

NHRS Board of Trustees, Governance Committee  
May 13, 2014

**NOTE:** These minutes from the May 13, 2014, Governance Committee meeting were approved at the June 10, 2014 Committee meeting.

**Governance Committee  
Board of Trustees  
May 13, 2014**

**Public Minutes**

**New Hampshire Retirement System  
54 Regional Drive  
Concord, NH 03301**

*Committee Members:* Don Roy, *Chair*; Dick Gustafson, Ph.D.; Dean Crombie; David McCrillis; and Guy Scaife.

*Staff:* George Lagos, *Executive Director*; Tim Crutchfield, Esq., *Chief Legal Counsel*; Larry Johansen, *Director of Investments*; Mark Cavanaugh, Esq., *Associate Counsel and Compliance Officer*; Carolyn Johnson, Esq., *Hearings Examiner*; Shannan Hudgins, *Administrative Coordinator*.

Chair Roy called the meeting to order at approximately 1:10p.m. On a motion by Trustee Gustafson, seconded by Trustee Scaife, the minutes from the March 11, 2014, Committee meeting were approved unanimously.

Atty. Cavanaugh discussed the status of the IRS Cycle C filing, reporting that NHRS had recently received notification that the initial review had been completed and the file had been forwarded to the quality assurance department of the IRS for final review and approval. The last steps were often completed within weeks and he anticipated receiving a favorable determination letter soon. He confirmed that the Cycle C filing was made every five years.

Chair Roy asked for an update on the Employer Withdrawal Policy, which had been drafted in 2010. Atty. Crutchfield explained that a charter school was exploring withdrawing its participation from NHRS, but because there were actuarial ramifications and auditing issues, the Policy would be reviewed by the Audit Committee with expected revisions before its presentation to the Governance Committee. Mr. Johansen explained that actuarial determinations for a one-time, permanent withdrawal should be based on separate assumptions because of the increased liability to the trust. A discussion of statutory withdrawal rules followed.

The Committee next considered a review of the NHRS administrative rule Ret. 103.01(d) that stated the System “shall provide copies . . . at no cost . . .” Atty. Crutchfield reported that in his review of similar rules of various NH state agencies, the NHRS appeared to be the only agency that did not charge any fee for copies. Making the distinction between a request from a member and a right-to-know request, Atty. Johnson expressed Staff sentiment that a member should be entitled to a copy of his own records free of charge, but copies of

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other records should be charged a reasonable fee. Discussion ensued that included fair and equitable charges for both paper and electronic materials, noting that a change to the rule would be required with general cost guidelines and reviewed annually by the Board. Atty. Crutchfield stated that Staff would produce draft documents for the Committee's review.

The next meeting was set to follow the June 10, 2014, Board of Trustees meeting.

On a motion by Trustee Crombie, seconded by Trustee Gustafson, the meeting adjourned at approximately 1:30 p.m.

*Respectfully submitted,*  
*Shannan Hudgins*