



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Thursday, February 18, 2021

[Zoom Meeting](#)

9:30 a.m.

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

- II. ✓ **APPROVAL OF MINUTES:** November 18, 2020 (pg. 1)

- III. **WELCOME TO THE 2021 ADMINISTRATION & FINANCE COMMITTEE**
 - A. [2021 Administration & Finance Committee Members & Terms](#)
 - B. [2021 IRMA Meetings Calendar](#)
 - C. [IRMA Committee Policy](#)
 - D. [Administration & Finance Committee – Statement of Responsibility](#)
 - E. Finance Policies
 - 1. [Cash and Investment Policy](#)
 - 2. [Asset Allocation Guidelines](#)
 - 3. [Purchase and Sales Policy](#)
 - 4. [Members' Reserve Fund Policy & Procedure](#)
 - 5. [Budget Policy](#)
 - 6. [Member Deductible Policy](#)
 - 7. [Optional Deductible Credit Reserve Fund Policy and Procedure](#)
 - 8. [Contingency Fund Policy and Procedure](#)
 - 9. [Conflict of Interest Policy](#)
 - 10. [Capitalization Policy](#)
 - 11. [Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16](#)

- IV. ✓ **FINANCIAL REPORTS**
 - A. IRMA Financial Statements (unaudited as of December 31, 2020)
 - B. IRMA Investment Portfolio as of December 31, 2020
 - Portfolio Summary - December 2020
 - Portfolio Summary - Year-Ended 2020
 - C. IRMA Payables for the period 10/01-12/31/20
 - IRMA Payables-Sorted

- V. **ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
 - A. ✓ 2020 Objectives Accomplishments (pg. 4)
 - B. ✓ 2021 AFC Objectives (pg. 5)

- VII. ✓ **BUDGET AMENDMENT** (pg. 6)

- VIII. **DISCUSSION REGARDING REVENUE BASE CARES ACT GRANTS** (pg. 9)

- IX. **LEASE NEGOTIATION UPDATE** (pg. 10)

- X. **RECRUITMENT OF NEW FINANCE DIRECTOR** (pg. 21)

- XI. **INVESTMENT PERFORMANCE REPORTS – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
 - A. [2020 4TH Quarter Report](#)
 - B. [Updated January 1, 2021 Report](#)
 - C. Asset Allocation (TBD)

- XII. **ADDITIONS TO AGENDA**

- XIII. **CONFIRMATION OF NEXT MEETING**
 - Wednesday, May 26, 2021
 - 9:30 a.m. - TBD

- XIV. **ADJOURNMENT**

To ensure a quorum, please call Donna Morin at (708) 236-6349 or donnam@irmarisk.org, if you are not able to attend the meeting.

Copy to: Julia Cedillo, IRMA Chair