

**SANFORD FIREFIGHTERS' RETIREMENT SYSTEM
PENSION BOARD MEETING MINUTES
Thursday, November 8, 2012 – 9:00 A.M.**

1. Call to Order and Roll Call

The meeting was called to order at 9:00 a.m. by the Chairman, Thomas Hickson. The following members were present: Sylvester Chang, John Smith, and Robert Vaughn. Craig Radzak was excused. The following service providers were also in attendance: Scott Christiansen, Plan Counsel, and Greg McNeillie, Plan Consultant. Cindy Lindsay, from the Finance Department, was also present.

2. Approval of Minutes

A motion was made by Robert Vaughn to approve the minutes from the regular meeting held August 9, 2012. Sylvester Chang made mention of one amendment, seconded the motion, and it carried unanimously.

3. Disbursements

The Plan Administrator made note of one add-on item to the Report. A motion was then made by Sylvester Chang to approve the disbursement report as amended. Seconded by Robert Vaughn, the motion carried unanimously. *(Copy is attached for the record.)*

4. Investment Manager's Report – Herndon Capital

Ken Grimes presented the Herndon Capital portfolio results for the period ending September 30, 2012. Market value of the Plan portfolio was \$3,660,980.65 with a yield of 2.2%

5. Investment Consultant's Report – Dahab Associates

Greg McNeillie began his report to the Board by informing the Trustees that the Plan closed the year at 18.2%. He then reviewed the performance report as of September 30, 2012. Asset allocation for the period: Large Cap Equities – 36.8%, Mid Cap Equities – 9.4%, Small Cap Equities – 8.7%, International Equity – 9.8%, Fixed Income – 32.4% and Cash – 3.0%. Total portfolio value was \$20,504,277.

Greg concluded his report by discussing the possibility of a Real Estate investment. It was decided that Greg would present a list of potential firms to the Board for their review at the next meeting.

6. Attorney's Report

Scott began his report by discussing the FYE letter and performance report that needs to be sent to the City. He also touched on the topics of new beneficiary forms, new tax laws (which will ultimately require another IRS Compliance Ordinance) and the issues posed by the "Naples Letter".

7. Old Business

(a) The Ordinance regarding the definition of Actuarial Equivalent to correctly reflect the mortality table being used by the Plan's Actuary and the modification to the investment restrictions to allow the Plan to invest in Real Estate was presented to the City Commission for the first reading on 10/22/12.

The second/final reading is scheduled for 11/12/12. The Plan Administrator will follow-up on this matter and see to the proper distribution.

(b) At the last meeting, Dawn Geraghty's credited service time issue was discussed. The Finance Director investigated the contributions she has made in correlation to the credited service as it appeared on her 10/01/11 benefit statement from the Plan Actuary. The updated contribution information was provided to the Actuary and they have provided a corrected/revised 10/01/11 benefit statement for her.

8. New Business

The 2013 meeting schedule was distributed and reviewed. The Plan Administrator will distribute the schedule accordingly.

9. Next Meeting Date

The next regular meeting date was set for Thursday, February 7, 2013 at 9:00 a.m.

10. Adjournment

The meeting ended at 10:30 a.m.



(for the Board)