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DEFERRED COMPENSATION PLAN BOARD REPORT 08-21



Date: May 6, 2008
To: Board of Deferred Compensation Administration
From: Staff
Subject: 2008 NAGDCA Conference

Recommendation:

That the Board of Deferred Compensation Administration approve the necessary funding for available Board members and staff to attend the 2008 NAGDCA conference in Baltimore, Maryland.

Discussion:

The National Association of Government Defined Contribution Administrators (NAGDCA) is an organization consisting of government and industrial members pursuing legislative enhancements to defined contribution plans and providing educational benefits to its membership. The organization's 2008 conference is being held in Baltimore, Maryland September 13-17. The annual conference is focused on issues affecting state and local government administrators of primarily Section 457 defined contribution plans. The conference generally includes sessions reviewing federal legislative developments, current trends on plan design and administration, and basic education on plan fundamentals.

A preliminary conference schedule is attached. Board members should indicate to staff as soon as possible whether it is or is not their intention to attend. The registration deadline is August 10, 2008. Staff will make all registration arrangements.

Following is an estimate of conference costs per attendee. In addition to these costs, pre-conference events could add one-two nights of hotel costs and up to \$100 in fees. Board members interested in attending the pre-conference events should notify staff.

Expense	Amount
5-Night Stay @ \$199 per night w/13.5% tax)	\$ 1129
Registration	\$ 550
Transportation (Estimated)	\$ 400
Miscellaneous (Food, Taxis, etc.)	\$ 250
Total-->	\$ 2,329

Hotel Reservations - The conference hotel is apparently already experiencing issues with having used up the reserved room bloc, particularly on the pre-conference weekend nights. NAGDCA has indicated it can provide assistance. As a result, if attendees have difficulty reserving rooms for their desired dates they should contact staff for guidance.

Air Reservations - Attendees are welcome to make their own air reservations but should wait until after approval to attend the conference has been provided by the Mayor's Office. Staff will begin processing that request immediately upon Board action to approve this report. If making your reservation independently, it is important to document the lowest available non-stop fares at time of purchase. This can be done by printing out pages from an airfare shopping service such as Expedia. The City will not provide reimbursement for these purchases until immediately prior to the conference. If there are any questions regarding making these reservations, please contact staff.

Alternatively, attendees are welcome to use the City's American Express Travel Agent service. Again, however, American Express should not be contacted until after we have received approval from the Mayor's Office and a travel authority number has been issued.

Staff member Ashley Stracke will coordinate all matters regarding attending the conference this year. Board members should feel free to direct any questions to her. In addition, she will follow up with each Board member to confirm attendance and track related details.

Submitted by: _____
Steven Montagna

Approved by: _____
Maryanne Keehn