

Iowa Association of School Boards
Meeting Minutes

Iowa Schools Joint Investment Trust
11/23/2020 09:00 AM
Join Zoom Webinar 93822409758
Zoom Meeting
6000 Grand Avenue, Suite A, Des Moines, IA
50309

THE MEETING IS ACCESSIBLE DIGITALLY BY CLICKING THE  LINK LOCATED AT THE TOP OF THIS PAGE UNDER THE MEETING TITLE. YOU MAY ALSO ACCESS THE  LINK HERE:

https://simbli.eboardsolutions.com/SB_Meetings/ViewMeeting.aspx?S=100000&MID=7938

Trustees and Officers: Kevin Powell Trustee and Chair; Kyle Grimes, Trustee and Vice Chair; Lisa Bartusek, Ex-officio Trustee and Secretary; Paul Bobek, Trustee and Treasurer and Assistant Secretary; Elizabeth Brennan, Trustee; Bob Hendrix, Trustee; Laurie Noll, Trustee; and Karen Young, Ex-officio Assistant Secretary.

Service Providers: Beth Grob, Ahlers Law Firm, Legal Counsel; Debra Spencer and Jennifer Vucinovich, U.S. Bank, N.A. ("USB"), Custodian; Bethany Jessen, RBC Global Asset Management U.S., Inc. ("RBC GAM"); Investment Advisor, Jim Davis, Charlie Czachor, Paula Cooper and Paul Kruse, PMA Financial Network ("PMA"), Administrator, FTA Provider and Marketer

Others: Stephanie Rousseau, Iowa Association of School Boards ("IASB")

Attendees

Voting Members

Kevin Powell, Chair
Kyle Grimes, Vice Chair
Paul Bobek, Trustee
Bob Hendrix, Trustee
Laurie Noll, Trustee

Non-Voting Members

Lisa Bartusek, Secretary
Karen Young, Assistant Secretary

Guests

Beth Grob, ISJIT Partner - Ahlers & Cooney (Counsel)
Bethany Jessen, ISJIT Partner - RBC Global Asset Mgmt
James Davis, ISJIT Partner - CEO, PMA Financial Network
Paula Cooper, ISJIT Partner - PMA Financial Network
Charlie Czachor, ISJIT - PMA Financial Network
Paul Kruse, ISJIT Partner - PMA Financial Network
Stephanie Rousseau, IASB Executive Assistant
John Koppes, BerganKDV, P.C.

1. Call to Order

A quorum being present, Kevin Powell, Chair and Trustee, called the meeting to order at 9:01 a.m.

2. Roll Call

It is impractical due to public health directives and to the work schedules and the distance that some board members would have to travel to get to Des Moines to hold the meeting on the 23rd day of November, 2020 with all persons in person. Thus the meeting was held by electronic means pursuant to Section 21.8.2011 Code of Iowa. The public was provided access to the meeting at 8:00 a.m. at IASB, 6000 Grand Avenue, Des Moines 50312-1417.

All voting members were present digitally except Elizabeth Brennan.

3. Approval of Agenda

Chair Powell stated that the first item on the agenda was to approve the agenda for the meeting.

A motion was made and seconded to approve the agenda.

Motion made by: Kyle Grimes

Motion seconded by: Bob Hendrix

Voting

Unanimously Approved

4. Approval of Minutes-September 17, 2020

Chair Powell stated that the next item on the agenda was the approval of the minutes of the September 17, 2020 meeting of the Board.

A motion was made and seconded to approve the following resolution:

RESOLVED, that the minutes of the meeting of the Board of Trustees held on September 17, 2020 in the form presented be and they hereby are, approved.

Motion made by: Bob Hendrix

Motion seconded by: Paul Bobek

Voting

Unanimously Approved

5. Review ISJIT 2019 Federal And State Tax Returns

Chair Powell noted the 2019 draft federal and state tax returns to be filed for fiscal year ended June 30, 2020 were attached for the Board's review and information.

A motion was made and seconded to approve the ISJIT 2019 feral and state tax returns.

Motion made by: Kyle Grimes

Motion seconded by: Bob Hendrix

Voting

Unanimously Approved

6. Quarterly Reports

a. Quarterly Treasurer's Report

Mr. Bobek reviewed the materials attached to agenda item 6(a) that were provided to the Board member prior to the meeting.

Mr. Bobek pointed out there were two manual errors that occurred over a two-month period as well as a misclassification entry. Adjustments have been made to reflect the corrected amounts and are noted in the report. Paula Cooper was called upon for an explanation of controls put in place but was having technical difficulties at the time.

A motion was made and seconded to approve the following resolutions:

RESOLVED, that the Trustees accept and approve the Treasurer's Report for the quarter ending September 30, 2020 as presented; and

FURTHER RESOLVED, that the Trustees ratify and confirm the payment of expenses from the Administrative Fund as indicated in the Treasurer's Report.

Motion made by: Paul Bobek

Motion seconded by: Bob Hendrix

Voting

Unanimously Approved

b. Quarterly Administrator's Report

Mr. Czachor then reviewed the materials attached to agenda item 6(b) of the Board materials.

Chair Powell paused and called on Paula Cooper, PMA, to give an explanation of the internal controls put in place to eliminate any errors going forward that occurred in the Treasurer's Report. Paula described the new practice of the manager's daily review and formulas put in place instead of manual entry.

A motion was made and seconded to approve the following resolutions:

RESOLVED, that the Trustees accept and approve the Administrator's Report, including the Compliance Certificate, for the quarter ending September 30, 2020; and

FURTHER RESOLVED, that the financial statements for the Portfolio for the period ended September 30, 2020 be approved as presented; and

FURTHER RESOLVED, that the Trustees, upon review of the reports of distribution of fees for the Diversified Portfolio for the period ended September 30, 2020, finds that the fees are in accordance with the Royalty Agreement as approved on May 16, 2019, and approves their payment; FURTHER RESOLVED, that the Trustees ratify and confirm dividend payments made to Participants prior to the date of this resolution; and that

the Trustees declare, as of 3:00 p.m., Central Time, on each business day hereafter until the next regular meeting of the Trustees a cash dividend payable to Participants of record immediately before 3:00 p.m., Central Time, consisting of the net income of ISJIT, since the previous business day, with such dividends to be paid to such Participants on the last business day of the applicable month. For the purpose of calculating dividends, the net income of ISJIT consists of any discount or premium to the date of maturity, less accrued expenses of ISJIT, and pursuant to the administrator agreement, the administrator is authorized and directed to make payment of continuing dividends, in additional units of ISJIT on a monthly basis.

Motion made by: Laurie Noll

Motion seconded by: Kyle Grimes

Voting

Unanimously Approved

c. Quarterly Marketing Report

Mr. Kruse reviewed the information attached to agenda item 6(c) and discussed the fund balances and trends.

A motion was made and seconded to approve the following resolution:

RESOLVED, that the Trustees accept and approve the Marketer's Report, including the Compliance Certificate, for the quarter ending September 30, 2020.

Motion made by: Kyle Grimes

Motion seconded by: Paul Bobek

Voting

Unanimously Approved

d. Quarterly Adviser's Report

Ms. Jessen provided an overview of current economic conditions and portfolio composition and reviewed the materials attached to agenda item 6(d).

A motion was made and seconded to approve the following resolutions:

RESOLVED, that the Trustees accept and approve the Adviser's Report, including the Compliance Certificate, for the quarter ending September 30, 2020; and

FURTHER RESOLVED, that the Board of Trustees accepts and approves all transactions for the Diversified Portfolio for the quarter ended September 30, 2020; and

FURTHER RESOLVED, that the composition of the Portfolio, including the market value per share and the daily average portfolio maturity for the quarter ended September 30, 2020, be approved as presented;

Motion made by: Laurie Noll
Motion seconded by: Paul Bobek
Voting
Unanimously Approved

e. Quarterly Custodian Report

Debbie Spencer and Jennifer Vucinovich reviewed the materials attached to agenda item 6(e).

A motion was made and seconded to approve the following resolution:

RESOLVED, that the Trustees accept and approve the Custodian's Report, including the Compliance Certificate, for the quarter ending September 30, 2020.

Motion made by: Bob Hendrix
Motion seconded by: Laurie Noll
Voting
Unanimously Approved

f. Quarterly Legal Counsel Report

Ms. Grob reviewed the information attached to agenda item 6(f).

A motion was made and seconded to approve the following resolution:

RESOLVED, that the Trustees accept and approve the Legal Counsel's Report, including the Compliance Certificate, for the quarter ending September 30, 2020.

Motion made by: Bob Hendrix
Motion seconded by: Laurie Noll
Voting
Unanimously Approved

7. Review and Approve Financial Depositories

Chair Powell turned to Mr. Czachor for the review and approval of financial depositories. Mr. Czachor presented the materials attached to agenda item 7.

A motion was made and seconded to approve the following resolution:

RESOLVED, that the Trustees determine that the certificates of deposit issued by Iowa Banks as set forth are first tier securities and that the list of banks approved for issuing the certificates of deposit present minimal risk of default based upon PMA's credit analysis for the quarter ended September 30, 2020.

Motion made by: Kyle Grimes
Motion seconded by: Paul Bobek
Voting
Unanimously Approved

8. Confirmation of Upcoming Meeting Dates

Chair Powell noted upcoming meeting dates drawing attention to new date for the first meeting of the year on January 21, 2021.

9. Adjournment

A motion was made and seconded to adjourn the meeting.

Chair Powell adjourned the meeting at 10:16 a.m.

Motion made by: Paul Bobek

Motion seconded by: Kyle Grimes

Voting

Unanimously Approved

Board Chairperson

Secretary

DRAFT