



**BOARD OF DIRECTORS
Meeting Agenda**

**Wednesday, October 30, 2013
Westbrook Corporate Center Conference Room
9:30 a.m.**

**I. CALL TO ORDER
- Roll Call**

II. ✓ APPROVAL OF MINUTES: June 26, 2013 (pg. 1)

The following reports, for information only, can be 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
- 3rd Quarter Investment Performance Report
- Membership Recruitment Report
- Claims Operational Report
- Risk Management Services Report
- Quarterly Member Participation Report

III. CHAIR’S REPORT - VELKME

A. Changes in IRMA Delegates/Alternates

Delegate

Tom Durkin, Crete
Eileen Donahue, Lemont
Kathleen Gargano, Hinsdale
Michael Braiman, Wilmette
Lisa Scheiner, River Forest

Alternates

Michael Smith, Crete
George Schafer, Lemont

**B. Announcement of Formation of Nominating Committee for 2014 Officers
(Chair – Malinowski)**

C. Recruitment for Executive Director - Update

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – COREN

1. Legislative Update
2. IRMA Withdrawal Policies & Procedures (pg. 10)
 - ✓✓✓ Section 4:05 – IRMA Term and Member Participation (pg. 17)
 - ✓ IRMA Members’ Reserve Fund Policy & Procedure (pg. 19)
 - ✓ IRMA Statement of Guidelines for Membership Selection, Withdrawal and Expulsion (pg. 23)
3. IRMA Group Purchases of Services (pg. 25)

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- ✓ Voice Vote
 - ✓✓ Roll Call Vote – Majority of Membership
 - ✓✓✓ Bylaw Vote – 2/3 of Membership

B. TRAINING & EDUCATION COMMITTEE – PETERSON

1. Proposed 2014 Training Programs (pg. 35)
2. Educational Resources through Safety National (pg. 38)

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO

1. ✓ Coverage Extension – Part Time Engineers (pg. 40)
2. ✓ 2014 Coverage Renewal (pg. 42)
3. 2013 Claims Audit (pg. 48)
4. ✓ Reserving Policy and Procedure (pg. 79)

D. ADMINISTRATION & FINANCE COMMITTEE – CLARK

1. ✓✓✓ Exceptions to IRMA's Contribution Policy (pg. 81)
2. ✓ IRMA's Personnel Handbook – Vacation for Part-Time Employees (pg. 87)
3. ✓ 2014 Personnel Report (pg. 89)
4. ✓ 2014 Preliminary Budget (pg. 94)

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 18, 2013
Westbrook Tower 2 Conference Room
9:30 a.m.

IX. ADJOURNMENT

*To ensure a quorum, please call contact Mary Henzler at maryh@irmarisk.org
or call her at (708) 236-6343, if you are not able to attend the meeting.*