



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

**Thursday, November 15, 2012**  
**IRMA Office**  
**9:30 a.m.**

- I. **CALL TO ORDER**
  - Roll Call
- II. ✓ **APPROVAL OF MINUTES: September 27, 2012** (pg. 1)
- III. ✓ **FINANCIAL REPORTS** (pg. 11)
  - A. IRMA Financial Statements as of September 30, 2012 (pg. 12)
  - B. IRMA Investment Portfolio as of September 30, 2012 (pg. 18)
  - C. IRMA Payables for the period 9/14/12 – 11/1/12 (pg. 35)
- IV. **3<sup>RD</sup> QUARTER INVESTMENT PERFORMANCE REPORT** – (to be distributed)
- V. ✓ **RECORD RETENTION & DISPOSITION POLICY** (pg. 43)
- VI. ✓ **PERSONNEL POLICY REVISIONS** (pg. 49)
- VII. **COMMUNICATION FROM IRMA'S FINANCIAL AUDITOR** (pg. 154)
- VIII. ✓ **IRMA EMPLOYEE HEALTH INSURANCE** (to be distributed)
- IX. ✓ **2013 FINAL BUDGET** (pg. 162)
- X. ✓ **2012 INTEREST INCOME CREDIT** (pg. 167)
- XI. **AFC MEETING DATES FOR 2013** (pg. 168)
- XII. **INVESTMENT NEWSLETTERS**  
<http://www.irmarisk.org/Members/BoardAndCommittees/Administration&FinanceCommittee.asp>
- XIII. **ADDITIONS TO AGENDA**
- XIV. **CONFIRMATION OF NEXT MEETING**  
Thursday, February 14, 2013  
9:30 a.m. – IRMA Office
- XV. **ADJOURNMENT**

*To ensure a quorum, please call Laura Vesecky at (708) 236-6335 or [laurav@irmarisk.org](mailto:laurav@irmarisk.org), if you are not able to attend the meeting.*

Copy to: Ingrid Velkme, IRMA Chair

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✓ Requires Vote