



## ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Wednesday, February 22, 2023  
[Zoom Meeting](#)  
9:30 a.m.

- I. **CALL TO ORDER**
  - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** November 17, 2022 (pg. 1)
- III. **WELCOME TO THE 2023 ADMINISTRATION & FINANCE COMMITTEE**
  - A. [2023 Administration & Finance Committee Members & Terms](#)
  - B. [2023 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, 2022)
  - B. IRMA Investment Portfolio as of December 31, 2022
    - Portfolio Summary - December 2022
  - C. IRMA Payables for the period 10/01-12/31/22
    - IRMA Payables-Sorted
- V. **ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
  - A. ✓ 2022 Objectives Accomplishments (pg. 3)
  - B. ✓ 2023 AFC Objectives (pg. 4)
- VI. ✓ **REVISION TO THE PROCEDURE FOR WITHDRAWN MEMBERS** (pg. 5)
- VII. ✓ **BUDGET AMENDMENT FOR 2022** (pg. 10)
- VIII. ✓ **CHANGES FOR 2023 FINAL BUDGET** (pg. 12)
- IX. **FUTURE COMMITTEE MEETINGS – DISCUSSION**

- X. **INVESTMENT PERFORMANCE REPORTS – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
  - A. [2022 4<sup>TH</sup> Quarter Report](#)
  - B. ✓ Asset Allocation (TBD)
  
- XI. **ADDITIONS TO AGENDA**
  
- XII. **CONFIRMATION OF NEXT MEETING**
  - Thursday, May 25, 2023
  - 9:30 a.m. - TBD
  
- XIII. ✓ **ADJOURNMENT**

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

Copy to: Michael Braiman, IRMA Chair