

ADMINISTRATION & FINANCE COMMITTEE
Meeting Minutes

February 16, 2017
IRMA Office
9:30 a.m.

PRESENT: Jessica Frances, Chair
Eric Helm
Lynn McCammon
Brad Bettenhausen
Larry Noller
Elizabeth Holleb
Darrell Langlois
Jason Bielawski
Barry Krumstok

ALSO PRESENT: Margo Ely
Donna Sluis
Brian Goding
Rita Boserup
Telly Panousis

ABSENT: Doug Haywood

I. CALL TO ORDER

Chair Frances called the meeting to order, roll was taken and a quorum declared.

II. APPROVAL OF MINUTES: November 17, 2016

A motion was made by McCammon and seconded by Bielawski to approve the Administration and Finance Committee Minutes of November 17, 2016. A voice vote was called and the motion carried.

III. WELCOME TO THE 2017 ADMINISTRATION & FINANCE COMMITTEE

Frances asked that everyone introduce themselves to the group. Frances noted that the items under this agenda item were informational including several policies, meeting dates and reference materials for the committee. There was a revision on the Committee Policy. A motion was made by Krumstok and seconded by Noller to approve the changes. The motion carried.

IV. FINANCIAL REPORTS

- A. IRMA Financial Statements as of as of December 31, 2016
- B. IRMA Investment Portfolio as of December 31, 2016
- C. IRMA Payables for the period November 1, 2016 – December 31, 2016

Frances asked if there were any questions on any of the financial reports. Hearing none, a motion was made by Krumstok and seconded by Helm to approve the Financial Reports.

V. FOURTH QUARTER INVESTMENT PERFORMANCE REPORT – GODING

Brian Goding presented IRMA's Investment portfolio as of December 31, 2016. Goding began with an overview on the US economy followed by an overview of the different market segments in IRMA's portfolio. Goding then began to present the individual funds that IRMA has investments in. Goding mentioned that Investment manager Entrust was in termination status. Second, Goding passed out an asset allocation spreadsheet to allocate \$11 million that required Committee approval. Krumstok made the motion to approve the allocation and seconded by Helm. Lastly, Goding gave a presentation on

Defensive Equities (Options) as an alternative to Hedge Fund Investments. Goding made a suggestion that he can have Option Managers come to the next meeting to present on the topic. Frances also suggested that it might be a good idea to hold a separate meeting to only discuss optional investments to help clarify and educate the Committee.

VI. TERMINATION OF ENTRUSTPERMAL CAPITAL DIVERSIFIED FUND

Frances asked if there are questions or discussion on the termination of IRMA's participation in the EnTrustPermal Capital Diversified Fund. Hearing none, a motion was made by Helm and seconded by Langlois.

VII. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES

Frances suggested we eliminate Item #4, loss fund discount rate study on 2017 AFC Goals. Staff will update.

VIII. 2016 BUDGET ADJUSTMENT

Frances asked if there are questions or discussion to do a budget transfer of \$14,000 from the Education/Incentives category into the Commercial Insurance category, and \$17,000 from the Education/Incentives category into the Information Technology category. Hearing none, a motion was made by Langlois and seconded by Noller to approve the budget adjustment.

IX. ADDITION TO AGENDA

As an addition to the agenda, Staff recommended a revision to IRMA's Asset Allocation Guidelines to include definition of assets classes. Frances ask for questions or discussion. Hearing none, a motion was made by Helm and second by Krumstok. Motion carried.

X. CONFIRMATION OF NEXT MEETING

Frances announced that the next meeting of the Administration & Finance Committee would be held on Wednesday, May 24, 2017 at 9:30 a.m. at the IRMA office.

XI. ADJOURNMENT

A motion was made by Krumstok and seconded by McCammon to adjourn the meeting. A voice vote was called and the motion carried.

Submitted by:

Approved by:

Rita Boserup
Director of Financial Services & Administration

Jessica Frances
Chair, Administration & Finance Committee