



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Wednesday, February 19, 2020
IRMA Office
9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** November 14, 2019 (pg. 1)
- III. ✓ **APPOINTMENT OF VICE CHAIR**
- IV. **WELCOME TO THE 2020 ADMINISTRATION & FINANCE COMMITTEE**
 - A. [2020 Administration & Finance Committee Members & Terms](#)
 - B. [2020 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](#)
- V. ✓ **FINANCIAL REPORTS** (pg. 5)
 - A. IRMA Financial Statements (unaudited as of December 31, 2019) (pg. 13)
 - B. IRMA Investment Portfolio as of December 31, 2019
 - Portfolio Summary - December 2019 (pg. 20)
 - Portfolio Summary - Year-Ended 2019 (pg. 22)
 - C. IRMA Payables for the period 10/01-12/31/19 (pg. 23)
 - IRMA Payables-Sorted (pg. 36)
- VI. **[4th QUARTER INVESTMENT PERFORMANCE REPORT – GODING](#)** (Posted on IRMA Website under Publications/IRMA Reports. A printed copy will be distributed at the meeting)
- VII. **ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
 - A. ✓ 2019 Objectives Accomplishments (pg. 40)
 - B. ✓ 2020 AFC Objectives (pg. 41)
- VIII. ✓ **REVISIONS TO PERSONNEL HANDBOOK** (pg. 42)

- IX. ✓ **NEW IT POSITION** (pg. 112)
- X. **POTENTIAL REVISION TO CONTRACT & BYLAWS AND MEMBERS RESERVE FUND POLICY AND PROCEDURE FOR WITHDRAWN MEMBERS – DISCUSSION** (pg. 128)
- XI. **CLAIMS AUDIT DEDUCTIBLE COMMENT (INFORMATIONAL ONLY)** (pg. 140)
- XII. **ADDITIONS TO AGENDA**
- XIV. **CONFIRMATION OF NEXT MEETING**
Wednesday, May 27, 2020
IRMA Office - 9:30 a.m.
- XV. **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