

VEHI Board Annual Work Plan v1.0

Meeting	Standing Items	Mgmt Reports	Board Governance	Strategic	Actions
<b>January, 3rd Tuesday</b>					
2 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	VT-NEA Report Oct-Dec	Conflict Of Interest Policy Review	Something Strategic	Review of COI submissions
		Management Updates		Legislative Positions	
		Legislative Updates (Start of Session)			
<b>March, 3rd Tuesday</b>					
3 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	CYQ4 (FYQ2) Oct-Dec Financials	Review of Mission		Accept Financials
		Management Updates	Review of Protocols: Communication, Agenda, Election of Officers, Legislative Positions		Approve Protocols
		Investment Performance Report			
		Wellness Program Report			
<b>May, 3rd Tuesday</b>					
2 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	CYQ1 (FYQ3) Jan - March Financials		Something Strategic	Set VEHI Retiree/VSTRS CY rates
		VT-NEA Report Jan-March			Approve Auditor engagement
		Management Updates			
<b>June, 3rd Tuesday</b>					
3 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	Management Updates	Review Whistleblower Policy		Approve BCBS contract
		Legislative Update (End of Session)	Review Code of Ethics Policy		Approve Remedy contract (every 3 years)
					Approve VSBIT contract
					Approve NEA contract
					Approve Gallagher contract (every 2 years)
					Approve Northeast Delta Dental contract
					Approve next year FY budget
					Set Annual Meeting Date & close membership books

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<b>October, 3rd Tuesday</b>					
3 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	Financial reports for CYQ2 (FYQ4) & FY Year-end			Board Officer Elections / Reorganization (this must happen after the annual meeting, so may shift this to December meeting depending on actual scheduling)
		Management Update			Set VEHI Active Rates
		VT-NEA Report April-June			Set VEHI Dental Rates
					Accept Year End Financials
					Review and Accept Audit Findings for prior FY
<b>December, 1st Tuesday</b>					
3 hour meeting	Review and Adopt agenda/ Public Comment/ Approve Minutes	CYQ3 (FYQ1) July-Sept Financials	Review Annual Work Plan		
		VT-NEA Report July-Sept	Review Policies: Net Position, Investment		
		Management Updates	Review By-Laws (incl Amendments)		
			Review Duties of a non-profit board (from VT Attorney General)		
	Changes:				
	10/15 initial version approved by the board				