

ADMINISTRATION & FINANCE COMMITTEE

Meeting Agenda

Wednesday, September 25, 2019

IRMA Office

9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** May 29, 2019 (pg. 1)
- III. ✓ **FINANCIAL REPORTS** (pg. 4)
 - A. IRMA Financial Statements (unaudited as of July 31, 2019) (pg. 5)
 - B. IRMA Investment Portfolio as of July 31, 2019 (pg. 12)
 - C. IRMA Payables for the period May 1, 2019 – August 31, 2019 (pg. 14)
 - D. IRMA Payables-Sorted (pg. 42)
- IV. ✓ **PERSONNEL**
 - A. ✓ Succession Plan and Recruitment for Director of Financial and Administrative Services (pg. 49)
 - B. ✓ 2020 Personnel Report (pg. 60)
- V. **2ND QUARTER INVESTMENT PERFORMANCE REPORT – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
 - A. Asset Allocation (pg. 91)
- VI. ✓ **2020 PRELIMINARY BUDGET** (pg. 92)
- VII. **CONSIDERATION OF A CONTINGENCY FUND** (pg. 108)
- VIII. **ADDITIONS TO AGENDA**
- IX. ✓ **EXECUTIVE SESSION**
 - Review/Discussion of May 29, 2019 Executive Session Minutes (sent via separate email)
- X. **CONFIRMATION OF NEXT MEETING**

Thursday, November 14, 2019
IRMA Office - 9:30 a.m.
- XI. **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: Jessica Frances, IRMA Chair