



## ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

*Thursday, February 16, 2012*  
*IRMA Office*  
*9:30 a.m.*

- I. **CALL TO ORDER**
  - Roll Call
  
- II. ✓ **APPROVAL OF MINUTES: November 10, 2011** (pg. 1)
  
- III. **WELCOME TO THE 2012 ADMINISTRATION & FINANCE COMMITTEE**
  - A. 2012 Administration & Finance Committee Membership & Terms (pg. 5)
  - B. 2012 Administration & Finance Committee Meeting Dates (pg. 6)
  - C. 2012 IRMA Meeting Calendar (pg. 7)
  - D. IRMA Committees Policy (pg. 8)
  - E. Administration & Finance Committee – Statement of Responsibility (pg. 10)
  - F. Finance Policies
    - 1. Cash & Investment Policy (pg. 12)
    - 2. Asset Allocation Guidelines (pg. 22)
    - 3. Public Funds Investment Act – Chapter 30, Section 235 (pg. 23)
    - 4. Intergovernmental Cooperation Act – Chapter 5, Section 220/15-16 (pg. 36)
    - 5. Purchase and Sales Policy (pg. 39)
    - 6. Members' Reserve Fund Policy & Procedure (pg. 41)
    - 7. Budget Policy (pg. 45)
    - 8. Member Deductible Policy (pg. 46)
    - 9. Conflict of Interest Policy (pg. 48)
  - G. 2012 Anticipated Committee Activity List (pg. 50)
  
- IV. ✓ **FINANCIAL REPORTS** (pg. 51)
  - A. IRMA Financial Statements as of December 31, 2011 (pg. 52)
  - B. IRMA Investment Portfolio as of December 31, 2011 (pg. 58)
  - C. IRMA Payables for the period 10/27/11 – 1/26/12 (pg. 72)
  
- V. **INVESTMENT CONSULTANT – Brian Goding**
  - A. Review Investment Objectives and Asset Allocation
  - B. 4<sup>th</sup> Quarter Investment Performance Report (to be distributed)
  
- VI. **GFOA CERTIFICATE OF ACHIEVEMENT** (pg. 84)
  
- VII. **INVESTMENT NEWSLETTERS**  
<http://www.irmarisk.org/Members/BoardAndCommittees/Administration&FinanceCommittee.asp#InvestmentNewsletters>
  
- VIII. **ADDITIONS TO AGENDA**

**IX. CONFIRMATION OF NEXT MEETING**

Thursday, June 7, 2012  
9:30 a.m. – IRMA Office

**X. 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**