimonthly meetings into single meetings per month, and this year (2024) the Board adopted a one-meeting-per-month calendar. This approach has proved efficient for both the Board and staff, and has also allowed for more available timeslots for committee meetings in between the regular meetings.

Staff have prepared a proposed meeting calendar for 2025 which includes the following meeting types:

- Board Meeting
- Board Retreat (Annual)
- Governance Committee Meeting
- Finance Committee Meeting

The calendar also includes holidays for which VCERA offices are closed, for reference.

In general, the approach to building this calendar was:

- Continue with the one-meeting-per-month concept for regular Board meetings
- Schedule the regular meetings towards the end of each month where possible (to allow more time to receive investment reports prior to the board agenda deadline)
- Incorporate a "dark" (no meetings) period during the month of August
- Plan for one committee type meeting per month (either Finance or Governance), where possible
- Plan for at least two Governance Committee meetings for the year (one in Spring and one in Fall)
- Plan for Finance Committee meetings to be the week prior to a regular Board meeting, where possible

Staff propose that all meetings begin at 9:00 am on the dates selected, with the exception of Finance Committee meetings which would begin at 1:30 pm on the dates selected.

**RECOMMENDATION: ADOPT PROPOSED BOARD OF RETIREMENT & COMMITTEES
MEETING CALENDAR FOR 2025**

Staff would be happy to answer any questions regarding the item at the Board meeting of November 18, 2024.

Sincerely,

A handwritten signature in dark ink that reads "Amy Herron". The script is cursive and fluid, with the first name "Amy" and last name "Herron" clearly distinguishable.

Amy Herron, CPA, CPFO, PMP
Retirement Administrator