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Date: November 4, 2016

**TO: MEMBERS, AUDIT COMMITTEE**

<b>I. AGENDA ITEM # AND TITLE:</b>	Open Agenda Item 3b – Consent Calendar: Review and Approval of 2017 Audit Committee Meeting Schedule and Location
<b>II. NAME AND PROGRAM:</b>	Hilda Padua, Board Liaison
<b>III. ACTIVITY:</b>	<input type="checkbox"/> Informational <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Action Proposed <input type="checkbox"/> Exploratory
<b>IV. JUSTIFICATION:</b>	<input checked="" type="checkbox"/> Standard/Required Item <input type="checkbox"/> Board Request – New Item <input type="checkbox"/> New Topic from Staff

**V. EXECUTIVE SUMMARY:**

Part of the Board process is to set up the annual calendar and locations for Board and Committee meetings, to be presented and approved at every November meeting.

Normally the four meetings are set for February, May, August and November with a March/April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2017 the first meeting is in March.

**VI. ANALYSIS:**

There are four regular meetings on calendar with a fifth meeting for Board Continuing Education. At the August 16, 2012 Governance and Board meetings, it was recommended to expand the length of meetings from 2 days to 3 days to allow more time for the Governance and Audit Committee meetings and discussion. The Audit Committee will meet on Wednesday and the Governance Committee will meet Thursday morning, followed by the Investment Committee and Board meetings.

The April meeting is reserved for Board Continuing Education. However, if the Board determines at the prior meeting that there is time sensitive business to discuss, the April meeting will proceed as a regular Board meeting in lieu of Board Continuing Education.

**VII. RECOMMENDATION:**

**Schedules:** The proposed dates are as follows, including additional meeting options as necessary:

- **March 1-3, 2017**
- **May 17-19, 2017**
- **August 29-31, 2017** (*Board, Committee & Strategic Meetings*) - *Location TBD*
- **November 8-10, 2017**

The standing meeting days and times for open and closed sessions are:

Audit:	Wednesdays	2:00 p.m. - 5:00 p.m. (or longer if necessary)
Governance:	Thursdays	8:30 a.m. - 11:30 a.m. (or longer if necessary)
Investment:	Thursdays	12:00 noon - 1:45 p.m. (or longer if necessary)
Board:	Thursdays	2:00 p.m. - 6:00 p.m. (or longer if necessary) and
	Fridays	8:00 a.m. - 2:00 p.m. (or sooner as appropriate)

Based on Board member feedback, there will be a 15 minute scheduled break between meetings.

**Location:** State Fund Vacaville or Pleasanton office.

The Vacaville and Pleasanton State Fund office location will be able to accommodate open and closed Board meetings. This will allow for more efficiency and effectiveness in conducting the Committee and Board meetings.

To approve the 2017 Board and Committee schedule as presented.