



ADMINISTRATION & FINANCE COMMITTEE
Meeting Agenda

Monday, June 10, 2013
IRMA Office
9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES: February 14, 2013** (pg. 1)
- III. ✓ **FINANCIAL REPORTS** (pg. 11)
 - A. IRMA Financial Statements as of April 30, 2013 (pg. 12)
 - B. IRMA Investment Portfolio as of April 30, 2013 (pg. 18)
 - C. IRMA Payables for the period 1/25/13 – 5/23/13 (pg. 35)
- IV. ✓ **ACTUARIAL REPORT as of 12/31/12** (pg. 54)
- V. **2012 AUDITED FINANCIAL REPORT – Tomaw** (to be distributed)
- VI. ✓ **FINANCIAL AUDITOR CONTRACT EXTENSION** (pg. 73)
- VII. **SEGREGATION OF DUTIES** (pg. 74)
- VIII. **1st QUARTER INVESTMENT PERFORMANCE REPORT** (emailed & to be distributed)
- IX. ✓ **CASH FLOW REPORT** (pg. 75)
- X. **2013 POTENTIAL INTEREST INCOME CREDIT** (pg. 76)
- XI. ✓ **IRMA PERSONNEL HANDBOOK – PART-TIME EMPLOYEE VACATION** (pg. 77)
- XII. **REVENUE BASE DEDUCTIONS – OUTSOURCED FUNCTIONS** (pg. 78)
- XIII. **IRMA EMPLOYEE RETENTION** (pg. 79)
- XIV. **INVESTMENT NEWSLETTERS**
<http://www.irmarisk.org/Members/BoardAndCommittees/Administration&FinanceCommittee.asp>
- XV. **ADDITIONS TO AGENDA**
- XVI. **EXECUTIVE SESSION (Personnel)**
- XVII. **CONFIRMATION OF NEXT MEETING**
Thursday, September 19, 2013 – 9:30 a.m. – IRMA Office
- XVIII. **ADJOURNMENT**

To ensure a quorum, please call Laura Vesecky at (708) 236-6335 or laurav@irmarisk.org, if you are not able to attend the meeting.

Copy to Ingrid Velkme, Chair

✓ Requires Vote