



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Wednesday, September 20, 2023
[Zoom Meeting](#)
9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** May 25, 2023 (pg. 1)
- III. ✓ **FINANCIAL REPORTS**
 - A. IRMA Financial Statements (unaudited as of July 31, 2023)
 - B. IRMA Investment Portfolio as of July 31, 2023
 - Portfolio Summary – July 2023
 - C. IRMA Payables for the period 4/1-7/31/23
 - IRMA Payables-Sorted
- IV. ✓ **2024 PERSONNEL REPORT** (pg. 4)
- V. ✓ **PURCHASE OF NEW ACCOUNTING SOFTWARE** (pg. 8)
- VI. ✓ **2024 PRELIMINARY BUDGET** (pg. 12)
- VII. **REVENUE BASE UPDATE** (pg. 23)
- VIII. **INITIAL WITHDRAWN MEMBER RESERVE REFUND – BUFFALO GROVE** (pg. 24)
- IX. **NEW REVERSE CONVICTION CASES AND CONTINGENCY FUND** (pg. 30)
- X. **INVESTMENT PERFORMANCE REPORTS – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
 - A. [2023 2nd Quarter Report](#)
 - B. ✓ Asset Allocation (TBD)
- XI. **ADDITIONS TO AGENDA**
- XII. ✓ **EXECUTIVE SESSION-OPTIONAL FOR DISCUSSION OF CLOSED SESSION MINUTES**
- XIII. ✓ **APPROVAL OF CLOSED SESSION MEETING MINTUES**
 - Review/Discussion – Closed Session Meeting Minutes of May 25, 2023 (To be emailed)
- XIV. **CONFIRMATION OF NEXT MEETING**

Thursday, November 16, 2023
9:30 a.m. – Zoom Meeting

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: Michael Braiman, IRMA Chair