



CALIFA BOARD MEETING

Minutes

December 8, 2017

Ontario Public Library

I. Call to Order

The meeting was called to order at 1:01 p.m.

A. Introductions/Quorum

Califa Board:

Helen McAlary
Michelle Perera
Hillary Theyer
Eve Melton (Phone)
Sara Jones
Maryruth Storer
Sandy Hirsh
Heather Cousin (Phone)

Califa Staff:

Paula MacKinnon
Wayne Walker
Andrew Yon

Guests:

Derek Wolfgram (PLS)
John Smith (Luma Consulting)
Susan Hildreth (Califa Consultant)

B. Approval of December 8, 2017 Agenda. MSP: Theyer / McAlary

C. Approval of October 27, 2017 Minutes. MSP: Hirsh / Theyer

II. Old Business

A. Election of Officers

Sara Jones nominated to remain President through FY 18/19. Hillary Theyer nominated to remain Vice-President through FY 18/19. **MSP: McAlary / Hirsh**

A Bylaws Review Committee of Helen McAlary and Heather Cousin was established.

A nomination committee of Michelle Perera and Sara Jones (temporarily) for new FY 18/19 Board officers was established



III. Next Meeting. Agenda Building.

A. 16/17 Financial Statements through 6/30/2017

Andrew Yon provided a review of the 16/17 Financial Statements through 6/30/2017.

B. 17/18 Financial Statements through 11/30/2017

Andrew Yon provided a review of the 17/18 Financial Statements through 11/30/2017.

C. 16/17 Califa Audit Report: Letter to the Board

Andrew Yon provided a review of the 16/17 Califa Audit Report Letter to the Board.

D. 16/17 Califa Audit Report

Andrew Yon provided a review of the 16/17 Califa Audit Report.

E. Califa Investment Report

Andrew Yon provided a review of the Califa Investment Report.

F. Income Tax 2016

Andrew Yon provided a review of the Califa 2016 Income Tax filing.

III. New Business

A. Update on Management & Staffing Plan – Luma Consulting

John Smith of Luma Consulting provided a short review of the final recommendations of the Califa Management and Staffing Plan previously presented to the Board. The final recommendation was for Califa to submit an RFP to solicit bids from both a Professional Employment Organization to handle HR and benefits and an Accounting Firm to handle accounting and CFO duties. Paula MacKinnon provided an overview of the 2 RFPs published to the field for both purposes with responses due by 12/15/2017. The current transition plan is to transition to a PEO by April 1, 2018, and transition to an accounting organization by July 1, 2018.

B. PLS/CALIFA Contract Extension Discussion

The recommendation was made to propose to PLS an extension of the current PLS contract for one additional month. **MSP: McAlary / Hirsh**



C. Transition Planning

A recommendation was discussed to accept the Luma recommendation of Option 3 (transition to a Professional Employment Organization to handle HR and benefits and an Accounting Firm top handle accounting and CFO duties) with the exact timeline to be worked out in negotiations with PLS. **MSP: Theyer / Hirsh**

III. Next Meeting. Agenda Building.

A. Next meeting

January 25, 2018 @ 2pm – 4pm – Phone meeting

B. Agenda Building

- 1.) RFP responses,
- 2.) Additional Executive Director recruitment
- 3.) Nomination Committee update.
- 4.) Potential Bylaw changes
- 5.) PLS Contract update/next steps
- 6.) Board director elections / recruitment