

**SPECIAL MEETING –Minutes  
VEBA Committee**

**December 4, 2015/11:00 am – 12:00 pm/John and June Perovich Business Center, Room 1018**

**PRESENT:** Dorothy Anderson, Hans Barsun, Nicole Dopson, David Harris, Gene Henley, Sul Kassicieh, Liz Metzger, and Frances Wilkinson

**ABSENT:** Denece Kesler and Jerry Sais

**GUESTS:** Elaine Phelps, Michael Duran, Keith Mellor, Anne Murray, Michael Anderson, and Sean Walker (of Bank of Albuquerque)

	AGENDA ITEM	LEADER	Time	Minutes
1.	<p><b>Approval of December 4, 2015 VEBA Committee Agenda</b></p> <p><b>Approval of November 20, 2015 VEBA Committee Minutes</b></p>	Sul Kassicieh, Chairperson	5 minutes	<p>CALL TO ORDER, CONFIRMATION OF A QUORUM AND APPROVAL OF THE AGENDA. Chairperson Suleiman Kassicieh called the meeting to order at 11:00 AM. A quorum was confirmed. <b>The motion to approve the agenda passed by unanimous vote with a quorum of VEBA Committee members present and voting.</b></p> <p>Chairperson Kassicieh asked for a motion to approve the minutes of the December 4, 2015 meeting. <b>The motion to approve the minutes of the November 20, 2015 regular VEBA Committee meeting passed by unanimous vote. (1<sup>st</sup> Henley; 2nd Barsun).</b></p>
2.	<b>Approval of revised DRAFT Investment Policy</b>	Bank of Albuquerque Representatives - Jerry Sais and Sean Walker	45 minutes	<p>VEBA Committee reviewed changes made by Bank of Albuquerque representatives. The draft investment policy was not approved in the meeting. <b>Action Item: University Counsel Attorney, Michael Anderson, please review the draft investment policy and consult with Chairperson Kassicieh on recommended changes discussed in the Special VEBA Committee meeting.</b></p>
3.	<p><b>Action Item:</b></p> <p><b>a) VEBA Appeals Sub-Committee: Who will send the final notice to the individual regarding appeal decision?</b></p>	Gene, Fran and Hans	10 minutes	<p>A question was posed regarding who would be sending the final recommendation correspondence to the appellant? The VEBA Committee agreed it would be the Committee, not the sub-committee. <b>Action Item: Gene Henley, please draft a letter and send to Chairperson Kassicieh. When it has been approved by the Chairperson, Dorothy Anderson volunteered to send via email and certified mail to the appellant on behalf of Chairperson Kassicieh.</b></p>