

Minutes of the Regular Monthly Meeting
Board of Trustees
Employees' Retirement System of the City of Norfolk
November 15, 2004

The regular monthly meeting of the Board of Trustees of the Employees' Retirement System of the City of Norfolk was held in the City Hall sixth floor conference room in the City of Norfolk, Virginia. The meeting began at 2:15 p.m. on Monday, November 15, 2004, with Chairperson, Michael S. Ives presiding. The following was the result of the roll call:

Attending the Meeting

M.S. Ives
W.O. Carrow
S.G. de Mik
F.V. Martin
S. A. Stein

Not Attending the Meeting

J. D. Hopkins
R. J. Keogh
A.B. Nusbaum
Vacant

Mrs. Mary L.G. Nexsen, Deputy City Attorney, Mr. Kamal Khanna, Chief Investment Officer, and Mr. Eric Ralph, of Summit Strategies Group, also attended the meeting.

The minutes of the monthly meeting held October 18, 2004 were approved as printed.

Committee Reports:

Administration and Planning:

Mr. Ives reported that the Committee did not have a meeting.

Asset Allocation:

Mr. Ives reported that the Committee met prior to today's board meeting.

Investment Management Review Committee:

Mr. Martin reported that the Committee did not have a meeting. He further stated that a due diligence trip to Tattersall Advisory Group was scheduled for Tuesday, November 16, 2004. Mr. Martin also reported that the committee would meet on Monday, December 20, 2004 at noon.

Training and Education:

Mr. de Mik reported that the Committee did not have a meeting. He further stated that Fred Martin, John Hopkins, Kamal Khanna, and himself would be attending the Public Funds Boards Forum on December 5-9, 2004 in San Francisco.

Benefit Claims:

Mr. Wilder reported that the Committee did not have a meeting.

Manager Search & Selection:

Captain Carrow reported that the Committee did not have a meeting.

Comments from CIO:

Mr. Khanna distributed for the Board's information his comments summarizing the Fund's performance and commentary on the markets. The report is attached as part of the official minutes.

Mr. Ralph distributed and discussed with the Board the Investment Performance Review for the quarter ended September 30, 2004.

New Business

A. Applications for vested service retirement:

Mila-Juris M. Marcelo, Active No. 17004, December 1, 2004, with refund of \$342.94.

Robert Franklin Wyatt, IV, Active No. 21355, December 1, 2004, with no refund due.

Charles F. Howard, Active No. 19115, January 1, 2005, with no refund due.

B. Applications for early service retirement:

Marjorie E. Pope, Active No. 21081, December 1, 2004, with no refund due.

Debra Davis, Active No. 21621, December 1, 2004, with no refund due.

Annie B. Pierce, Active No. 21973, December 1, 2004, with no refund due.

Geneva J. Strider, Active No. 22551, December 1, 2004, with no refund due.

Joyce A. Bennett, Active No. 23150, December 1, 2004, with no refund due.

Pernell A. Wallace, Active No. 23840, December 1, 2004, with no refund due.

Florita B. Redublo, Active No. 24952, December 1, 2004, with no refund due.

Allene W. Brice, Active No. 27885, December 1, 2004, with no refund due.

Ruby Johnson, Active No. 22003, January 1, 2005, with no refund due.

C. Applications for normal service retirement:

Joyce A. Jones, Active No. 16990, December 1, 2004, with refund of \$198.34.

Carolyn T. Saunders, Active No. 23302, December 1, 2004, with no refund due.

Alfonzo Foreman, Active No. 24089, December 1, 2004, with no refund due.

Van B. Mitchell, Active No. 25635, December 1, 2004, with no refund due.

Kevin Moran, Active No. 15512, January 1, 2005, with refund of \$2,057.31.

Arthur M. Eason, III, Active No. 17279, January 1, 2005, with no refund due.

Jeffery H. Johnson, Active No. 21317, January 1, 2005, with no refund due.

John J. Freeman, Active No. 28743, January 1, 2005, with no refund due.

D. Recommendations by the Medical Board that the following be retired:

Lee S. Cooper, Active No. 17072, December 1, 2004, with refund of \$157.61. This member requested ordinary disability retirement.

Laurie R. Ryan, Active No. 26007, December 1, 2004, with no refund due.

This member requested ordinary disability retirement.

E. Death of retired members:

Doris M. Cross, Ret. No. 03665, death occurred August 3, 2004. Spouse elected lump sum payment of \$11,686.22.

Robert L. Gill, Ret. No. 04988, death occurred September 30, 2004. Spouse elected monthly benefit of \$1,456.39.

Willie Britt, Ret. No. 03659, death occurred October 6, 2004. Spouse elected monthly benefit of \$548.58.

Willie L. Small, Ret. No. 0689, death occurred October 10, 2004. Spouse elected lump sum payment of \$2,526.12.

F. Death of spouse.

Junius W. Hodges, Spouse No. 025, death occurred October 19, 2004. No benefit payable.

The Board approved withdrawal of the following non-contributing members:

| <u>Name of Member</u> | <u>Active No.</u> |
|-----------------------|-------------------|
| Kathryn A. Oleson | 28839 |
| Kia M. Ozmore | 29161 |
| Margaret S. Sayles | 30177 |
| John H. Vanderwilt | 30195 |
| Morris H. Reese | 30253 |
| Gabrielle Knight | 30310 |
| Steven C. Kohler | 30495 |
| Carlotta N. Boone | 30567 |
| Alonzo L. Williamston | 30576 |
| Raymond Anderson, Jr. | 30591 |
| Jennifer M. Malpica | 30613 |
| Total - 11 members | |

The following report of payments from the Trust Fund was received and filed:

| | | | |
|--|-----|----|--------|
| Director of Finance | (1) | \$ | 590.37 |
| Institute for International Research, NY | (2) | | |
| 3,824.00 | | | |
| Theodore Wilder | (3) | | 317.79 |

| | | |
|-----------------------------------|------|-----------------|
| FedEx | (4) | 127.35 |
| Mellon Consultants, Inc. | (5) | 522.00 |
| State Street Corporation | (6) | |
| 9,906.24 | | |
| Lotus Financial Consulting, LLC | (7) | |
| 14,583.00 | | |
| Pension Benefit Information | (8) | |
| 1,698.00 | | |
| Theodore Wilder | (9) | 11.42 |
| C.I. Travel | (10) | 946.69 |
| Bayview Physician Services, PC | (11) | 672.00 |
| Retirement Payroll (est. Nov. 04) | | |
| <u>3,500,000.00</u> | | |
| Total | | \$ 3,533,198.86 |

- (1) Reimbursement of expenses for Kamal Khanna to attend the Wellington Conference on 9/22-23/04 in Boston
- (2) Registration fee for Fred Martin, John Hopkins, Steve de Mik and Kamal Khanna to attend Public Funds Boards Forum 2004 on 12/5-9/04
- (3) Reimbursement for expenses incurred for Theodore Wilder and Kamal Khanna to attend Association of Municipal Retirement Systems of Virginia Fall Meeting in Danville, VA on 10/27-29/04
- (4) Information sent to State Street; Cherry, Bekaert & Holland; Bank of America and Malinda Priester
- (5) Research, discussion and recalculations of benefits regarding rehired disability retirees
- (6) Consulting services 8/1/04 through 8/31/04
- (7) Investment consulting services for the period 11-1-04 through 11-30-04
- (8) Fee for processing retirement file against social security file for unreported deaths
- (9) Reimbursement for refreshments served at Retirement Board Meeting on October 18, 2004
- (10) Round trip airfare for Frederick Martin, John Hopkins and Steven de Mik to attend Public Funds Boards Forum in San Francisco on 12/5-9/04
- (11) Medical exams for Bernadette McLean, Michael Preziotti and Keith Lawrence

There being no further business, the meeting was adjourned at 2:40 p.m.

Chairperson

Executive Director