



**ADMINISTRATION & FINANCE COMMITTEE**  
**Meeting Agenda**

**Thursday, September 19, 2013**  
**IRMA Office**  
**9:30 a.m.**

- I. **CALL TO ORDER**
  - Roll Call
- II. ✓ **APPROVAL OF MINUTES: June 10, 2013** (pg. 1)
- III. ✓ **FINANCIAL REPORTS** (pg. )
  - A. IRMA Financial Statements as of July 31, 2013 (pg. 6)
  - B. IRMA Investment Portfolio as of July 31, 2013 (pg. 12)
  - C. IRMA Payables for the period 5/24/13 – 8/31/13 (pg. 30)
- IV. **2<sup>nd</sup> QUARTER INVESTMENT PERFORMANCE REPORT** (to be distributed)
  - A. **Termination of Mainstream Investments** (pg. 43)
- V. ✓ **IRMA'S PERSONNEL HANDBOOK – VACATION FOR PART-TIME EMPLOYEES**  
(pg. 45)
- VI. ✓ **2014 PERSONNEL REPORT** (pg. 47 )
- VII. **VILLAGE OF BARRINGTON REQUEST FOR REVISION OF REVENUE BASE CALCULATION** (pg. 52)
- VIII. ✓ **2014 PRELIMINARY BUDGET** (pg. 55)
- IX. **INVESTMENT NEWSLETTERS - Discussion**
- X. **ADDITIONS TO AGENDA**
- XI. **CONFIRMATION OF NEXT MEETING**  
Thursday, November 14, 2013  
9:30 a.m. – IRMA Office
- XII. **ADJOURNMENT**

*To ensure a quorum, please call Rita Boserup at (708) 236-6335 or [ritab@irmarisk.org](mailto:ritab@irmarisk.org), if you are not able to attend the meeting.*

Copy to: Ingrid Velkme, IRMA Chair

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✓ Requires Vote