



ADMINISTRATION & FINANCE COMMITTEE
Meeting Agenda

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

- I. CALL TO ORDER**
 - Roll Call

- II. ✓APPROVAL OF MINUTES: November 17, 2016 (TBD)**

- III. WELCOME TO THE 2016 ADMINISTRATION & FINANCE COMMITTEE**
 - A. 2017 Administration & Finance Committee Members & Terms (pg. 1)
 - B. 2017 Administration & Finance Committee Meeting Dates (pg. 2)
 - C. 2017 IRMA Meetings Calendar (pg. 3)
 - D. ✓ IRMA Committee Policy-Redlined (pg. 4)
 - E. Administration & Finance Committee – Statement of Responsibility (pg. 10)
 - F. Finance Policies
 - 1. Cash and Investment Policy (pg. 12)
 - 2. Asset Allocation Guidelines (pg. 22)
 - 3. Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16 (pg. 23)
 - 4. Purchase and Sales Policy (pg. 26)
 - 5. Members' Reserve Fund Policy & Procedure (pg. 28)
 - 6. Budget Policy (pg. 32)
 - 7. Member Deductible Policy (pg. 33)
 - 8. Conflict of Interest Policy (pg. 34)

- IV. ✓FINANCIAL REPORTS (pg. 36)**
 - A. IRMA Financial Statements (unaudited as of December 31, 2016 (pg. 39)
 - B. IRMA Investment Portfolio as of December 31, 2016 (pg. 46)
 - Portfolio Summary - December 2016 (pg. 48)
 - Portfolio Summary - Year-Ended 2016 (pg. 49)
 - Portfolio Summary - Year Ended 2015 (pg. 50)
 - C. IRMA Payables for the period 11/01-12/31/16 (pg. 51)
 - IRMA Payables-Sorted (pg. 64)

- V. 4th QUARTER INVESTMENT PERFORMANCE REPORT (sent via separate email)**
(Posted on IRMA Website under Publications/IRMA Reports)

- VI. TERMINATION OF ENTRUSTPERMAL CAPITAL DIVERSIFIED FUND (pg. 68)**

- VII. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
 - A. AFC 2016 Objectives Accomplishments (pg. 74)
 - B. 2017 AFC Objectives (pg. 75)

- VIII. 2016 BUDGET ADJUSTMENT (pg. 76)**

IX. ADDITIONS TO AGENDA

X. CONFIRMATION OF NEXT MEETING

Wednesday, May 24, 2017
IRMA Office - 9:30 a.m.

XI. ADJOURNMENT

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

Copy to: Kathleen Gargano, IRMA Chair