



ADMINISTRATION & FINANCE COMMITTEE
Meeting Agenda

Thursday, February 13, 2014
IRMA Office
9:30 a.m.

- I. CALL TO ORDER**
 - Roll Call

- II. ✓APPROVAL OF MINUTES:** November 14, 2013 (pg. 1)

- III. WELCOME TO THE 2014 ADMINISTRATION & FINANCE COMMITTEE**
 - A. 2014 Administration & Finance Committee Membership & Terms (pg. 7)
 - B. 2014 Administration & Finance Committee Meeting Dates (pg. 8)
 - C. 2014 IRMA Meeting Calendar (pg. 9)
 - D. IRMA Committees Policy (pg. 10)
 - E. Administration & Finance Committee – Statement of Responsibility (pg. 12)
 - F. Finance Policies
 - 1. Cash & Investment Policy (pg. 14)
 - 2. Asset Allocation Guidelines (pg.24)
 - 3. Public Funds Investment Act – Chapter 30, Section 235 (pg. 25)
 - 4. Intergovernmental Cooperation Act – Chapter 5, Section 220/15-16 (pg. 37)
 - 5. Purchase and Sales Policy (pg. 40)
 - 6. Members' Reserve Fund Policy & Procedure (pg. 42)
 - 7. Budget Policy (pg. 46)
 - 8. Member Deductible Policy (pg. 47)
 - 9. Conflict of Interest Policy (pg. 49)
 - G. 2014 Anticipated Committee Activity List (pg. 51)

- IV. ✓FINANCIAL REPORTS** (pg. 52)
 - A. IRMA Financial Statements as of December 31, 2013 (pg. 53)
 - B. IRMA Investment Portfolio as of December 31, 2013 (pg. 59)
 - C. IRMA Payables for the period 11/1/13 – 1/31/14 (pg. 83)

- V. 4th QUARTER 2013 INVESTMENT PERFORMANCE REPORT (GODING)** (to be distributed)
 - PIMCO Management Change - Discussion

- VI. 2014 ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES** (pg. 106)

- VII. ✓OUTSOURCING/REVENUE BASE DEDUCTIONS** (to be distributed via email)

- VIII. ✓RECOMMENDATION TO ADD FULL TIME INFORMATION TECHNOLOGY POSITION** (pg. 107)

IX. ADDITIONS TO AGENDA

X. CONFIRMATION OF NEXT MEETING

Wednesday, May 28, 2014
IRMA Office – 9:30 a.m.

XI. ADJOURNMENT

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

Copy to: IRMA Chair