



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

**Thursday, February 11, 2016**  
**IRMA Office**  
**9:30 a.m.**

**I. CALL TO ORDER**

- Roll Call

**II. ✓APPROVAL OF MINUTES: November 11, 2015 (pg. 1)**

**III. WELCOME TO THE 2016 ADMINISTRATION & FINANCE COMMITTEE**

- A. 2016 Administration & Finance Committee Members & Terms (pg. 9)
- B. 2016 Administration & Finance Committee Meeting Dates (pg. 10)
- C. 2016 IRMA Meetings Calendar (pg. 11)
- D. IRMA Committees Policy(pg. 12)
- E. Administration & Finance Committee – Statement of Responsibility (pg. 14)
- F. Finance Policies
  - 1. Cash and Investment Policy (pg. 16)
  - 2. Asset Allocation Guidelines (pg. 26)
  - 3. [Public Funds Investment Act – Chapter 30, Section 235](#)
  - 4. Intergovernmental Cooperation Act – Chapter 5, Section 220/15-16 (pg. 27)
  - 5. Purchase and Sales Policy (pg. 30)
  - 6. Members' Reserve Fund Policy & Procedure (pg. 32)
  - 7. Budget Policy (pg. 36)
  - 8. Member Deductible Policy (pg. 37)
  - 9. Conflict of Interest Policy (pg. 38)

**IV. ✓FINANCIAL REPORTS (pg. 40)**

- A. IRMA Financial Statements (unaudited as of December 31, 2015 (pg. 43)
- B. IRMA Investment Portfolio as of December 31, 2015 (pg. 50)
  - Portfolio Summary - December 2015 (pg. 51)
  - Portfolio Summary - Year-Ended 2015 (pg. 52)
  - Portfolio Summary - Year Ended 2014 (pg. 53)
- C. IRMA Payables for the period November 1, 2015 - December 31, 2015 (pg. 54)
  - IRMA Payables for the period November 1,2015 - December 31, 2015 Sorted (pg. 67)

**V. 4<sup>th</sup> QUARTER INVESTMENT PERFORMANCE REPORT (to be distributed at meeting)**  
(Posted on IRMA Website under Publications/IRMA Reports)

**VI. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**

- A. AFC 2015 Objectives Results (pg. 71)
- B. 2016 AFC Objectives (pg. 72)

**VII. HAY GROUP COMPENSATION & ORGANIZATIONAL STRUCTURE REPORT (pg. 73)**  
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VIII. 2015 BUDGET ADJUSTMENT (pg. 82 )

IX. ADDITIONS TO AGENDA

X. CONFIRMATION OF NEXT MEETING

Thursday, May 26, 2016  
IRMA Office - 9:30 a.m.

XI. ADJOURNMENT

*To ensure a quorum, please call Mary Henzler at (708) 236-6343 or [maryh@irmarisk.org](mailto:maryh@irmarisk.org), if you are not able to attend the meeting.*

Copy to: Kathleen Gargano, IRMA Chair