

ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Tuesday, February 18, 2025
[Zoom Meeting](#)
9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** November 14, 2024 (pg. 1)
- III. ✓ **APPOINTMENT OF VICE CHAIR**
- IV. **WELCOME TO THE 2025 ADMINISTRATION & FINANCE COMMITTEE**
 - A. [2025 Administration & Finance Committee Members & Terms](#)
 - B. [2025 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. [Rate Stabilization Policy and Procedure](#)
 - 12. [Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16](#)
- V. ✓ **FINANCIAL REPORTS**
 - A. IRMA Financial Statements (unaudited as of December 31, 2024)
 - B. IRMA Investment Portfolio as of December 31, 2024
 - Portfolio Summary - December 2024
 - C. IRMA Payables for the period 10/01-12/31/24
 - IRMA Payables-Sorted
- VI. **FINANCIAL OVERVIEW** (pg. 3)
- VII. ✓ **INVESTMENT ADVISOR RFQ** (pg. 6)
- VIII. ✓ **REVENUE FROM PENALTIES** (pg. 38)
- IX. **ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**
 - A. ✓ 2024 Objectives Accomplishments (pg. 39)
 - B. ✓ 2025 AFC Objectives (pg. 40)

- X. **INVESTMENT PERFORMANCE REPORTS – GODING** (Posted on IRMA Website under Publications/IRMA Reports)
 - A. [2024 4TH Quarter Report](#)
 - B. ✓ Asset Allocation (TBD)

- XI. **ADDITIONS TO AGENDA**

- XII. **CONFIRMATION OF NEXT MEETING**
 - Thursday, May 22, 2025
 - 9:30 a.m. – Via Zoom

- XIII. ✓ **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: Jason Bielawski, IRMA Chair