

Portfolio Advisory Council, L.L.C.

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Houston, TX 77046

713-574-6015

[www.pacadvisory.com](http://www.pacadvisory.com)

March 25, 2020

This Brochure provides information about the qualifications and business practices of Portfolio Advisory Council, L.L.C. If you have any questions about the contents of this Brochure, please contact us at 713-574-6015. The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Portfolio Advisory Council, L.L.C. is a registered investment adviser. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information about which you determine to hire or retain an Adviser.

Additional information about Portfolio Advisory Council, L.L.C. also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Material Changes**

This Item will discuss only specific material changes that are made to the Brochure and provide clients with a summary of such changes. We will also reference the date of our last annual update of our brochure.

In the past we have offered or delivered information about our qualifications and business practices to clients on at least an annual basis. Pursuant to new SEC Rules, we will ensure that you receive a summary of any materials changes to this and subsequent Brochures within 120 days of the close of our business' fiscal year. We may further provide other ongoing disclosure information about material changes as necessary.

We will further provide you with a new Brochure as necessary based on changes or new information, at any time, without charge.

Currently, our Brochure may be requested by contacting W. Thomas Sutton, OSJ Supervisor at 713-574-6015 or [wtsutton@pacadvisory.com](mailto:wtsutton@pacadvisory.com). Our Brochure is also available on our web site [www.pacadvisory.com](http://www.pacadvisory.com), also free of charge.

Additional information about Portfolio Advisory Council, L.L.C. is also available via the SEC's web site [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The SEC's web site also provides information about any persons affiliated with Portfolio Advisory Council, L.L.C. who are registered, or are required to be registered, as investment adviser representatives of Portfolio Advisory Council, L.L.C.

There are no material changes in this brochure from the last annual updating amendment of Portfolio Advisory Council, L.L.C. on 02/22/2019. Material changes relate to Portfolio Advisory Council, L.L.C.'s policies, practices or conflicts of interests only.

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## **Advisory Business**

Portfolio Advisory Council, L.L.C. was originally organized and registered with the U.S. Securities and Exchange Commission in September of 1986 as W. Thomas Sutton & Co. DBA. Business operations were conducted under this name until 1995 when Mr. Sutton changed the name of the company to Portfolio Advisory Council. As a DBA, sole proprietor business was transacted until August 1998 when Portfolio Advisory Council, L.L.C. ("PAC, LLC" or "Advisor") was formed.

Our independence allows us to work in the best interest of our clients. We do not have any sales quotas set by a home office. Instead, we focus on what is best for our clients and their financial goals. Our clients receive unbiased recommendations and impartial guidance based directly on their needs and goals. We provide financial planning and investment management services. We also specialize in retirement income planning as well as business retirement plans, such as 401ks, profit sharing plans, and defined benefit plans.

People prefer to work with those they know and trust. From our beginning in 1986, client service and objective investment advice has been our focus. While pessimists may prefer bonds, and optimist may prefer stocks, we are realists. Our realistic investment philosophy utilizes a growth and income approach to help people achieve their financial goals consistently in a constantly changing world.

Specific investment recommendations will be made to meet the client's financial objectives. PAC, LLC provides continuous investment management and supervisory services. Accounts are reviewed periodically with respect to asset allocation and investment performance. It is the responsibility of PAC, LLC and its Investment Adviser Representative ("IAR") to advise client when circumstances indicate that adjustments be made to the investment allocation. W. Thomas Sutton, CFP, James Hamilton, CFS, AIF, Philip B. Moran, MBA, CFP, ChFC, AIF, and John Husbands will review the accounts. Accounts are reviewed rotationally at least on an annual basis. Depending on the complexity of the account some accounts may be reviewed more frequently than others. Rates of return will vary.

AIF® (Accredited Investment Fiduciary), CFP® (Certified Financial Planner), CFS (Certified Fund Specialist), ChFC (Chartered Financial Consultant), CLU (Chartered Life Underwriter), CRPC (Chartered Retirement Planning Counselor).

PAC, LLC is authorized by client to gather all tax and financial data related to client, which in the view of Advisor is necessary to provide investment management.

Outside advisors, attorneys, accounts, retirement plan administrator(s) or actuaries may be engaged to assist client with necessary services. Clients are billed directly by outside service providers.

Portfolios are constructed with mutual funds, ETFs, stocks, bonds, options and REITS selected by Advisor to meet each client's investment objectives. Asset allocations are designed to meet each client's desired investment objectives. Individual stocks, bonds, and options are used with portfolios. When client has existing stock, bond positions, company stock, and proper diversification can be maintained.

We are available on an ongoing basis if a clients circumstances change requiring account adjustments. Portfolios are designed on an individual basis. We use only marketable securities and trades are placed primarily at market price though we may use limit and stop loss orders.

As of December 2019, Portfolio Advisory Council has \$252,800,648.00 discretionary assets and \$60,935,126.00 non-discretionary assets under management.

## **Fees and Compensation**

Typically, the fee for this service is one point two percent (1.2%) (for accounts over 1 million dollars the fee may be negotiated) per year based on the invested assets under management. The fee will be payable quarterly in arrears and valued at the end of each quarter. (The 1.2% management fee charged by Portfolio Advisory Council, L.L.C. is in addition to any mutual fund fee charged by a mutual fund manager.) The initial fee is paid for portfolio analysis and consulting with the client. Consulting services are also available for \$250.00 hourly with a \$500.00 minimum or on a fixed fee basis.

**General Information:** Agreement in writing though it may be modified by verbal agreement with client. Negotiability of Advisory Fees and Minimum Requirements: In certain circumstances, account minimums and advisory fees may be negotiable. Management fees for pension plans are individually negotiated. Investment policy is contained in the advisory agreement.

Fee Calculation: PAC, LLC does not charge a performance fee. The fee charged is calculated as described above and is not charged on the basis of a share of capital gains upon or capital appreciation of the funds or any portion of the funds of an advisory client (Section 205(a)(1) of the Advisers Act). If the custodian charges transaction costs they are paid directly by the client to the custodian.

Termination of Advisory Relationship: A client agreement may be canceled at any time, by either party, for any reason upon receipt of written notice. The client has the right to terminate an agreement without penalty within five business days after entering into the agreement.

Mutual Fund Fees: All fees paid to PAC, LLC for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds to their shareholders. These fees and expenses are described in each fund's prospectus. These fees will generally include a management fee, other fund expenses, and a possible distribution fee. A client could invest in a mutual fund directly, without the services of PAC, LLC. In that case, the client would not receive the services provided by PAC, LLC which are designed, among other things, to assist the client in determining which mutual fund or funds are most appropriate to each client's financial condition and objectives.

The specific manner in which fees are charged by Portfolio Advisory Council, L.L.C. is established in a client's written agreement with Portfolio Advisory Council, L.L.C. Clients may also elect to be billed directly for fees or to authorize Portfolio Advisory Council, L.L.C. to directly debit fees from client accounts. Management fees shall not be prorated for each capital contribution and withdrawal made during the applicable calendar quarter (with the

exception of de minimis contributions and withdrawals). Accounts initiated or terminated during a calendar quarter will be charged a prorated fee. Upon termination of any account, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable.

Portfolio Advisory Council, L.L.C. fees are exclusive of custodian commissions, transaction fees, and other related costs and expenses which shall be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual funds and exchange traded funds also charge internal management fees, which are disclosed in a fund's prospectus.

Such charges, fees and commissions are exclusive of and in addition to fee, and Portfolio Advisory Council, L.L.C. shall not receive any portion of these commissions, fees, and costs. PAC, LLC. reviews the quality and cost of custodian services annually.

### **Types of Clients**

Portfolio Advisory Council, L.L.C. provides portfolio management services to individuals, corporations, high net worth individuals, corporate pension and profit-sharing plans, Taft-Hartley plans, charitable institutions, foundations, and endowments.

### **Methods of Analysis, Investment Strategies and Risk of Loss**

Portfolio Advisory Council, L.L.C. utilizes several methods of analysis to select investments and structure client portfolios. We use fundamental analysis to determine current and future earning potential of company securities; we use technical analysis and charting to determine market momentum and over sold situations. We also use cyclical analysis to determine medium to longer term trends in the market. Research is conducted utilizing financial publications such as the Wall Street Journal, Barons Financial Weekly, and other financial publications. Portfolio Advisory Council, L.L.C. subscribes to research from Morningstar Rating Services, TD Ameritrade Institutional, Thomson Reuters stock reports, CFRA stock reports, and other sources.

Portfolio Advisory Council, L.L.C. investment strategy does not rely on high frequency trading. We are growth and income managers; we utilize bonds, stocks, REITs, ETF's, mutual funds and other investments to generate regular income and possible capital appreciation. All our investment recommendations include some risk, market risk, sector risk, interest rate risk and other unforeseen risk.

### **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of Portfolio Advisory Council, L.L.C. or the integrity of Portfolio Advisory Council, L.L.C. management. Portfolio Advisory Council, L.L.C. has no information applicable to this Item.

## **Other Financial Industry Activities and Affiliations**

### **Registration as a Broker/Dealer Representative**

Neither Portfolio Advisory Council, L.L.C nor its representatives is registered as, or have pending applications to become, a broker/dealer or a representative of a broker/dealer.

### **Registration as a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor**

Neither Portfolio Advisory Council, L.L.C. nor its representatives are registered as or have pending applications to become either a Futures Commission Merchant, Commodity Pool Operator, or Commodity Trading Advisor or an associated person of the foregoing entities.

### **Registration Relationships Material to this Advisory Business and Possible Conflicts of Interests**

Several employees of Portfolio Advisory Council, L.L.C. are licensed insurance agents. From time to time, they will offer clients products from those activities. Clients should be aware that these services pay compensation and thus involve a conflict of interest. Portfolio Advisory Council, L.L.C. always acts in the best interest of the client. Clients are in no way required to purchase any product or service through any representative of Portfolio Advisory Council, L.L.C. in such individual's capacities.

W. Thomas Sutton is a real estate broker. From time to time, he will offer clients advice or products from those activities. Clients should be aware that these services pay a commission or other compensation and involve a conflict of interest, as commissionable products conflict with the fiduciary duties of a registered investment adviser. Portfolio Advisory Council, L.L.C. always acts in the best interest of the client, including the sale of commissionable products to advisory clients. Clients are in no way required to purchase any product or service through any representative of Portfolio Advisory Council, L.L.C. in their outside capacities.

Wendy Birkinshaw Korman is a Certified Public Accountant and provides accounting services. Clients should be aware that these services pay compensation and involve a conflict of interest with the fiduciary duties of a registered investment adviser. Portfolio Advisory Council, L.L.C. always acts in the best interest of the client. Clients are in no way required to purchase any product or service through any representative of Portfolio Advisory Council, L.L.C. in their outside capacities.

### **Selection of Other Advisers or Managers and How This Adviser is Compensated**

Portfolio Advisory Council, L.L.C. does not direct client to third party managers.

### **Code of Ethics**

Portfolio Advisory Council, L.L.C. has adopted a Code of Ethics for all supervised persons of the firm describing its high standard of business conduct, and fiduciary duty to its clients.

The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, a prohibition of, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All supervised persons at Portfolio Advisory Council, L.L.C. must acknowledge the terms of the Code of Ethics annually, or as amended.

Portfolio Advisory Council, L.L.C. anticipates that, in appropriate circumstances, consistent with clients' investment objectives, it will cause accounts over which Portfolio Advisory Council, L.L.C. has management authority to effect, and will recommend to investment advisory clients or prospective clients, the purchase or sale of securities in which Portfolio Advisory Council, L.L.C., its affiliates and/or clients, directly or indirectly, have a position of interest. Portfolio Advisory Council, L.L.C. employees and persons associated with Portfolio Advisory Council, L.L.C. are required to follow Portfolio Advisory Council, L.L.C. Code of Ethics. Subject to satisfying this policy and applicable laws, officers, directors and employees of Portfolio Advisory Council, L.L.C. and its affiliates may trade for their own accounts in securities which are recommended to and/or purchased for Portfolio Advisory Council, L.L.C. clients.

As an investment advisory firm, PAC, LLC has a fiduciary duty to its clients. They deserve its loyalty and effort, and their interests come first. PAC, LLC has an obligation to uphold that fiduciary duty and see that its personnel do not take inappropriate advantage of their positions and the access to information that comes with their positions. Employee trading is continually monitored under the Code of Ethics. Since PAC, LLC. employees may trade in similar securities clients may receive higher or lower pricing than PAC, LLC. employee.

Certain affiliated accounts may trade in the same securities with client accounts on an aggregated basis when consistent with Portfolio Advisory Council, L.L.C. obligation of best execution. Portfolio Advisory Council, L.L.C. will retain records of the trade order (specifying each participating account) and its allocation, which will be completed prior to the entry of the aggregated order. Completed orders will be allocated as specified in the initial trade order. Partially filled orders will be allocated on a pro rata basis. Any exceptions will be explained on the Order.

Portfolio Advisory Council, L.L.C. clients or prospective clients may request a copy of the firm's Code of Ethics by contacting W. Thomas Sutton at 713-574-6015. It is Portfolio Advisory Council, L.L.C. policy that the firm will not affect any principal or agency cross securities transactions for client accounts. Portfolio Advisory Council, L.L.C. will also not cross trades between client accounts. Principal transactions are generally defined as transactions where an adviser, acting as principal for its own account or the account of an affiliated broker-dealer, buys from or sells any security to any advisory client. A principal transaction may also be deemed to have occurred if a security is crossed between an affiliated hedge fund and another client account. An agency cross transaction is defined as a transaction where a person acts as an investment adviser in relation to a transaction in which the investment adviser, or any person controlled by or under common control with the investment adviser, acts as broker for both the advisory client and for



another person on the other side of the transaction. Agency cross transactions may arise where an adviser is dually registered as a broker-dealer or has an affiliated broker-dealer.

### **Custodian Selection/Best Execution**

PAC, LLC annually, will evaluate the quality of brokerage services provided by broker-dealers executing its transactions. PAC, LLC has a fiduciary duty to its clients to achieve best execution when it places trades with custodians. PAC, LLC currently utilizes TD Ameritrade Institutional for most investment accounts however, in some special situations where clients are best served by direct mutual fund accounts PAC, LLC has chosen American Funds. PAC, LLC policies are modeled after the guidelines articulated by the regulators; specifically, it believes that, to a significant degree, best execution is a qualitative concept. In deciding what constitutes best execution, the determinative factor is not the lowest possible commission cost, but whether the transaction represents the best *qualitative* execution. In making this determination, PAC, LLC's policy is to consider the full range of the brokerage services, including without limitation the value of research provided, execution capabilities, commission rate, financial responsibility, administrative resources and responsiveness.

### **Research and Other Soft-Dollar Benefits**

The SEC has defined “soft dollar” practices as arrangements under which products or services, other than execution of securities transactions, are obtained by an investment adviser from or through a broker-dealer in exchange for the direction by the adviser of client brokerage transactions to the broker-dealer. In the event of soft dollar arrangements, PAC, LLC has an obligation to act in the best interests of its clients and to place client interests before its own. PAC, LLC also has an affirmative duty of full and fair disclosure of material facts in relation to soft dollar arrangements to its clients. The SEC, through its interpretive release of Section 28(e) of the Securities Exchange Act of 1934 effective July 24, 2006, defined acceptable brokerage and research services that fall under the safe harbor of Section 28(e). An adviser who determines in good faith that the brokerage and research services received in exchange for sending transaction business to a broker-dealer are reasonable compared to the commissions paid by the clients will not have breached its fiduciary duty.

### **Review of Accounts**

Accounts are reviewed rotationally at least on an annual basis. Depending on the complexity of the account some accounts may be reviewed more frequently than others, rates of return will vary.

It is the responsibility of the advisor to advise client when circumstances indicate that adjustments to the investment allocation may be appropriate. Our team of portfolio managers; W. Thomas Sutton, James Hamilton, Philip Moran, or John Husbands will review these accounts. All advisory accounts are formally reviewed on at least an annual basis. Reviews may be triggered by material market, economic or political events, or by changes in client's financial situations (such as retirement, termination of employment, physical move, or inheritance).

Clients will receive trade confirmations from TD Ameritrade Institutional, (TD Ameritrade) each time the advisor, buys or sells investments for clients account. Monthly statement will also be provided by TD Ameritrade. American Funds will send their confirm transaction and account balances on a quarterly basis. Online access to investment accounts is available. Corporate Trust accounts are available through various trust companies that may provide monthly, quarterly, and annual trust reports. Monthly reports include transaction history and asset holdings. PAC, LLC. urges clients to review their confirms and statements.

### **Privacy Disclosure Statement:**

Portfolio Advisory Council, L.L.C.'s goal is to protect your privacy. To conduct regular business, PAC, LLC may collect nonpublic personal information from sources such as: Information reported by you on application or other forms you provided to us, information about your transactions with us, our affiliates, or others. Information safeguarding: Portfolio Advisory Council, L.L.C. will maintain physical, electronic, and procedural safeguards that meet federal and/or state standards to guard your nonpublic personal information. Federal law allows you the right to limit the sharing of our NPI by "opting-out" (see full Privacy Policy for details). Please notify us immediately if you choose to opt out.

### **Investment Discretion**

Portfolio Advisory Council, L.L.C receives discretionary authority from the client at the outset of an advisory relationship to select the securities to be bought or sold. Discretion is ~~to be~~ exercised in a manner consistent with the stated investment objectives for the particular client account.

When selecting securities and determining amounts, Portfolio Advisory Council, L.L.C observes the investment policies, limitations and restrictions of the clients for which it advises. Investment guidelines and restrictions must be provided to Portfolio Advisory Council, L.L.C in writing on the Advisory Agreement

### **Voting *Client* Securities**

Portfolio Advisory Council LLC does not participate or vote proxy request for client securities.

As a matter of firm policy and practice, Portfolio Advisory Council, L.L.C does not have any authority to and does not vote proxies on behalf of advisory clients. Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios. Portfolio Advisory Council, L.L.C may provide advice to clients regarding the clients' voting of proxies.

### **Financial Information**

Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about Portfolio Advisory Council, L.L.C financial condition. Portfolio Advisory Council, L.L.C has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the

subject of a bankruptcy proceeding. Portfolio Advisory Council LLC does not solicit prepayment of fees. All fees are paid in arrears.

Portfolio Advisory Council, L.L.C. does not require nor solicit prepayment of more than \$1,200 in fees per client, six months or more in advance and therefore does not need to include a balance sheet with this brochure.

James W Hamilton  
3 Greenway Plaza, Ste 1776,  
Houston, TX 77046  
713-574-6025

**This Brochure Supplement provides information about James W Hamilton that supplements the Portfolio Advisory Council, L.L.C. Brochure. You should have received a copy of that Brochure. Please contact W. Thomas Sutton if you did not receive Portfolio Advisory Council, L.L.C. Brochure or if you have any questions about the contents of this supplement. Additional information about W. Thomas Sutton is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

### **Educational Background and Business Experience**

**James W. Hamilton - 1955**

#### **Education:**

Stephen F. Austin State University, BS, 1977  
University of Southwestern Louisiana, Graduate Work 1978  
Certified Fund Specialist CFS 2006  
Accredited Investment Fiduciary, AIF FI360 2011

#### **Business:**

2007 - 2017-Cambridge Investment Research, Inc., Registered Representative  
1996 - Present-Portfolio Advisory Council, L.L.C., Fund Research, Partner,  
Advisory Representative  
1994 - 2007 MML Investors Services, Inc., Registered  
Representative and Advisory Representative  
1994 - 2007 - MassMutual Life Insurance Co., Agent

#### **Professional Licenses:**

Series 63 (State Securities)  
Series 65 (Investment Adviser)  
Texas Group I Life & Health Insurance

### **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

### **Other Business Activities**

- Trustee/Treasurer, Northeast Houston Baptist Church since 8-14-2005. This business is not related to investment or financial planning in any way. The type of business is non profit. No time is devoted to this business activity during securities trading hours.

- Stephen F. Austin State University Alumni Association Foundation
- Insurance Agent/Sales since 4/12/1994. This business is related to investment and financial planning it involves the sale and service of health products, traditional and life insurance, and disability product. The type of business is a sole proprietorship. The type of compensation received is commissions. Estimated about 2 hours a day is devoted to this business activity during securities trading hours.
- Vice President of Business Networking International since 3/20/2005. This business is related to investment or financial planning its purpose is business networking with other businesses and to pass referrals for businesses and individuals. Estimated about 10 ours per month is devoted to this business activity during securities trading hours.
- Director of Municipal Utility District #83 of Texas since 7/01/2016. This business in not related to investment or financial planning in any way. 2 hours per month is devoted to this business activity during securities trading hours.

### **Additional Compensation**

As an insurance broker Mr. Hamilton may receive commissions on various insurance products; life insurance, health insurance, disability insurance, and annuities.

### **Supervision**

Mr. Hamilton is supervised by W. Thomas Sutton, who is located in the same office. Mr. Sutton signs off on all Mr. Hamilton's advisory and investment business. Mr. Sutton also reviews all of Mr. Hamilton's correspondence.

# John C Husbands

3 Greenway Plaza, Ste 1776

Houston, TX 77046

936-756-0671

**This Brochure Supplement provides information about John C Husbands that supplements the Portfolio Advisory Council, L.L.C. Brochure. You should have received a copy of that Brochure. Please contact W. Thomas Sutton if you did not receive Portfolio Advisory Council, L.L.C. Brochure or if you have any questions about the contents of this supplement.**

**Additional information about W. Thomas Sutton is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

## **Educational Background and Business Experience**

John C. Husbands – DOB 1960

### **Education:**

University of Texas, Austin Bachelor of Business Administration 1982

### **Business:**

2007- 2017, Cambridge Investment Research, Inc., Registered Representative

1999 – Present, Portfolio Advisory Council, L.L.C., Advisory Representative

2013 – Present Soules Insurance Agency, LP

1990 - 2006 MML Investors Services, Inc., Registered Representative

1996 – 2012 New Soules Insurance Agency Inc.

1995 – 1998 Acacia Advisor Group, Registered Representative

1985 – 1995 Hart Securities, Fixed Income Specialist

### **Professional Licenses & Exams:**

FINRA Series 24 (General Securities Principal)

Series 66 (State Securities and Investment Adviser)

Texas Property and Casualty

Texas Department of Insurance Licensed Group I – Life, Health, Annuities

## **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

### **Other Business Activities**

- Insurance Agent and Vice President of Soules Insurance Agency, Inc. since 4/1/1998. The type of business is S-Corporation; shares were or will be issued to Richard Coyle & Andrew Smith. The type of compensation received is commissions/salary. Estimated about 30 hours a week is spent on this activity.
- Board member at Conroe Independent School District since 5/1/2004. This business is not related to investment or financial planning in any way. The type of business is non-profit. No time is devoted to this business activity during securities trading hours.
- Board member at Assistant League of Montgomery County Inc. since 2013. This business is not related to investment or financial planning in any way. The type of business is non-profit. No time is devoted to this business activity during securities trading hours.
- Board member at Greater Conroe – Lake Conroe Chamber of Commerce since 2005. This business is not related to investment or financial planning in any way. The type of business is non-profit. No time is devoted to this business activity during securities trading hours.

### **Supervision**

Mr. Husband's office is located at 3 Greenway Plaza, Ste 1776, Houston, TX 77046 phone number 936-756-0671. W. Thomas Sutton is responsible for supervising Mr. Husband's advisory and investment business. Mr. Sutton also supervises Mr. Husband's correspondence. Mr. Sutton is in regular contact with Mr. Husband's by telephone, email, and fax. Mr. Sutton does an inspection of Mr. Husband's Conroe office at least once per year.

# Wendy Birkinshaw Korman

3 Greenway Plaza, Ste 1776,

Houston, TX 77046

713-574-6015

**This Brochure Supplement provides information about Wendy Birkinshaw Korman that supplements the Portfolio Advisory Council, L.L.C. Brochure. You should have received a copy of that Brochure. Please contact W. Thomas Sutton if you did not receive Portfolio Advisory Council, L.L.C. Brochure or if you have any questions about the contents of this supplement. Additional information about W. Thomas Sutton is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

## **Educational Background and Business Experience**

Wendy Birkinshaw Korman – DOB 1959

### **Education:**

Certified Public Accountants, or CPAs, are the only *licensed* accounting professionals in the United States. CPA licenses are issued by each of the state boards of accountancy.

Earning the designation as a CPA requires a combination of: educational experience, including 150 semester hours of college education that contains a balance of accounting, business and general education courses; meeting state determined minimum work experience requirements; and passing a 14-hour examination to demonstrate competence in the technical subject matter covering four broad areas: auditing and attestation; business environment and concepts; financial accounting and reporting; and regulation.

University of Houston, Bachelor of Business Administration, Summa Cum Laude, 1992

Passed all four parts of CPA Examination licensed March, 1993

Certificate Program in Personal Financial Planning, University of St. Thomas, CFP, 2002

AICPA Personal Financial Specialist Accreditation, 2004

### **Business:**

2002 – Present, Portfolio Advisory Council, L.L.C., Advisory Representative

1995 - Present Wendy Ellen Birkinshaw Korman, CPA, PFS, CFP; Principal, Accounting & Tax Planning

1992 -1993 KPMG Peat Marwick: Audit & Tax

1994 -1996 Western Indemnity Insurance Company; Asst. VP, Financial & Regulatory Reporting

### **Professional Licenses & Exams:**

Series 66 (State Securities and Investment Adviser)

Texas Department of Insurance Licensed Group I – Life, Health, Annuities



**Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

**Other Business Activities**

Mrs. Korman is also a licensed Texas CPA. Her office is located at 645 Pickens St., Houston, TX 77007.

**Supervision**

Mrs. Korman has referred clients to Portfolio Advisory Council, LLC, all investment advice is provided by W. Thomas Sutton, CFP and Philip B Moran, CFP all transactions are performed by Mr. Sutton or Moran.

Philip B Moran  
3 Greenway Plaza, Ste 1776,  
Houston, TX 77046  
713-574-6030

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## **Educational Background and Business Experience**

**Philip B. Moran – 1957**

### **Education:**

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and

- Ethics – Agree to be bound by CFP Board’s *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

University of Kansas, Lawrence, Kansas, BS Engineering 1980  
 Southern Methodist University, MBA Dallas, TX 1986-1987  
 University of St. Thomas, CFP Houston, 2001  
 American College, Chartered Financial Consultant ChFC 2003  
 American College, Chartered Life Underwriter CLU 2009  
 Accredited Investment Fiduciary, AIF FI360 2011

#### **Business:**

2007-2017-Cambridge Investment Research, Inc., Registered Representative  
 1999-Present-Portfolio Advisory Council, L.L.C., Portfolio Manager and Advisory Representative, Assistant Compliance Officer  
 1999-Present-MassMutual Life Insurance Co., Agent  
 1999-2007 MML Investor Services, Inc., Registered Representative and Advisory Representative  
 1980-1999-Schlumberger, Engineer and Management

#### **Professional Licenses & Exams:**

FINRA Series 7 (General Securities)  
 FINRA Series 24 (General Securities Principal)  
 Series 63 (State Securities)  
 Series 65 (Investment Adviser)  
 Group I Life & Health Insurance  
 Texas Variable Annuities

#### **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

#### **Other Business Activities**

- Insurance Agent/Sales since 01/1/1999. This business is related to investment and financial planning it involves the sale and service of health and life insurance products. The

type of business is a sole proprietorship. The type of compensation received is commissions. No time is devoted to this business activity during securities trading hours.

**Additional Compensation**

As an insurance broker Mr. Moran may receive commissions on various insurance products; life insurance, health insurance, disability insurance, and variable annuities.

**Supervision**

Mr. Moran is supervised by W. Thomas Sutton who is located in the same office. Mr. Sutton signs off on all of Mr. Moran's advisory and investment business. Mr. Sutton also reviews all of Mr. Moran's correspondence.

Jerry M Smith  
3 Greenway Plaza, Ste 1776,  
Houston, TX 77046  
713-574-6015

**This Brochure Supplement provides information about Jerry M Smith that supplements the Portfolio Advisory Council, L.L.C. Brochure. You should have received a copy of that Brochure. Please contact W. Thomas Sutton if you did not receive Portfolio Advisory Council, L.L.C. Brochure or if you have any questions about the contents of this supplement. Additional information about W. Thomas Sutton is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

### **Educational Background and Business Experience**

Jerry M. Smith – DOB 1942

#### **Education:**

Oklahoma State University Bachelor of Science Electrical Engineering, 1965  
University of Houston Master of Business Administration, 1980

#### **Business:**

1999 - Present, Portfolio Advisory Council, L.L.C., Advisory Representative  
1999 – 2014, Cimarron, Inc., Project Manager  
1993 – Present, MassMutual Life Insurance Co., Insurance Broker  
1993 – 2005, MML Investor Services, Inc., Registered Representative

#### **Professional Licenses & Exams:**

Series 66 (State Securities and Investment Adviser)  
Texas Department of Insurance Licensed Group

### **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

### **Other Business Activities**

None

### **Supervision**

Mr. Smith's advisory activities are limited to client relations and referrals. All investment advisory activities are performed by W. Thomas Sutton all transactions are performed by W. Thomas Sutton.

**W. Thomas Sutton**  
3 Greenway Plaza, Ste 1776,  
Houston, TX 77046  
713-574-6015

**This Brochure Supplement provides information about W. Thomas Sutton that supplements the Portfolio Advisory Council, L.L.C. Brochure. You should have received a copy of that Brochure. Please contact W. Thomas Sutton if you did not receive Portfolio Advisory Council, L.L.C. Brochure or if you have any questions about the contents of this supplement.**

**Additional information about W. Thomas Sutton is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

### **Educational Background and Business Experience**

W. Thomas Sutton-DOB 1946

#### **Education:**

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;

- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics – Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The *Standards* prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

El Camino College, Torrance CA 1964/65  
 Coronado Tech Institute, NM 1966, CMD  
 Univ. of Houston, TX 1968/71, Business and Economics  
 Commercial Investment Council, Chicago, IL 1985  
 Real Estate Securities and Syndication Institute, Chicago, IL 1985  
 College of Financial Planning, Denver CO 1985/87, CFP  
 International Board of Standards and Practices for CFP #9406  
 Institute of Certified Fund Specialists 1992  
 American College Charter Life Underwriter, CLU, 1995  
 American College Charter Financial Consultant, ChFC, 2002  
 Certified Divorce Financial Analysis, CDFA 2009  
 College for financial planning, Charter Retirement Planning Counselor, CRPC 2011

#### **Business:**

2016 – Present Almondy Inn Partners LLC., President  
 2007 - 2017 - Cambridge Investment Research, Inc., Registered Representative, OSJ Supervisor  
 1986 – Present - Portfolio Advisory Council, L.L.C., Managing Partner, Chief Compliance Officer, Portfolio Manager  
 1988 – 2007 - MassMutual Life Insurance Co., Agent  
 1984 – Present - W. Thomas Sutton & Co., Real Estate Broker, Principal  
 1978 – 1984 - Sutton Companies, Real Estate Broker, Developer, Principal

#### **Professional Licenses & Exams:**

Real Estate Sales, TX, Broker  
 FINRA Series 7, (General Securities)  
 FINRA Series 24, (General Securities Principal)  
 Series 63, (State Securities)  
 Group I Life & Health Insurance  
 Variable Annuities, TX

**Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. No information is applicable to this Item.

**Other Business Activities**

- President of Almondy Inn Partners LLC since January 2016. This is a 6 room inn/bed and breakfast in downtown Newport RI. This business is not related to investment or financial planning in any way. No time is devoted to this business actively during securities trading hours.
- Texas Real estate Broker since 9-30-1984. This business is not related to investment or financial planning in any way. The type of business is a sole proprietorship. The type of compensation received is commissions. No time is devoted to this business actively during securities trading hours.

**Additional Compensation**

As an insurance broker Mr. Sutton may receive commissions on various insurance products; life insurance, health insurance, disability insurance, and variable annuities.

**Supervision**

Mr. Sutton's investment activities are supervised by Philip B. Moran.