



**EXECUTIVE BOARD  
Committee Meeting Agenda**

**Thursday, October 10, 2013  
IRMA Office  
9:30 a.m.**

**I. CALL TO ORDER**

- Roll Call

**II. APPROVAL OF MINUTES**

- ✓ A. Meeting Minutes of June 10, 2013 (pg. 1)
- B. Reports for information only, found in the Member Section of the IRMA website – <http://www.irmarisk.org/Members/BoardAndCommittees/CommitteeReports.asp>
  - IRMA Financial Statements
  - IRMA Investment Portfolios
  - IRMA Payables
  - 3<sup>rd</sup> Quarter Investment Performance Report
  - Membership Recruitment Report
  - Claims Operational Report
  - Risk Management Services Report
  - Quarterly Member Participation Report

**III. CHAIR'S REPORT - VELKME**

- A. Announcement of Formation of Nominating Committee for 2014 Officers (Chair-Malinowski)
- B. Recruitment for Executive Director – Update

**IV. COMMITTEE REPORTS**

**A. MEMBERSHIP RELATIONS COMMITTEE – COREN**

- ✓ 1. IRMA Withdrawal Policies and Procedures (pg. 6)
- 2. IRMA Group Purchase of Services (pg. 20)

**B. TRAINING & EDUCATION COMMITTEE – PETERSON**

- 1. Proposed 2014 Training Programs (pg. 30)
- 2. Educational Resources through Safety National (pg. 33)

**C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO**

- II. ✓ 1. Coverage Extension – Part Time Engineers (pg. 35)
- ✓ 2. 2014 Coverage Renewal (pg. 37)
- 3. 2013 Claims Audit (pg. 43)
- ✓ 4. Reserving Policy and Procedure (pg. 74)

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✓ Voice Vote

**D. ADMINISTRATION & FINANCE COMMITTEE – CLARK**

- ✓ 1. IRMA's Personnel Handbook – Vacation for Part-Time Employees (pg. 78)
- ✓ 2. 2014 Personnel Report (pg. 80)
- 3. Village of Barrington Request for Revision of Revenue Base Calculation (pg. 85)
- ✓ 4. 2014 Preliminary Budget (pg. 89)

**V. EXECUTIVE DIRECTOR/STAFF REPORT**

**VI. ADDITIONS TO AGENDA**

**VII. EXECUTIVE SESSION**

- Executive Director's Performance Review - Discussion

**VIII. CONFIRMATION OF NEXT MEETING**

Wednesday, December 4, 2013  
IRMA Office  
9:30 a.m.

**IX. ADJOURNMENT**