**MINUTES OF THE MEETING**

**Arkansas Section 529 Plan Review Committee**

Tuesday, June 20, 2017 at 9:00am

Victory Building Conference Room, Suite 275 -- Little Rock, AR 72201

A special meeting of the Arkansas Section 529 Plan Review Committee (“Committee”) was held on Tuesday, June 20, 2017 at 9:00am in the Victory Building Conference Room, Suite 275. Present at the meeting were Treasurer Dennis Milligan; Clint Rhoden, serving as the voting representative of Director George Hopkins of the Arkansas Teacher Retirement System; Grant Wallace with the Treasurer’s Office; Director of 529 Programs and Financial Education Emma Willis; AR 529 Assistant Lana Davis; Jonathan Coleman, serving as the voting representative for Dr. Markham with the Arkansas Department of Higher Education; Dave Ponder with Ascensus College Savings (via teleconference); Greg Walker and Patti Weed with Thomas and Thomas (via teleconference).

The press was notified in compliance with the Freedom of Information Act.

Treasurer Milligan called the meeting to order at 9:06am and made a motion to approve the minutes of the April 11, 2017 (Second Quarter) meeting, Clint Rhoden seconded, and the minutes were approved.

Emma Willis presented the checks and invoices for approval, which included a partnership with Junior Achievement of Arkansas, Inc., Ozark Mission Project sponsorship, Downtown Bentonville-back to school sponsorship, Women’s summer conference registration fee, CALS event July 29 and pre approval of promotional products (not to exceed $3,000.00). Clint Rhoden made a motion to pay all checks and invoices, Treasurer Milligan seconded and the list was approved.

Emma Willis requested a credit card be approved for travel expenses which would make booking flights, hotels, etc. more convenient. Clint Rhoden made a motion to approve credit card for travel expenses, Treasurer Milligan seconded and the motion was approved.

Thomas and Thomas updated on the audit services engagement letter which included general audit procedures and price reduction. Jonathan Coleman made a motion to approve, Clint Rhoden seconded and motion was approved.

Emma Willis requested a site visit be approved which would include travel for Grant Wallace, John Peace and Willis to Ascensus in Boston, BlackRock in New York and Vanguard in Pennsylvania. Clint Rhoden made a motion to approve travel, Jonathan Coleman seconded and the motion was approved.

The date for the 3rd Quarter meeting 2017 will be August 15, 2017 at 9:00am.

There being no further business, Treasurer Milligan moved to adjourn the meeting and the meeting adjourned at 9:17am.

Respectfully submitted,

Emma Willis, Director of 529 Programs and Financial Education

\*Minutes have not been approved by Committee