



Southern California Library Cooperative  
Executive Committee Meeting  
Wednesday, January 25, 2023  
1:00-2:00pm  
Virtual

Join Zoom Meeting  
<https://us02web.zoom.us/j/85876665491?pwd=ZmFFNzFhV205VTViZDNmL2RrYXpidz09>  
Meeting ID: 858 7666 5491  
Passcode: 408826

### AGENDA

All items may be considered for action.

1. Opening Gary Shaffer
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Comment Gary Shaffer

*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
  
3. Consent Calendar Gary Shaffer

(ACTION)

*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*

  - a. Minutes from the November 30, 2022 Executive Committee meeting.
  
4. Adoption of the Agenda Gary Shaffer
  
5. SCLC Personnel Update Gary Shaffer

(DISCUSSION)

Southern California Library Cooperative  
254 North Lake Avenue #874 • Pasadena, California 91101  
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Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)

6. Budget Status Report FY2022/23  
(DISCUSSION) Andy Beck
7. PLSEP FY2022/23 Grant Update  
(DISCUSSION) Wayne Walker
8. Strategic Plan Update  
(DISCUSSION) Elizabeth Goldman
9. PressReader and Los Angeles Times  
(DISCUSSION) Gary Shaffer
10. Other Gary Shaffer  
*"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.  
2 minutes*
11. Adjournment Gary Shaffer



ACTION ITEMS

Meeting: \_\_\_\_\_ SCLC Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ January 25, 2023 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain



Southern California Library Cooperative  
Executive Committee Meeting  
Wednesday, November 30, 2022  
1:00-2:30pm  
Hybrid Meeting  
Whittier Central Library  
7344 Washington Ave., Whittier, CA 90602

Minutes draft

**Attendance**

Addington, Jennifer – Palos Verdes  
Billings, Cathy – South Pasadena  
Broman, Susan – LAPL  
Goldman, Elizabeth – Burbank  
Herbert, Mark – El Segundo  
Shaffer, Gary – Glendale  
Torres, Anita – Pomona  
Walker-Lanz, Jesse – LACo

**Other**

Graver, Lori – SCLC  
Shapiro, Caryn - SCLC  
Snodgrass, Nerissa – SCLC  
Walker, Wayne – SCLC

**Absences**

None

1. Opening Gary Shaffer  
Meeting called to order at 1:03pm.
2. Public Comment Gary Shaffer  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None.

3. Consent Calendar Gary Shaffer  
(ACTION)  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
- a. Minutes from the October 26, 2022 Executive Committee meeting.  
MSP (Walker-Lanz/Herbert) to pass the Consent Calendar.  
6 yes, 0 no, 0 abstain
4. Adoption of the Agenda Gary Shaffer  
Chairs adopts the Agenda, without objection.
5. SCLC Controller update Gary Shaffer/Wayne Walker  
(DISCUSSION)  
Carol Dinuzzo, SCLC Controller, accepted a position outside of SCLC in August leaving the position vacant. The Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties on a temporary basis. In early September an agreement was entered into with contractor Caryn Shapiro, CPA, to assist with the Controller duties for a period of up to 3 months at \$72 per hour (non-benefitted) up to 40 hours per week. In addition, the Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement for accounting consulting purposes with one of SCLC's sister cooperatives on an as-needed basis. An agreement was entered into with the Pacific Library Partnership (PLP) at \$150 per hour through December 2022. Recruitment for the permanent Controller was launched on October 7th, with application deadline of November 7th. Multiple applications were received and the process to review and evaluate the pool of candidates has begun. Caryn Shapiro, CPA contractor agreement value not to exceed \$37,440. PLP contract agreement value not to exceed \$12,000.
6. Budget Status Report FY2022/23 Caryn Shapiro  
(DISCUSSION)  
All approved CLSA allocations and current grant awarded amounts have been approved. Membership Dues have been collected at 90%. Rollover CLSA Funds are being expended. Grant Funds have been received. At this stage in the fiscal year, most expenditures have been personnel related along with a few operational costs. Potential shortfall in revenue for the current fiscal year. No additional payment to be made into the Pension

Liability fund. The Audit and Finance Committee will re-assess at their meeting on February 2, 2023.

7. Strategic Plan Update Elizabeth Goldman  
(DISCUSSION)

FY2022/23 activities identified in the Plan are:

Segment 1: Executive Director

- Hire an Executive Director (ED)

Segment 2: Transparency •

- Develop SCLC 101 guide to the organization
- Explain budget and revenue sources as part of SCLC 101

Segment 3: Planning •

- Review the SCLC mission and vision
- Conduct an annual membership survey
- Hold an annual planning session

Segment 4: Member library engagement

- Review and expand staff-driven interest groups
- Provide report on interest groups to Administrative Council

An ad hoc committee for the ED is wrapping up its work. The new ED will develop SCLC 101, responding to Segments 1 and 2. Two new ad hoc committees are proposed to respond to Segments 3 and 4. For Segment 3, Planning, the ad hoc committee should consist of AC members. For Segment 4, the ad hoc committee could partly or primarily be made up of SCLC member library staff who participate in interest groups, with an AC member serving as chair and/or liaison to the AC. Both committees would have a term of service of December 2022-June 2023.

8. PressReader and Los Angeles Times Gary Shaffer  
(DISCUSSION)

In September of 2021, SCLC enter into an agreement with Baker & Taylor (B&T) in the amount of \$632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. July 1, 2022, the LA Times was abruptly removed from the platform without notice. SCLC later learned that this was at the direction of the LA Times. PressReader and Baker & Taylor were not made aware of this removal until it occurred.

At the August 24th Administrative Council meeting the following actions were approved in order for SCLC to approach the LA Times directly in an effort to convince them to re-enter the PressReader platform:

- 1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times.
- 2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of

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revenue we provide them, and asking them to please enter into negotiations with PressReader.

3) Conduct any follow up negotiations with the LA Times.

The survey was distributed to and completed by all SCLC members libraries. A letter was drafted by the Council Chair and shared with member libraries for feedback and to provide each of their signatures for the final copy of the letter. Shaffer made appeal for outstanding signatures to be submitted by Directors.

Baker & Taylor has updated SCLC staff that talks are still ongoing between PressReader and the LA Times concerning this issue, but no details were made available.

Other

Gary Shaffer

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SCLC is closing the Deposit Accounts, monies held for jurisdictions in a dedicated bank account. Contact Walker for balances and to request dispersal of funds.

SCLC received a federal summons filed by an individual named Arogant Hollywood. Dozens of additional defendants, mostly public agencies, are named on the court filing. The case is expected to be dismissed.

9. Adjournment

Gary Shaffer

MSP (Addington/Billings) to adjourn meeting at 1:24pm.



EC Agenda Item 05

DATE: January 25, 2023  
TO: Executive Committee  
FROM: Gary Shaffer, Administrative Council Chair  
SUBJECT: SCLC Personnel Update – (DISCUSSION)

**BACKGROUND:** Last year, both the Executive Director and Controller positions became vacant, requiring SCLC to launch recruitments for both positions. By the end of the calendar year, SCLC was successful in finalizing the candidate for each position. Christine Powers was hired as the Executive Director, starting on January 1, 2023. Andy Beck was hired as the Controller, and started on January 9, 2023.

Special thanks to Kelly Behle (Simi Valley), Hilda LohGuan (Alhambra), Paymaneh Maghsoudi (Whittier), and Jennifer Patterson (Thousand Oaks), for serving on the Recruitment Committee to assist in securing SCLC's Executive Director. Additionally, special thanks to Glynis Fitzgerald, Executive Director of the Black Gold Library Cooperative, and Andrew Yon, Controller of the Pacific Library Partnership, for serving on the Controller hiring interview panel.

**FISCAL IMPACT:** It is anticipated that the overall expenses for staff salaries in this fiscal year will be lower than what was approved for the FY 22-23 budget.

**RECOMMENDATION:** Informational

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DATE: January 25, 2023  
TO: SCLC Executive Committee  
FROM: Andy Beck, Controller  
SUBJECT: Budget Status, FY2022/23 – (DISCUSSION)

**BACKGROUND:** The Budget Status Report for Fiscal Year 2022/23 is attached for your review and reflects the reconciled bank statements through December 31, 2022.

**REVENUE:** All approved CLSA allocations have been received and current grants awarded are reflected in the Budget Status Report. Membership Dues remain collected at 90%. Rollover CLSA Funds are being expended. The PLSEP 22/23 grant has been approved, but funds have yet to be received.

**EXPENSES:** Grant expenses have been updated to reflect the cost of the Digital Navigators and the Home Connectivity Kits grants.

**FISCAL IMPACT:** Salaries and wages are at 35% of the budget due to the vacancies in personnel, with total personnel expenses at 43% of the budget.

**RECOMMENDATION:** Informational

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REVENUES/EXPENSES	Approved Budget FY 22/23	Prior Year	Current Year to Date Actuals	Balance	%	Notes
<b>REVENUE</b>						
						Unrealized
CLSA Communications & Delivery	\$ 563,338	\$ 568,881	\$ 563,338	\$ -	100%	Received
CLSA System Administration	\$ 343,401	\$ 342,926	\$ 343,401	\$ -	100%	Received (SCLC portion \$140,833)
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,395,065	\$ 1,253,002	\$ 2,111,022	37%	Actual grants awarded
Grant Indirect (All Systems)	\$ 286,970	\$ 271,409	\$ 75,447	\$ 211,523	26%	Actual grants awarded
Grant Staffing (All Systems)	\$ 94,078	\$ 90,641	\$ 64,840	\$ 29,238	69%	Actual grants awarded
SCLC Member Dues	\$ 210,681	\$ 203,984	\$ 191,235	\$ 19,446	91%	Approved 03/15/2022
SCLC Califa Memberships	\$ 13,590	\$ 13,320	\$ 11,430	\$ 2,160	84%	Approved 03/15/2022
Investment Income	\$ 18,750	\$ 18,750	\$ 15,844	\$ 2,906	85%	Projected FY22/23
<b>TOTAL REVENUE</b>	<b>\$ 4,894,832</b>	<b>\$ 4,904,976</b>	<b>\$ 2,518,537</b>	<b>\$ 2,371,229</b>		
Unrestricted	\$ 953,880	\$ 927,710	\$ 690,767	\$ 263,113		Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 3,963,946	\$ 1,816,340	\$ 2,111,022		CLSA and Grant Passthrough Funds
<b>EXPENDITURES</b>						
<b>Personnel Services</b>						See Unrestricted Revenue - line 16
Salaries & Wages	\$ 652,945	\$ 589,377	\$ 227,525	\$ 425,420	35%	SCLC Staff
Retirement Benefits	\$ 71,453	\$ 68,050	\$ 17,886	\$ 53,567	25%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 48,000	\$ 14,879	\$ 35,401	30%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 76,800	\$ 23,082	\$ 57,366	29%	Actuals
Dental/Vision	\$ 6,552	\$ 6,552	\$ 2,417	\$ 4,135	37%	Ameritas
Life Insurance	\$ 1,224	\$ 1,224	\$ 509	\$ 715	42%	Dearborn
CalPERS Unfunded Accrued Liability	\$ 154,223	\$ 133,737	\$ 152,775	\$ 1,448	99%	CalPERS - Annual Prepayment
Other Personnel Expenses	\$ 3,101	\$ 3,101	\$ 3,364	\$ (263)	108%	Worker's Comp / Payroll taxes
<b>Personnel Service Subtotal</b>	<b>\$ 1,020,225</b>	<b>\$ 926,841</b>	<b>\$ 442,437</b>	<b>\$ 577,788</b>	<b>43%</b>	
<b>Operating Expenses</b>						
Office space Lease	\$ 32,000	\$ 32,000	\$ 12,858	\$ 19,142	40%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 65,000	\$ 54,045	\$ 10,955	83%	Legal, Payroll/HR, Consulting, etc. (Unrestricted)
Telecommunications	\$ 30,000	\$ 30,000	\$ 3,374	\$ 26,626	11%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 66,000	\$ 38,044	\$ 28,456	57%	Reliant (CLSA)
Audit Fees	\$ 12,200	\$ 12,270	\$ 9,760	\$ 2,440	80%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479	\$ 3,479	\$ 3,744	\$ (265)	108%	Keeper, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 8,500	\$ 2,190	\$ 6,310	26%	Office Supplies, Printing, etc. (Unrestricted)
eResources	\$ 445,338	\$ 137,180	\$ -	\$ 445,338	0%	\$368,435 PressReader; \$1,212 Gale Archives; \$75,691 TBD
Memberships	\$ 14,500	\$ 14,500	\$ 13,590	\$ 910	94%	Califa, CLA, etc. (Unrestricted)
Travel & Conferences	\$ 15,000	\$ 10,000	\$ 2,588	\$ 12,412	17%	Travel for meetings, conference, and audit (Unrestricted)
Postage	\$ 800	\$ 800	\$ 675	\$ 125	84%	
Other	\$ 350	\$ 350	\$ 954	\$ (604)	273%	Bank Analysis Fees
<b>Operating Expenses Subtotal</b>	<b>\$ 693,667</b>	<b>\$ 380,079</b>	<b>\$ 141,822</b>	<b>\$ 551,845</b>	<b>20%</b>	
<b>Grant Expenses</b>						Passthrough Funds
Grant Projected Expenses	\$ 3,364,024	\$ 3,187,565	\$ 1,276,196	\$ 2,087,828	38%	Projected FY22/23 - Actual grants pending
<b>Grant Expenses Subtotal</b>	<b>\$ 3,364,024</b>	<b>\$ 3,187,565</b>	<b>\$ 1,276,196</b>	<b>\$ 2,087,828</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,077,916</b>	<b>\$ 4,494,485</b>	<b>\$ 1,860,455</b>	<b>\$ 3,217,461</b>	<b>37%</b>	
<b>Surplus (Deficit)</b>	<b>\$ (183,084)</b>	<b>\$ 410,491</b>	<b>\$ 658,082</b>	<b>\$ (846,232)</b>		

SCLC FY2022/23  
Budget Status  
December 31, 2022

**SCLC ACCOUNT BALANCES**

As of December 31, 2022	\$ 2,103,776		Pacific Western Bank
As of December 31, 2022	\$ 1,839,072		Local Agency Investment Fund (LAIF)
As of September 30, 2022	\$ 82,304		California Employer's Pension Prefunding Trust (CEPPT)

**SCLC MEMBER DEPOSIT ACCOUNT**

As of December 31, 2022	\$ 131,542		Pacific Western Bank
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**CARRY OVER CLSA FUNDS**

**FY2020/21 CLSA Communications & Delivery - Projected (Restricted)**

	Estimated	Expended	Balance	Notes
E-Resources	\$ 65,848	\$ -	\$ 65,848	Reallocation from Resource Sharing per CLSB 10/5
Resource Sharing	\$ -	\$ -	\$ -	Digilabs - Approved on 10/5 by CLSB E-Resources
Delivery	\$ -	\$ -	\$ -	Reliant
Telecommunication	\$ -	\$ -	\$ -	TBD
<b>Total Estimated Carry Over</b>	<b>\$ 65,848</b>	<b>\$ -</b>	<b>\$ 65,848</b>	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software

**FY2021/22 CLSA Communications & Delivery - Projected (Restricted)**

	Estimated	Expended	Balance	Notes
E-Resources	\$ 288,419	\$ -	\$ 288,419	To be allocated
Resource Sharing	\$ 35,000	\$ -	\$ 35,000	Digilabs - to be reallocated?
Audit	\$ 6,905	\$ 6,905	\$ -	To be used toward finalized audit reports
Delivery	\$ 22,013	\$ 22,013	\$ -	To be used toward future delivery expenses
Telecommunication	\$ 21,742	\$ 3,374	\$ 18,368	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
<b>Total Estimated Carry Over</b>	<b>\$ 374,079</b>	<b>\$ 32,292</b>	<b>\$ 341,787</b>	



EC Agenda Item 07

DATE: January 25, 2023  
TO: Executive Committee  
FROM: Wayne Walker – Deputy Director  
SUBJECT: PLSEP 22/23 Grant Update – (DISCUSSION)

**BACKGROUND:** Each year the CA State Library offers the Public Library Staff Education Program (PLSEP) Grant to cooperative systems. The grant offers tuition reimbursement to library staff currently enrolled in classes working towards a library degree. The application period to manage the FY22/23 PLSEP grants ran through December. The Federal grant awards system SAM.gov no longer recognizes the DUNS number assigned to each system and now requires each system to register for a Unique Entity Identification (UEI) number, even if an entity is registering to be a sub awardee through the CA State Library. Only SCLC met the minimum requirements to be validated as an entity with SAM.gov in order to be assigned a UEI. The other 4 systems SCLC manages do not currently have the proper documentation available to verify a physical business address to be validated and assigned a UEI.

SCLC staff worked with the State Library to join all 5 systems applications under SCLC to be managed by SCLC as one larger grant. The CA State Library is looking to make the PLSEP grant program one comprehensive grant combining all systems to be managed by one single fiscal and administrative agent, versus the grant being assigned currently system by system.

**FISCAL IMPACT:** \$332,248 total grant value, of that \$20,250 for SCLC Staff Time and \$30,750 for Indirect will go to SCLC if the grant is fully expended.

**RECOMMENDATION:** Informational

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DATE: January 25, 2023  
TO: Executive Committee  
FROM: Gary Shaffer, Administrative Council Chair  
SUBJECT: PressReader Update and Next Steps – (DISCUSSION)

**BACKGROUND:** In September of 2021, SCLC enter into an agreement with Baker & Taylor (B&T) in the amount of \$632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. On July 1, 2022, the Los Angeles (LA) Times was abruptly removed from the platform without notice. SCLC later learned that this was at the direction of the LA Times. PressReader and Baker & Taylor were not made aware of this removal until it occurred.

At the August 24<sup>th</sup> Administrative Council meeting the following actions were approved in order for SCLC to approach the LA Times directly in an effort to convince them to re-enter the PressReader platform:

- 1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times.
- 2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of revenue we provide them, and asking them to please enter into negotiations with PressReader.
- 3) Conduct any follow up negotiations with the LA Times.

The survey was distributed to and completed by all SCLC members libraries. A letter was drafted by the Council Chair and shared with member libraries for feedback and to provide each of their signatures for the final copy of the letter.

Baker & Taylor has updated SCLC staff that talks are still ongoing between PressReader and the LA Times concerning this issue, but no details were made available.

Subsequent to our last meeting and after nearly all signatures were collected and the letter finalized, the directors of Los Angeles Public Library and Los Angeles County Library, have graciously offered to intercede on behalf of the Administrative Council and make our case to the LA Times. We are hopeful for an update by the time this report is presented.

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FISCAL IMPACT: There is no additional fiscal impact at this time, as the contract has already been approved using grant funds from a previous year.

RECOMMENDATION: Informational



**SCLC Meeting Dates**

**2022/23**

*Approved 05252022*

*Updated 10212022*

**Friday, July 22, 2022 - Special**

4:00pm Executive Committee

Via Zoom

**Wednesday, August 24, 2022**

1:00pm Executive Committee

2:15pm Administrative Council

Alhambra

**Wednesday, October 26, 2022**

1:00pm Executive Committee, only

Glendale

**Wednesday, November 30, 2022**

1:00pm Executive Committee

2:15pm Administrative Council

Whittier

**Wednesday, January 25, 2023**

1:00pm Executive Committee, only

Via Zoom

**Wednesday, March 22, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

Signal Hill

**Wednesday, May 24, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

*Location TBD*