



# Oxford Preparatory Academy

## Special Meeting of the Board of Directors

### Board Study Session

May 4, 2017  
MINUTES

#### I. PRELIMINARY

##### A. CALL TO ORDER

*The meeting was called to order at 6:32 pm.*

*The Special Meeting of the Board of Directors was held at the OPA-Chino Valley campus located at 5862 C Street, Chino, California. The teleconference of the Board of Directors was held at the OPA-South Orange County (SOC) campus located at 23000 Via Santa Maria, Mission Viejo, California and the OPA-Saddleback Valley campus located at 22882 Loumont Dr., Lake Forest, California.*

##### 1. Roll Call

Members	Present	Absent
Andrew Vestey, Chairman	X	
Sandra Garner, Vice Chair	X	
Albert Diaz, Secretary	X	
Neveen Adly, Treasurer	X	
Sandra Garner, Member	X	

##### 2. Pledge of Allegiance

*The Pledge of Allegiance was led by Andrew Vestey, Chairman.*

##### 3. Approval of Agenda

*Moved (Diaz), second (Tarver), motion carried by a vote of 5-0 to approve the agenda for the Special Meeting of the Board of Directors for May 4, 2017 as presented.*

#### II. OPEN SESSION

##### A. ITEMS SCHEDULED FOR INFORMATION

##### 1. Fraud, Conflict of Interest, and Understanding Non-Profit Financial Statements Training

Dave Ljung from Gilbert Associates

*In keeping with the Board's commitment to full transparency and engaging Governance, Oxford Prep requested Gilbert Associates to provide Effective Nonprofit Governance training to the Board.*

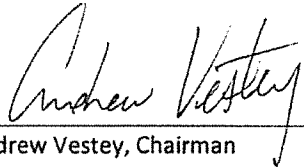
*Mr. Ljung spoke on typical Board of Directors responsibilities, including Duty of Care, Duty of Loyalty and Duty of Obedience. He also shared information regarding Board and Committee Best Practices. This included Board and Committee Composition, Structure, Work Groups, and Consent Items on Agendas.*

*Mr. Ljung spoke on Financial Oversight and Monitoring Tools, including Ten Key Financial Questions you should ask, Financial Statement Shortfalls, Dashboards, and Cash Reserves. Finally, Mr. Ljung reviewed the essentials of Fraud Mitigation and Internal Controls, emphasizing Fundamental Control Activities, including Controlling your Environment.*

**III. ADJOURNMENT**

*Motion (Díaz) and Second (Tarver) to adjourn the Special Meeting. The motion was carried by a unanimous 5-0 vote to adjourn the May 4, 2017 meeting.*

*Mr. Vestey, Chairman, adjourned the Special Meeting of the Board of Directors for May 4, 2017 at 8:12 pm.*



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Andrew Vestey, Chairman



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Albert Diaz, Secretary