



**EXECUTIVE BOARD
Committee Meeting Agenda**

**Wednesday, February 29, 2012
Westbrook Corporate Center Conference Room
8:30 a.m.**

I. CALL TO ORDER

- Roll Call

II. APPROVAL OF MINUTES

- ✓ A. Meeting Minutes of November 30, 2011 (pg. 1)
- B. Reports for information only, found in the Member Section of the IRMA website – www.irmarisk.org
 - IRMA Financial Statements as of December 31, 2011
 - IRMA Investment Portfolios as of December 31, 2011
 - IRMA Payables for the Period 10/27/11 – 1/26/12
 - 4th Quarter 2011 Investment Performance Report
 - Membership Recruitment Report – January 2012
 - Claims Operational Report – Year End 2011
 - Summary Loss Report – Year End 2011
 - Risk Management Services Report

III. CHAIR'S REPORT – VELKME

A. Welcome to 2012 Executive Board

- Roster of 2012 Executive Board Members (pg. 5)
- 2012 Calendar of Board, Standing & Steering Committee Meetings (pg. 6)
- Conflict of Interest Policy (pg. 7)
- IRMA Committee Policy (pg. 9)
- IRMA Officers Statement of Responsibility (pg. 11)
- Executive Board Statement of Responsibility (pg. 13)
- At-Large Representatives' Statement of Responsibility (pg. 15)

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – COREN

- 1. Announcement of 2012 Committee (pg. 16)
- ✓ 2. Prospective Member Fee for Service Policy (pg. 17)
- ✓ 3. City of Prospect Heights Early Withdrawal Request (pg. 19)
- ✓ 4. Term of IRMA Chair (pg. 21)
- 5. Legislative Update (pg. 22)
- 6. Review 2011 Member Participation Report (pg. 26)

B. TRAINING & EDUCATION COMMITTEE – PETERSON

- 1. Announcement of 2012 Committee (pg. 30)
- ✓ 2. Clarification to the Training & Education Committee Statement of Responsibility (pg. 31)

-
- ✓ Voice Vote
 - ✓✓ Roll Call Vote – Majority of Membership
 - ✓✓✓ Bylaw Vote – 2/3 of Membership

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO

1. Announcement of 2012 Committee (pg. 33)
- ✓ 2. Clarification of Statement of Responsibility (pg. 34)
3. Selection and Assignment of Panel Counsel (pg. 36)
4. Report of November 11, 2011 Corporate Counsel Meeting (pg. 40)

D. ADMINISTRATION & FINANCE COMMITTEE – CLARK

1. Announcement of 2012 Committee (pg. 52)
2. GFOA Certificate of Achievement (pg. 53)

V. EXECUTIVE DIRECTOR/STAFF REPORT

VI. ADDITIONS TO AGENDA

VI. CONFIRMATION OF NEXT MEETING

Thursday, June 7, 2012
1:30 p.m.
IRMA Office

VII. ADJOURNMENT

*To ensure a quorum, please contact Mary Henzler at maryh@irmarisk.org or
Call her at (708) 236-6343,
if you are not able to attend the meeting.*