



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

2012 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda - 01/12/2012
- Executive Committee Meeting - 01/19/2012

February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/14/2012 - 02/17/2012)
- Deadline for Members to submit Agenda items for March Meeting - 02/24/2012

March

- Distribution of Board of Directors Meeting Agenda - 03/08/2012
- Board of Directors Meeting - 03/15/2012
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Distribution of Summary of Boiler & Machinery Values

April

- FPPC Form 700 Filing Deadline April 1, 2012
- Distribution of Executive Committee Meeting Agenda - 04/12/2012
- Executive Committee Meeting - 04/19/2012
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- Annual Meeting Room Requests
- Deadline for Members to submit Agenda items for Annual Meeting - 04/27/2012
- Return APD, Property and Boiler & Machinery Renewals Lists to Staff

May

- Distribution of Board of Directors Annual Meeting Agenda- 05/09/2012
- Board of Directors Annual Meeting - 05/16/2012 - 05/18/2012
 - Commercial Insurance Renewals
 - Proposed Budget for 2012-2013
 - Claims Audit Presentation
 - AB 1234 Ethics Training (even numbered years)

- Bi-Annual Review of Conflict of Interest Code (even numbered years)
- Return Certificate of Coverage Renewals Lists to Staff

June

- Deadline for Members to submit Agenda items for June Meeting – 06/01/2012
- Distribution of Board of Directors Meeting Agenda – 06/14/2012
- Board of Directors Meeting – 06/21/2012
 - Bi-annual election of President and Vice President (even numbered years)
 - Election of Executive Committee Members
 - Bi-annual Review of Conflict of Interest Code (even numbered years)
- 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 – 07/12/2012
- Executive Committee Meeting – 07/19/2011
- 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 – 09/13/2012
- Executive Committee Meeting – 09/20/2012
- CAJPA Conference 09/18/2012 – 09/21/2012

October

- Deadline for Members to submit Agenda items for October Meeting – 10/05/2012
- Distribution of Board of Directors Meeting Agenda – 10/11/2012
- Board of Directors Meeting – 10/18/2012
 - Financial Audit Presented
 - Approval of Annual Meeting and Holiday Calendars
 - Bi-annual Appointment of Treasurer (even numbered years)

November

- Distribution of Executive Committee Meeting Agenda – 11/08/2012

- Executive Committee Meeting - 11/15/2012

December

- Deadline for Members to submit Agenda items for December Meeting - 11/30/2012
- Distribution of Board of Directors Meeting Agenda - 12/13/2012
- Board of Directors Meeting - 12/20/2012
 - Annual Report Presented
 - Actuarial Study Presented
 - Annual Review of Investment Policy
- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/31/2012