



QUARTER 1

Annual Review & Strategy Setting

with recordkeeping provider

ADMINISTRATIVE MEETING WORK GROUP

- Annual planning discussion
- Review of participant utilization and demographic data
- Vendor SOC review
- Review of participant education and advice strategy
- Review of required participant disclosures and notices
- Annual review of claims and appeals, participant inquiries, issues and complaints (as prepared by Human Resources and reported to Committee)
- Share class review
- Annual review of insurance and bonding (as prepared by Risk Management and reported to Committee)
- Annual review of fee disclosure notices
- Review of plan testing results (if applicable)
- Revenue credit account review (if applicable)
- Small sum force out review (if applicable)
- Review of authorized plan representatives



Increased focus on strategic planning



Enhanced oversight of operational fiduciary obligations



More efficient use of limited committee time



Greater scheduling flexibility



QUARTER 1

Annual Review & Strategy Setting

- Review of minutes of previous quarterly meeting of Committee and reports on action items
- Quarterly investment review
- Review of participant utilization data and annual communication strategy
- Fiduciary education
- Other business

QUARTER 2

Vendor Services & Fees

- Review of minutes of previous quarterly meeting of Committee and reports on action items
- Quarterly investment review
- Annual review of costs and services to evaluate reasonableness
- Fiduciary education
- Other business

QUARTER 3

Fiduciary Governance

- Review of minutes of previous quarterly meeting of Committee and reports on action items
- Quarterly investment review
- Review of investment menu
- Review of Investment Policy Statement (if applicable)
- Review of Charter for Committee (if applicable)
- Fiduciary education
- Other business

QUARTER 4

Plan Operations

- Review of minutes of previous quarterly meeting and reports on action items
- Quarterly investment review
- Regulatory update
- Review of government filings and audit (as prepared by Benefits and reported to Committee)
- Review of any year closing amendments to the plan
- Review of proposed annual report to Board on activities during the year
- Fiduciary education
- Other business