

**TO:** Board of Trustee Members and Other Interested Parties

**FROM:** Florida Division of Retirement  
Municipal Police Officers' and Firefighters' Pension Office

**SUBJECT:** **SAVE THE DATE!**  
39<sup>th</sup> Annual Police Officers' & Firefighters' Pension Trustees' School  
June 4 through 6, 2018, Tallahassee, FL

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You are cordially invited to attend the 39<sup>th</sup> Annual Police Officers' & Firefighters' Pension Trustees' School scheduled for June 4 through 6, 2018, sponsored by the Department of Management Services' Division of Retirement (Division), in conjunction with The Florida State University's Center for Academic & Professional Development. This program is uniquely designed for pension plans established under Chapters 175 & 185, Florida Statutes.

Monday's program, on June 4, is designed specifically for new trustees, for those interested in becoming trustees, and for those who want a basic understanding of the operation of police and fire pension plans. The program will offer a no-nonsense explanation of how the plans work. An attorney, an actuary, and the Division will provide presentations on the trustees' responsibilities. We encourage participants to ask questions and participate in group discussions focusing on the fundamentals of pension fund management. If you are a new trustee, we encourage you to participate in this special program. The registration fee for the one-day program is \$120.

Tuesday and Wednesday's programs, on June 5 and 6, are designed for both the new and seasoned trustee and will feature presentations on legal, investment, administrative, and ethics issues, as well as an update on new Police and Fire annual report submission. Speakers will range from State of Florida agency representatives to experts in the field of pension plans. There will be an opportunity for questions and answers after each speaker, to provide you a chance to address concerns specific to your plan.

We are always open to new ideas and topics. If there is a topic you would like discussed, please let our office know.

The registration fee for the two-day program is \$210.

If you wish to attend all three days, the registration fee is \$300. Each day's registration fee covers the cost of materials, refreshment breaks and lunch.

**Cancellations must be received in writing by May 21, 2018, or you may be liable for the full registration fee. Any cancellations received after May 28, 2018, must be accompanied by notarized documentation from a supervisor indicating that you have been called to duty.**

**Please remember, we are only able to continue providing these low cost conferences for our plans based on satisfactory attendance. We know that plan participants and board members fulfill a vital role in our communities, and although you may not be able to attend every program, Florida Statutes require that the plan investment policy provides for continuing education of board members. This program will help to satisfy that requirement and educate the attendees on how the plans may be most effectively administered to ensure their continued health. Please consider our program when making your training plans so that we can continue to offer them to you.**

The program will be held at the Augustus B. Turnbull, III Florida State Conference Center, home of the Center for Academic & Professional Development. The Conference Center is located at 555 West Pensacola Street, Tallahassee, FL, across from the Tallahassee-Leon County Civic Center. You may register with Florida State University (FSU) for the program at the following link:

[Trustees' School registration link](#)

Please note, prior to registering, make sure you have the correct billing information and attendee information. If you are registering on behalf of another individual, please use that individual's email address as the contact email and select the third-party payment option, if the individual is not paying the registration personally. If you are registering more than one individual, you must log off entirely and start over at the entry page. Do not change the account information for the previous registration or use the same email address.

**Florida State University has asked that all returning guests please make sure to select the option for previous registrations on the online log-in page. If someone else is registering for you, that individual should have your email address and the password used the last time you registered online. If you forgot the password, there is an option to create a new one.**

Florida State University will award a Certificate of Completion at the closing of the school. The Florida Public Pension Trustee Association will make Continuing Education Credits available for each participant. Attendance confirmation will be provided for accountants and attorneys wishing to apply for CPE and CLE credits.

Hotel accommodations may be made at the Residence Inn Tallahassee Universities at the Capitol, located directly next door to the conference center. The room rate is \$139.00 per night and includes free parking, high-speed internet, breakfast and

fitness center. When reserving the room, please note that the website states \$10 for parking. We received confirmation that this fee will be waived, but the hotel was unable to remove that statement from their website. To make a reservation, please contact the hotel at 1 (800) 331-3131 or (850) 329-9080 before Sunday, May 6, 2018. You must identify yourself as part of the Police Officers and Firefighters Pension Trustees' School to receive the room rate. You may also register online using the following link:

[Trustees School hotel registration link](#)

All police officer and firefighter plan participants, board of trustee members, plan sponsors, administrators, accountants, actuaries, investment advisors, legal counselors, other advisors and anyone interested in the administration and operation of the Chapters 175 and 185 Pension Plans should take advantage of this unique, insightful and informative program.

Further information will be posted soon to our website.

I look forward to meeting with you in Tallahassee in June!

Sincerely,

Keith Brinkman

Bureau Chief, Bureau of Local Retirement Systems

Municipal Police and Fire Pension Office