



Illinois Municipal Retirement Fund

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Service Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 498

Date: January 30, 2003

To: All Authorized Agents

Subject: 2002 Election Results
2003 Board Officers
Appointment of Employee Trustee

2002 Election results

In 2002, IMRF conducted an Executive Trustee Election. The results of the election were certified at the Board's December meeting. Results are as follows:

Executive Trustee Results

R. Steven Sonnemaker	1,129
Other (write in)9
Spoiled Ballots23
Total votes cast	1,161

Mr. Sonnemaker began his third term as an IMRF Executive Trustee on January 1, 2003. The term of office will run through December 31, 2007.

2003 Board officers

At its January meeting, the IMRF Board of Trustees elected the following new Board officers for 2003:

President — Max F. Bochmann
Vice President — W. Thomas Ross
Secretary — Martha H. Rademacher

Enclosed with this memo are replacement pages listing the 2003 IMRF Board of Trustees. Please replace the existing Title and Board pages in your Manual for Authorized Agents with the enclosed pages.

Appointment to the Board

Also at the Board's January 2003 meeting, the Board appointed Rita Miotti as an Employee Trustee to fill a vacancy on the Board. (Former Trustee Julie Newell left the Board because she no longer works for an IMRF employer.) Mrs. Miotti previously served as an IMRF Employee Trustee from 1995 through 1999. Her current term runs from January 24, 2003, through December 31, 2003.

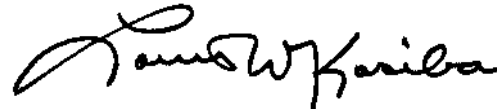
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2003 Trustee elections

Later this year, IMRF will conduct an Employee Trustee election to elect one Employee Trustee who will complete the balance of the vacant term of office. The new Employee Trustee's term of office will run from January 1, 2004, through December 31, 2005.

IMRF will also conduct an Executive Trustee election this year. Executive Trustee John Novak will complete his term of office on December 31, 2003.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with a large initial "L" and "K".

Louis W. Kosiba
Executive Director

Enc. 2003 title page, Authorized Agents Manual
2003 Board of Trustee page, Authorized Agents Manual



Illinois Municipal Retirement Fund

Manual For Authorized Agents 2003

Issued by Authority of the Board of Trustees of the
Illinois Municipal Retirement Fund
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Springfield, IL

Member Service Representatives: 1-800-ASK-IMRF
(1-800-275-4673, 7:30 A.M. to 5:30 P.M. Monday through Friday)
www.imrf.org



IMRF Mission Statement, Vision, and Values

IMRF Mission Statement

It is the mission of this Fund to efficiently and impartially develop, implement, and administer programs that provide income protection to members and their beneficiaries on behalf of participating employers in a prudent manner.

Adopted September 26, 1991

IMRF Vision

To be the best provider of retirement services for public employees in the State of Illinois.

IMRF Values

HonestyBe truthful in what you think, say and do

AccuracyWhat you do affects the lives of others

EmpathyBe aware of the feelings of others

AccountabilityAnswer for one's conduct and obligations

CourageConfront new ideas and to change



2003 IMRF Board of Trustees

Executive Trustees

Elected by Participating Units of Governments (IMRF Employers)

John Lotus Novak		DuPage County
W. Thomas Ross	Vice President	Winnebago County
Martha H. Rademacher	Secretary	Park District Risk Management Agency
R. Steven Sonnemaker		Peoria County

Employee Trustees

Elected by Participating Members (Employees who participate in IMRF)

Max F. Bochmann	President	Naperville CUSD #203
Rita J. Miotti		Village of Matteson
Marvin R. Shoop, Jr.		City of Peoria

Annuitant Trustee

Elected by IMRF Annuitants (Individuals receiving IMRF retirement benefits)

Sharon U. Thompson	(formerly) Lee County
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Quick Reference Guides to assist Authorized Agents

1. Procedure Check Lists

- Use the checklists as a **reference document** only, or
- Photocopy the checklists to complete and put in a member's file
- Order more checklists via Form 2.50, or
- Print additional copies via IMRF's website: www.IMRF.org/pubs/lists.htm

Page

- 1. **Should this Employee Be Enrolled?**
- 3. **Steps for Enrolling Employees in IMRF**
- 5. **Termination Check List**
- 7. **Disability Check List**
- 9. **Retirement Application Check List**
- 11. **Death Benefit Check List**

2. Forms Charts

- Indicate what form(s) should be used for specific situations.

- We suggest you refer to both the Check List and Forms Chart to ensure that all documentation/information needs are met.

Page

13. Current Year Reporting forms

- When a member enrolls in IMRF
- Correction/change to IMRF member record

14. • Reporting employer and member earnings and contributions
- Member is taking leave of absence
 - Reporting service for members paid irregularly
 - Reporting seasonal leave
 - Termination of IMRF participation status

15. Application for Benefits

- When a member retires
- When a member stops participating in IMRF

16. • Death of a member
- Member becomes disabled

Page

17. Reporting/changing service or wages for a PRIOR year

- Member's wages and/or contributions were reported in error
- Member was reported as Regular IMRF, should have been reported as SLEP
- Member wants to convert military service to IMRF service credit
- Member wants to repay a separation refund
- Member wants to purchase retroactive service

18. • Member wants to purchase omitted service
- Member wants to purchase prior service
 - Member wants to purchase out-of-state service
 - General Assembly member wants to purchase service earned as an elected official
 - ECO member wants to convert existing Regular or SLEP service to ECO service
 - Member payment for past service