

MASSACHUSETTS
Public Employee Retirement Administration Commission
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M E M O R A N D U M

TO: All Retirement Boards

FROM: Joseph Connarton, Acting Executive Director

RE: Classes for Retirement Board Members and Administrators

DATE: July 22, 1999

The Public Employee Retirement Administration Commission will begin to offer a series of classes beginning on August 24, 1999. Classes will be repeated on several different dates at PERAC. Each class will also be offered in Worcester, Plymouth and Northampton.

Each participant must register for class by completing a PERAC Class Registration form. Registration will be on a "first come, first served basis". Upon receipt of your registration form, PERAC will either, depending on circumstances, confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached, or inform you that the course offering has been postponed (hopefully, an infrequent occurrence).

Our August classes will focus on some important legal and investments topics. In the fall, we will also offer classes on actuarial processes, accounting and a disability update. If there is a particular subject matter that you would like to have covered, please let us know.

I have enclosed a class synopsis for the August classes and a PERAC Class Registration form. We're looking forward to seeing you at these classes and will keep you updated as the fall and winter course schedule takes shape.