



**BOARD OF DIRECTORS  
Meeting Agenda**

**Wednesday, March 19, 2014  
Westbrook Corporate Center Conference Room  
9:30 a.m.**

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

**II. ✓ APPROVAL OF MINUTES: December 18, 2013 (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 Portfolios
- IRMA Payables
- 4<sup>th</sup> Quarter 2013 Investment Performance Report
- Membership Recruitment Report
- Claims Operational Report
- Risk Management Services Report
- Quarterly Member Participation Report
- 2013 Unemployment Claims Administration Summary Report

**III. CHAIR'S REPORT – IRVIN**

**A. Welcome to 2014 Board of Directors (Informational)**

1. Announcement of 2014 Executive Board (pg. 11)
2. 2014 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**

Delegate

Pat Chamberlin, Village of Sugar Grove  
Marlo Kemp, Village of Hazel Crest

**C. Recognition**

1. Outgoing Chair
2. Outgoing Standing Committee Chairs
3. Outgoing Standing Committee Participation - Certificates

**D. Executive Director Search Committee (Sigman)**

- ✓Vote on Executive Director Agreement (to be distributed)

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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 2014 Committee (pg. 19)
2. 2014 Market Comparison Study (pg. 20)

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

1. Announcement of 2014 Committee (pg. 24)
2. 2014 Training (pg. 25)
3. Update on Grant Programs (pg. 28)
4. IMAP Awards Presentation
  - IRMA Level II Accreditation – Village of Wilmette
  - IMAP Accreditation – City of Countryside
  - IMAP Re-Accreditation Awards
  - IMAP Accreditation (Self-Evaluation) Award Certificates

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

1. Announcement of 2014 Committee (pg. 30)
- ✓ 2. Clarification of Law Enforcement Activities (pg. 31)
3. IRMA Appeal 2013-01 – Summary (pg. 35)

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

1. Announcement of 2014 Committee (pg. 37)
- ✓✓✓ 2. Outsourcing/Revenue Base Deductions (pg. 38)

**V. EXECUTIVE DIRECTOR/STAFF REPORT**

**VI. EXECUTIVE SESSION**

**VII. ADDITIONS TO AGENDA**

**VIII. CONFIRMATION OF NEXT MEETING**

Wednesday, June 25, 2014 – 9:30 a.m.  
Westbrook Corporate Center Conference Room

**IX. 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.***