

PUBLIC AGENDA ITEMS
Special Meeting

September 18, 2008

9:30 a.m. – 3:45 p.m. (eastern time)
6:30 a.m. – 12:45 p.m. (pacific time)

ICMA – Headquarters
777 North Capitol Street, NE
Washington, DC 20002-4240

<u>Item:</u>	<u>Subject:</u>	<u>Presenter:</u>	<u>Start:</u>	<u>Estimated Duration:</u>
1	Convene Meeting and Sign-in – All Welcome and Introductions	Ann-Marie Carlson	9:30 a.m.(eastern) 6:30 a.m.(pacific)	15 min.
2	Commitment to Client Servicing	Kris Heurich	9:45 a.m. (eastern) 6:45 a.m. (pacific)	15 min.
3	Administrative Fee Process	David Tanguay	10:00 a.m.(eastern) 7:00 a.m. (pacific)	30 min.
4	Administrative Fee Fund Reimbursement Tracking Process	Jerry Maus John Bennett Rich Whitty	10:30 a.m. (eastern) 7:30 a.m. (pacific)	45 min.
	Break	All	11:15 a.m. (eastern) 8:15 a.m. (pacific)	15 min.
5	Public Comment	All	11:30 a.m. (eastern) 8:30 a.m. (pacific)	15 min.
6	VT Model Portfolio Long Term Growth Fund	Angela Montez	11:45 a.m. (eastern) 8:45 a.m. (pacific)	30 min.
	Lunch	All	12:15 p.m. (eastern) 9:15 a.m. (pacific)	60 min.
7	Plan Administrative Manual	Renee Brigs Vernetta Aziz Vernetta Trott- Barnes	1:15 p.m. (eastern) 10:15 a.m. (pacific)	90 min.
8	Tour	David Tanguay	2:45 p.m. (eastern) 11:45 a.m. (pacific)	60 min.
9	Adjournment	All	3:45 p.m. (eastern) 12:45 p.m. (pacific)	

