

MASSACHUSETTS

Public Employee Retirement Administration Commission
5 Middlesex Avenue, 3rd Floor
Somerville, MA 02145
(617) 666-4446
Fax: (617) 628-4002
www.state.ma.us/PERAC

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Classes for Retirement Board Members & Administrators

DATE: October 27, 2000

During late November and early December, the Public Employee Retirement Administration will be offering a new class for retirement board members and administrators. We will cover some of the topics expected to be included in a consultant's portfolio review – such as economic backdrop, financial market results, investment manager performance and attribution, status of any searches, and recommended actions. We will also build on the actuarial valuation basics course that we presented last year. Our discussion will include full funding, actuarial value of assets, and the financial impact of demographic and economic assumption changes.

As you can see by the attached registration form, our new class will be offered three times in November at PERAC in Somerville. During December, it will be offered at the Inn at Northampton, the Shrewsbury Town Hall and the Plymouth Public Library.

Each participant must register for class by completing PERAC's Class Registration Form. **Registration is on a "first-come, first-served basis"**. Upon receipt of your registration form, PERAC will confirm that a seat has been reserved for you or advise that seating capacity has already been reached.

Because seating capacity is limited, it is important to register at your earliest opportunity. Unfortunately, students who haven't registered cannot be guaranteed a seat. I very much appreciate your registering at least one week prior to a scheduled class because that gives us sufficient time to make the necessary arrangements.