



**Accola Executive Committee
Monday, January 6, 2025
4:00 – 5:00 pm
Zoom Virtual Meeting**

In Attendance: Kevin Berg; Anita S. Duckor, CSJ-C; Steve Kenney; Mary Lydon; Brian Mallaro; Susan Oeffling, CSJ; Joel Rainville; Jean Wincek, CSJ; Jill Underdahl, CSJ; Anne Weyandt

Staff: Matt Halley; Lacy Sietsema

The Accola Executive Committee convened on Monday, January 6, via Zoom. Chair Kevin Berg called the meeting to order at 4:01 p.m.

Discussion: Proposed Financial & Operations Leadership Model

Matt explained that this Special Executive Committee Meeting is being held to discuss a proposed financial and operations leadership model. Previously, Accola utilized Province staff and resources to maintain its finances. Accola now has its own in-house finance office, which is being maintained by Tiffany Melnik (consultant – CLA). Matt reviewed some upcoming projects that require greater development. As a result of these projects, Matt would like to hire someone who can take on the responsibilities for both finance and operations. This position would be at the same level as Ralph's position and would report directly to Matt. Matt reviewed the skills required for this position and his belief that Tiffany would be the best fit for this role. He presented his research to the Executive Committee, as well as Tiffany's resume.

There was a discussion about CLA and Tiffany's role. Matt reported that CLA has agreed to waive the buy-out clause in Tiffany's contract. Matt reviewed the budget and stated that while this would be an increase in cost, it would not be a significant one. Brian briefly explained the cash flow from a month to month standpoint and Mary explained how Tiffany was able to develop the Finance Office. Tiffany is acquainted with all of Accola's finances and financial procedures. There was a discussion about future hiring processes. The Executive Committee discussed future projects and how they have been developed. It was pointed out that Tiffany's unique set of skills and her non-profit experience will help develop ideas that the Board might consider viable in terms of organizational sustainability.

There was a discussion about compensation and Board involvement in this process. Matt explained that he does keep track of the administration to program ratio and expressed a need to continue accelerating program growth.

Kevin noted that this hire is ultimately Matt's decision. Matt requested a vote to record support of the Executive Committee. Hearing no further discussion on this topic, Steve moved and Mary seconded to approve the hiring of Tiffany Melnik as Vice President of Finance and Operations. The vote was in favor, with one member voting no.

Adjournment: the meeting adjourned at 5:15 p.m.`

Respectfully Submitted,

Lacy Sietsema, Accola