



**BOARD OF DIRECTORS  
Meeting Agenda**

**Wednesday, March 14, 2012  
Westbrook Corporate Center Conference Room – Tower Two  
9:30 a.m.**

**I. CALL TO ORDER  
- Roll Call**

**II. ✓APPROVAL OF MINUTES: December 14, 2011 (pg. 1)**

***The following reports, for information only, can be found in the Member Section of the IRMA website***

<http://www.irmarisk.org/Members/BoardAndCommittees/CommitteeReports.asp>

- IRMA Financial Statements
- IRMA Investment Portfolio
- IRMA Payables for the Current Period
- 4<sup>th</sup> Quarter 2011 Investment Performance Report
- Membership Recruitment Report
- Risk Management Services Report
- Claims Operational Report
- Summary Loss Report
- Quarterly Member Participation Report – 4<sup>th</sup> Quarter 2011 (Year End)
- Annual Unemployment Compensation Claims Administration Report
- Executive Director’s 2012 Goals & Objectives

**III. CHAIR’S REPORT – VELKME**

**A. Welcome to 2012 Board of Directors (Informational)**

1. Announcement of 2012 Executive Board (pg. 11)
2. 2012 Calendar of IRMA Meetings (pg. 12)
3. Board of Directors Statement of Responsibility (pg. 13)
4. Statement of Responsibility for Delegates/Alternates (pg. 14)
5. IRMA Conflict of Interest Policy (pg. 15)
6. Proxy Policy - Bylaws (pg. 17)

**B. Changes in IRMA Delegates/Alternates**

<u>Delegate</u>	<u>Alternate</u>
Emily Rodman, LaGrange Park	Julia Cedillo, LaGrange Park
Jessica Frances, Riverside	Peter Scalera, Riverside
	Denise Joseph, Glencoe

**C. Organizational Planning Workshop**

**D. Recognition**

1. Outgoing Chair
2. Outgoing At-Large Representatives
3. Outgoing Standing Committee Participation - Certificates

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

**IV. COMMITTEE REPORTS**

**A. MEMBERSHIP RELATIONS COMMITTEE – COREN**

1. Announcement of 2012 Committee (pg. 19)
- ✓ 2. Prospective Member Fee for Service Policy (pg. 20)
- ✓ ✓ 3. Prospect Heights Early Withdrawal Request (pg. 22)
- ✓ 4. Term of IRMA Chair (pg. 24)
5. Review of 2011 Member Participation Report (pg. 25)
6. Legislative Update (pg. 29)

**B. TRAINING & EDUCATION COMMITTEE – PETERSON**

1. Announcement of 2012 Committee (pg. 33)
- ✓ 2. Clarification to the Training & Education Committee Statement of Responsibility (pg. 34)
3. Best Risk Management/Safety Initiative Award (pg. 36)
4. 2011 IMAP Accreditation (pg. 40)  
- Presentation of Awards

**C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO**

1. Announcement of 2012 Committee (pg. 41)
- ✓ 2. Clarification of CCLC Statement of Responsibility (pg. 42)
3. Selection and Assignment of Panel Counsel (pg. 44)
4. Report of November 11, 2011 Corporate Counsel Meeting (pg. 48)

**D. ADMINISTRATION & FINANCE COMMITTEE – CLARK**

1. Announcement of 2012 Committee (pg. 51)
2. GFOA Certificate of Achievement (pg. 52)

**V. EXECUTIVE DIRECTOR/STAFF REPORT**

**VI. ADDITIONS TO AGENDA**

**VII. CONFIRMATION OF NEXT MEETING**

Wednesday, June 20, 2012  
Tower Two – Westbrook Corporate Center Conference Room  
9:30 a.m.

**VIII. ADJOURNMENT**

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