



ADMINISTRATION & FINANCE COMMITTEE
Meeting Agenda

Thursday, February 14, 2013
IRMA Office
9:30 a.m.

- I. CALL TO ORDER**
 - Roll Call

- II. ✓APPROVAL OF MINUTES: November 15, 2012 (pg. 1)**

- III. WELCOME TO THE 2013 ADMINISTRATION & FINANCE COMMITTEE**
 - A. 2013 Administration & Finance Committee Membership & Terms (pg. 5)
 - B. 2013 Administration & Finance Committee Meeting Dates (pg. 6)
 - C. 2013 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. 35)
 - 5. Purchase and Sales Policy (pg. 38)
 - 6. Members' Reserve Fund Policy & Procedure (pg. 40)
 - 7. Budget Policy (pg. 44)
 - 8. Member Deductible Policy (pg. 45)
 - 9. Conflict of Interest Policy (pg. 47)
 - G. 2013 Anticipated Committee Activity List (pg. 49)

- IV. ✓FINANCIAL REPORTS (pg. 50)**
 - A. IRMA Financial Statements as of November 30, 2012 (pg. 51)
 - B. IRMA Investment Portfolio as of November 30, 2012 (pg. 57)
 - C. IRMA Payables for the period 11/2/12 – 1/24/13 (pg. 74)

- V. FIDUCIARY CONSULTANTS**
 - A. Merger (pg. 87)
 - B. 4th Quarter Investment Performance Report (to be distributed)

- VI. RETENTION OF IRMA STAFF (pg. 89)**

- VII. ✓RECRUITMENT FOR DIRECTOR OF FINANCIAL SERVICES (pg. 90)**

- VIII. FINANCIAL AUDITOR CONTRACT (pg. 102)**

- IX. OUTSOURCING SURVEY RESULTS (pg. 103)**

✓ Requires Vote

- X. INVESTMENT NEWSLETTERS
<http://www.irmarisk.org/Members/BoardAndCommittees/Administration&FinanceCommittee.asp>
- XI. ADDITIONS TO AGENDA
- XII. CONFIRMATION OF NEXT MEETING
Monday, June 10, 2013
IRMA Office – 9:30 a.m.
- XIII. ADJOURNMENT

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

Copy to: Ingrid Velkme, IRMA Chair

✓ Requires Vote