



## ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

*Tuesday, February 22, 2022*  
[Zoom Meeting](#)  
9:30 a.m.

- I. **CALL TO ORDER**
  - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** November 16, 2021 (pg. 1)
- III. **WELCOME TO THE 2022 ADMINISTRATION & FINANCE COMMITTEE**
  - A. [2022 Administration & Finance Committee Members & Terms](#)
  - B. [2022 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, 2021)
  - B. IRMA Investment Portfolio as of December 31, 2021
    - Portfolio Summary - December 2021
    - Portfolio Summary - Year-Ended 2021
  - C. IRMA Payables for the period 10/01-12/31/21
    - IRMA Payables-Sorted
- V. **ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
  - A. ✓ 2021 Objectives Accomplishments (pg. 3)
  - B. ✓ 2022 AFC Objectives (pg. 4)
- VI. ✓ **CONSIDERATION OF CONTINUED REMOTE MEETINGS** (pg. 5)
- VII. ✓ **CONSIDERATION OF REQUEST FROM BERKELEY FOR REVENUE DEDUCTION** (pg. 10)

- VIII. INVESTMENT PERFORMANCE REPORTS – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
- A. [2021 4<sup>TH</sup> Quarter Report](#)
  - B. ✓ Asset Allocation (TBD)
- IX. ADDITIONS TO AGENDA**
- X. CONFIRMATION OF NEXT MEETING**  
Wednesday, May 19, 2022  
9:30 a.m. - TBD
- XI. ✓ 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