



## ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

*Thursday, February 15, 2018*  
*IRMA Office*  
*9:30 a.m.*

- I. **CALL TO ORDER**
  - Roll Call
  
- II. ✓ **APPROVAL OF MINUTES: November 14, 2017** (pg. 1)
  
- III. **WELCOME TO THE 2018 ADMINISTRATION & FINANCE COMMITTEE**
  - A. 2018 Administration & Finance Committee Members & Terms (pg. 4)
  - B. 2018 Administration & Finance Committee Meeting Dates (pg. 5)
  - C. 2018 IRMA Meetings Calendar (pg. 6)
  - D. IRMA Committee Policy (pg. 7)
  - E. Administration & Finance Committee – Statement of Responsibility (pg. 9)
  - F. Finance Policies
    - 1. Cash and Investment Policy (pg. 11)
    - 2. Asset Allocation Guidelines (pg. 21)
    - 3. [Public Funds Investment Act – Chapter 30, Section 235](#)
    - 4. Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16 (pg. 23)
    - 5. Purchase and Sales Policy (pg. 26)
    - 6. Members' Reserve Fund Policy & Procedure (pg. 28)
    - 7. ✓ Budget Policy – Modification (pg. 32)
    - 8. Member Deductible Policy (pg. 33)
    - 9. Optional Deductible Credit Reserve Fund Policy and Procedure (pg. 34)
    - 10. Arrest, Prosecution, and Conviction Contingency Reserve Loan Fund Policy and Procedure (pg. 36)
    - 11. Conflict of Interest Policy (pg. 37)
  
- IV. ✓ **BUDGET AMENDMENT**
  
- V. ✓ **FINANCIAL REPORTS**
  - A. IRMA Financial Statements (unaudited as of December 31, 2017) (to be sent via separate email prior to the meeting)
  - B. IRMA Investment Portfolio as of December 31, 2017 (pg. 39)
    - Portfolio Summary - December 2017 (pg. 40)
    - Portfolio Summary - Year-Ended 2017 (pg. 41)
  - C. IRMA Payables for the period 10/01-12/31/17 (pg. 42)
    - IRMA Payables-Sorted (pg. 61)
  
- VI. **4<sup>th</sup> QUARTER INVESTMENT PERFORMANCE REPORT** (sent via separate email)  
(Posted on IRMA Website under Publications/IRMA Reports)
  
- VI. ✓ **ESTABLISH A CAPITALIZATION POLICY** (pg. 66)

**VII. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**

- A. AFC 2017 Objectives Accomplishments (pg. 68)
- B. ✓ 2018 AFC Objectives (pg. 70)

**VIII. ✓ AMENDMENT TO THE IRMA FLEX 125 PLAN (pg. 71)**

**IX. ✓ RECOMMENDATION FROM THE AD HOC COMMITTEE: EXPOSURE BASE (pg. 75)**

**X. ✓ GRANT PROGRAM GUIDELINES**

**XI. ADDITIONS TO AGENDA**

**XII. CONFIRMATION OF NEXT MEETING**

Wednesday, May 23, 2018  
IRMA Office - 9:30 a.m.

**XIII. ADJOURNMENT**

*To ensure a quorum, please call Donna Sluis at (708) 236-6349 or [donnas@irmarisk.org](mailto:donnas@irmarisk.org), if you are not able to attend the meeting.*

**Copy to: Jessica Frances, IRMA Chair**