



# CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

## 2010 BUSINESS CALENDAR

### January

- Claims Audit in process
- Distribution of Executive Committee Agenda - 01/14/2010
- Executive Committee Meeting - 01/21/2010

### February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/16/2010 - 02/19/2010)
- Deadline for Members to submit Agenda items for March Meeting - 02/25/2010

### March

- Distribution of Board of Directors Meeting Agenda - 03/11/2010
- Board of Directors Meeting - 03/18/2010
  - Claims Audit Presentation
- Annual Meeting Room Requests
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values

### April

- FPPC Form 700 Filing Deadline April 1
- Distribution of Executive Committee Meeting Agenda - 04/08/2010
- Executive Committee Meeting - 04/15/2010
  - Bi-annual review of staff salaries and benefits
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- Deadline for Members to submit Agenda items for April Meeting - 04/07/2010
- Distribution of Board of Directors Annual Meeting Agenda- 04/21/2010
- Board of Directors Annual Meeting - 04/28/2010 - 04/30/2010
  - Commercial Insurance Renewals
  - Bi-annual Review of Staff Salaries and Benefits
  - Proposed Budget for 2010-2011

### May

- Return Certificate of Coverage Renewals Lists to Staff
- Deadline for Members to submit Agenda items for June Meeting - 05/27/2010

### June

- Distribution of Board of Directors Meeting Agenda - 06/11/2010
- Board of Directors Meeting - 06/17/2010
  - Bi-annual election of President and Vice President
  - Election of Executive Committee Members
- Certificates of Coverage Renewals mailed to certificate holders
- Risk Management Plan Revisions
- Requests for reimbursement of liability training expenses due by June 30

## July

- Distribution of Executive Committee Meeting Agenda - 07/08/2010
- Executive Committee Meeting - 07/15/2010
- General Liability Premiums Billed
- Auto Physical Damage Program Premiums Billed
- Property Program Premiums Billed
- Boiler & Machinery Premiums Billed

## August

- Financial Audit in process
- Actuarial Study in process

## September

- Distribution of Executive Committee Agenda - 07/03/2010
- Executive Committee Meeting - 07/10/2010
- CAJPA Conference 09/08/2010 - 09/10/2010
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Deadline for Members to submit Agenda items for October Meeting - 09/29/2010

## October

- Distribution of Board of Directors Meeting Agenda - 10/13/2010
- Board of Directors Meeting - 10/20/2010 -10/21/2010
  - Financial Audit Presented
  - Approval of Annual Meeting and Holiday Calendars
  - Annual Review of Investment Policy
  - Bi-annual Review of Conflict of Interest Code (even numbered years)

## November

- Distribution of Executive Committee Meeting Agenda - 11/11/2010
- Executive Committee Meeting - 11/18/2010
- Deadline for Members to submit Agenda items for December Meeting - 11/23/2010

## December

- Distribution of Board of Directors Meeting Agenda - 12/09/2010
- Board of Directors Meeting - 12/16/2010
  - Annual Report Presented
  - Actuarial Study Presented
- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/31/2010