



**ADMINISTRATION & FINANCE COMMITTEE**  
**Meeting Agenda**

**Thursday, February 12, 2015**  
**IRMA Office – 9:30 a.m.**

- I. **CALL TO ORDER**
  - Roll Call
  
- II. ✓ **APPROVAL OF MINUTES: November 13, 2014** (pg. 1)
  
- III. **WELCOME TO THE 2015 ADMINISTRATION & FINANCE COMMITTEE**
  - A. 2015 Administration & Finance Committee Membership & Terms (pg. 5)
  - B. 2015 Administration & Finance Committee Meeting Dates (pg. 6)
  - C. 2015 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](#)
    - 4. Intergovernmental Cooperation Act – Chapter 5, Section 220/15-16 (pg. 23)
    - 5. Purchase and Sales Policy (pg. 26)
    - 6. Members' Reserve Fund Policy & Procedure (pg. 28)
    - 7. Budget Policy (pg. 32)
    - 8. Member Deductible Policy (pg. 33)
    - 9. Conflict of Interest Policy (pg. 35)
  
- IV. ✓ **FINANCIAL REPORTS** (pg. )
  - A. IRMA Financial Statements as of December 31, 2014 (To be sent via separate email)
  - B. IRMA Investment Portfolio as of December 31, 2014 (pg. 37 )
  - C. IRMA Payables for the period November 1, 2014 – January 31, 2015 (To be sent via separate email)
  
- V. **4<sup>th</sup> QUARTER INVESTMENT PERFORMANCE REPORT** (to be distributed)
  
- VI. **2015 ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES** (pg. 39)
  
- VII. ✓ **OFFICE LEASE NEGOTIATIONS** (pg. 40)
  
- VIII. **2014 BUDGET ADJUSTMENT** (pg. 46)
  
- IX. **ADDITIONS TO AGENDA**
  
- X. **CONFIRMATION OF NEXT MEETING**
  
- XI. **ADJOURNMENT**

*To ensure a quorum, please call Rita Boserup at (708) 236-6335 or [ritab@irmarisk.org](mailto:ritab@irmarisk.org), if you are not able to attend the meeting.*

**Copy to: Drew Irvin, IRMA Chair**