

Workplan

What	Who	When	Status	Comments
Decision to review investment management relationship	All Trustees	spring 2015	complete	
Develop RFP	Gerry, Louise on point	October	complete	
Develop list of bidders	All Trustees		complete	
Confirm which firms will respond	Gerry, Louise		complete	one declined to bid
Draft criteria for review of bids	Gerry, Louise		complete	
Send RFP	Louise	2-Nov	complete	
Contacts for questions from bidders	Gerry, Louise		complete	
Update to Trustees	Gerry, Louise	16-Nov	complete	
Receive responses	Louise	23-Nov	complete	
Review responses & refine review criteria	Gerry, Louise	late Nov	complete	
Send responses to Trustees with review criteria	Louise	late Nov	complete	
Select finalists to interview	All Trustees	14-Dec	complete	
Invite finalists	Louise	asap	complete	
In person meetings with finalists	All Trustees	mid Jan		Jan 25 and Feb 1
Followup questions if needed	Gerry, Louise	mid Jan	complete	sent Jan 4
Check references	Gerry, Louise	late Jan	complete	focused on UUA
Final selection	All Trustees	22-Feb	complete	
Inform Parish Committee of final selection	Steve	23-Feb	complete	
Notify bidders	Gerry, Louise	late Feb	complete	
Inform Treasurer and FinCom chair	Louise	26-Feb	complete	
Handoff (if needed)	Gerry, Louise + trustees	March/April	complete	
Initial meeting with all Trustees (if new manager)	All Trustees	28-Mar	complete	
Provide documentation of process to Auditor	Gerry, Louise	April	complete	