



Date: December 11, 2019
To: Board of Retirement
From: James Wilbanks, Ph.D., Executive Director
Subject: Administrative Report

Holiday Office Hours

As a reminder to the Board, the MCERA office will be closed to the public the week of December 23-27, 2019. Additionally, the MCERA office will close to the public at Noon on December 31, 2019 through January 1, 2020.

Fiduciary Insurance Renewal, Waiver of Recourse Payments

If you forgot last month, please bring a check for \$9, made out to MCERA, to the December Board meeting for the Waiver of Recourse payment.

Form 700 Filing

Form 700s will be due to MCERA after the beginning of the year. The deadline for submitting the form is April 1, 2020.