



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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CORRESPONDENCE MEMORANDUM

DATE: August 20, 2004
TO: Employee Trust Funds Board
Teachers Retirement Board
Wisconsin Retirement Board
FROM: Christina Licari, Board Liaison
SUBJECT: 2005 Meeting Dates and Accommodations

Listed below are the proposed meeting dates for 2005.

Thursday, Friday	March 17-18, 2005
Thursday, Friday	June 23-24, 2005
Thursday, Friday	September 22-23, 2005
Thursday, Friday	December 15-16, 2005

After reviewing the availability and cost proposals of several Madison hotels/conference centers as well as executive staff availability, the Department has contracted with the Sheraton Madison Hotel for the dates listed above.

Please complete the attached questionnaire regarding your overnight accommodation needs and return it to me at the September meeting. This information will allow me to make your hotel reservations. If you are unable to attend the September meeting, contact me directly regarding your accommodation needs or preferences.

If you have questions, please feel free to contact me at (608) 261-7944.

Attachment

Board	Mtg Date	Item #
JL	9/16/2004	2
TR	9/16/2003	2
WR	9/16/2003	2
ETF	9/17/2003	2

Name _____

Board/s _____

Daytime Phone # _____

I would like overnight accommodations for the following evenings during the weeks of the Board meetings:

Wednesday evening

Thursday evening (applies only to ETF Board members who attend the Friday ETF Board meetings)

No overnight room is necessary

Please note that unless otherwise requested, all reservations are for non-smoking rooms.