

Public University Risk Management and Insurance Trust (“PURMIT”)

Board of Trustees Meeting

June 30, 2014 – 1:30 p.m.

VIA CONFERENCE CALL - 800-689-9374; 700464#

Minutes

Trustees Present: Eric Yahnke (WOU) Chair, Brian Roy (PSU), Lara Moore (EOU), Deb Donning (UO)

Trustees Absent: Craig Morris (SOU), Glenn Ford (OSU), and George Marlton (OIT)

Others Present: David Blake (OSU), James Parker (DWT), Ellen Holland (PURMIT), and Ashley Grealish (PURMIT)

Administrative

a) **Roll Call**

Roll Call was conducted by Ellen Holland and David Blake was noted as a guest for OSU in for Glenn Ford due to an OSU board meeting conflict.

b) **Call to Order**

The meeting was called to order by Chairman Yahnke.

c) **Review and Approve Minutes of 6.24.14**

The minutes from the previous meeting were reviewed by Ms. Holland and no corrections were noted.

Action:

Chairman Yahnke moved to accept the draft minutes distributed by Counsel by email to the Trustees on 6/26/14 . Brian Roy seconded the motion. The motion carried without objection.

Review Interim Banking Process and Legal Review of the Trust ORS category

a) **Applicability of ORS 293/295 to PURMIT Funds.**

The Board discussed the applicability of ORS 293 and/or 295 to its funds in the context of its commercial banking relationship. Brian Roy requested that Counsel provide a summary of the options and ramifications associated with the possible designations of PURMIT funds, for consideration by the Board in advance of any decision related to the same.

Action:

The Board took no action.

b) **Approve banking service providers for the PURMIT funds and general transactions.**

- Ellen Holland explained the services offered and estimated fees of three potential commercial banking partners. The Board discussed the options.

Action:

Chairman Yahnke moved to authorize the Administrator to establish a banking relationship for PURMIT with US Bank under the terms presented at the Board meeting. Deb Donning seconded the motion. The motion carried without objection.

c) **Review accounting service providers for PURMIT**

- A summary of options and estimated annual costs for three accounting firms was presented by Ellen Holland. The Board discussed the budget and services presented. Based on the questions of the Board, the Administrator will request additional information from the potential accounting service providers and inform the Board of the responses via email on or before 7/3/14.

Action:

The Board took no action..

d) **Review updates regarding insurance renewals**

- Ellen Holland provided an update regarding insurance noting that the previously approved items had been sent to the broker for binding. All have been bound.
- The PURMIT has separate limits for Errors & Omissions as required by the Trust agreement.
- The USSE has an option for separate stand-alone coverage and this will be discussed with the USSE Executive Director as well as how it will be charged given varying use of the USSE by Members.
- Stop-Loss coverage for a series of catastrophic losses under the deductible is not available at this time as our retention is not high enough for the markets to take the risk. This includes both the US and London markets.
- A meeting of the Risk Council was held Friday, June 27th to discuss pollution coverage and cyber liability including network and security coverage. The Risk Council will make recommendations over the next 2-3 weeks and provide to the PURMIT including pricing options considering accrued premium from the prior year.

Action:

The Board took no action.

e) **Policies and Procedures updates**

- The existing Risk Management Program Policy will be modified and presented to the Board in the next meeting. In addition the Risk Management Fund policy will also be modified to reflect PURMIT. This includes maintaining and continuing with the Risk Council moving forward.
- Additional policies and procedures will be provided and the Board was asked for their input for any specifics they might like to see in addition to those required to conduct the business of PURMIT.
- OSU employment policies will be followed in addition to travel policies unless otherwise noted.
- Email voting was discussed and determined to not be a preferred method of decision making at this time.
- Chairman Yahnke then offered WOU as a host for the website for PURMIT in order to be able to post public notices and this was agreed to by all, noting no vote was needed since he has authority to make business decisions that will not impact the PURMIT from a monetary standpoint at this time in order to continue the business of the PURMIT. The website will be operational by July 7th.
- Ellen Holland also asked the group to consider what types of and frequency of reporting they may wish to have from the Trust so that we can begin to get a schedule in place. The monthly loss runs for individual universities, as well as the trust quarterly loss ratios and financials will continue. The coverage document and by-laws will be written noting a draft by-law document has been started and the coverage document will follow the insurance policy form.

f) **Approve 2014-15 budget and authorize operations consistent with the approved budget**

- The Board discussed the final approval of the 2014-15 Budget presented by Ellen Holland via email on 6/24/14.

Action:

Chairman Yahnke moved to accept the 2014-15 Budget presented by Ellen Holland via email on 6/24/14 and authorize the Administrator to conduct operations consistent with the approved budget where they do not otherwise conflict with specific Board directives. Brian Roy seconded the motion. The motion carried without objection.

- g) **Authorize Administrator to establish a banking relationship with the State Treasury through the PUF**
 - The Board discussed the final approval of to establish a banking relationship with the State Treasury through the Public University Fund.

Action:

Brian Roy moved to authorize the Administrator to establish a banking relationship with the State Treasury through the PUF for PURMIT funds. Chairman Yahnke seconded the motion. The motion carried without objection.

Trust Operations

- h) Schedule of Meetings
 - The first two meetings were held with very short notice due to timing of continued operations. This will give way to implementation of operations and thus, an opportunity to provide more notice for meetings. The Administrator will query the Trustees to determine preferred dates for monthly Board meetings for the next six months.

Action:

The Board took no action.

A request for final comments or input was made, and hearing none, Chairman Yahnke moved to adjourn the meeting. Brian Roy seconded. The motion carried without objection.

The meeting adjourned at 2:40 p.m.