

**MINUTES OF THE CROSS-OVER MEETING
OF THE BOARD OF DIRECTORS
GREATER LOS ANGELES CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
(MARCH 25, 2006)**

LOCATION: BEVERLY HILLS COUNTRY CLUB

IN ATTENDANCE: Wendy Sweet, CLM, Michelle Liffman, Robert Santos, Brian Robbins, CLM, Shaun Morrison, Terri Wind, Martha Bernard, Valeda Mercier, Kim Robinson, Sharise Falco, Janan Pitta, CLM, Lydia Tavera, G. Wayne Mitchell, Jean Jewell, Murray Heltzer, Patsy Hinojosa, Ernie Casas, Ken Sweet, Janet Shaw, CLM, Elaine Van Rensburg, Joanne Stillwagon, Patricia Allen, Chris Kochheim, Jim Van Dusen, CLM, Norma Ayala, Sawsan Sharif, Debbie Mogren, Luci Hamilton, Rosela Marin, Angela Ungurean, Steven Jones, Susan Seales, Ilona Reddick

ABSENT: Mary McDonnell, Tanya Russell, Rosanne Caruana, Viviane Abraham, Janet Krause, CLM, Kelly McGehee, Bella Serrano, Iris Stein, LauraRose Tibbin, Carolin Eiliya, Maureen Varnes, CLM, Erin Walsh

Meeting commenced at 8:30 a.m.

I. OPENING REMARKS

Wendy Sweet, CLM

II. INTRODUCTION

Introduction of all incoming and outgoing Board members

Wendy thanked everyone for their participation and reviewed the Board meeting format for future Board members, reminding everyone of the confidentiality of the meetings, antitrust regulations, etc. and that copies of these items would be passed out at the next Board meeting. In the meantime, Wendy reminded us that these are available on our website.

III. PAST PRESIDENT REMARKS

Brian Robbins, CLM

Brian thanked everyone for his experiences and recommended everyone to participate in the Board. Brian spoke regarding serving the membership, patience while serving on the Board, growth issues, the importance of vendors, and letters to employers recognizing the past Board members participation.

Break

IV. 2006-2007 BOARD MEETINGS (Location/Time/Dates)

Wendy spoke with respect to the procedures of Board meetings.

Wendy recommends sticking to the same date every month. Wendy checked with board members re availability. The first Thursday of every month was determined to work for the Board as the monthly meetings. The first meeting will be Wednesday, April 5, at the Beverly Hills County Club at 5:00 p.m. as previously calendared. The next monthly meetings will be held May 11, June 1, July 6, August 3, September 7, October 5, November 2, December 7, January 4, February 1, and March 1. The Westside meetings will be held at Beverly Hills Country Club on the even months of the year and the downtown meetings will rotate between O'Melveny & Myers and Allen Matkins offices on the odd months of the year. The Board meetings will begin at 5:00 p.m. for dinner and the actual meeting is scheduled 5:30 p.m. until 8:30 p.m.

The Executive Committee consists of the President, Vice President, President Elect and Past President.

All meeting hand outs should be copied (40 copies) and three holed punched. Binders will be handed out at the first Board Meeting to each member.

V. 2006-2007 MASTER CALENDAR

Planning the Master Calendar for the next year is a priority. We need to plot out our luncheon meetings for the next year to put on the Master Calendar. Things to plan in advance include the golf tournament (probably in October again), wine tasting tour, casino night, bowling night, etc. Survey results about preferences for different events will be shared at the first board meeting. We will discuss quarterly vendor member mixers in different areas. Section meetings are set either bi-monthly or quarterly – there are 9 sections. These meetings need to be plotted out on a Master Calendar and then we need to adhere to these dates the best we can. Encouragement was given to have every one speak at meetings. Dates should be sent to Mary McDonnell with a cc to the Executive Committee. Wendy is happy to be cc'd on everything. The Secretary will be responsible to post to the Master Calendar on the website.

VI. BOARD POSITIONS – INITIATIVES

Current position descriptions were distributed. It was noted that many of the roles overlap. Many times volunteers are requested during meetings. There are two new positions, Educational Chair and Vice-Chair and Community Relations, which were not included on the handout. All the functional specialist areas should be addressed in some form by way of our educational and luncheon seminars. Public service organizations should be brought to the attention of the Board and voted on which to participate in. The Board members should up date their positions as they evolve. We need to communicate to regional and national officers with respect to what we are doing. We need to conduct surveys and evaluations on each of the meetings. The Membership team will be meeting separately and updating their position description and will submit to the Board. We need to be sure to communicate and follow-up to achieve smooth meetings which will be done

by knowing what each of our roles are. The Board was encouraged to bring on new ideas with respect to our individual roles.

Board members should help to get re-print rights to articles, as well as electronic versions of same, they feel should be included in our issues and submit same to Debbie Mogren.

Break

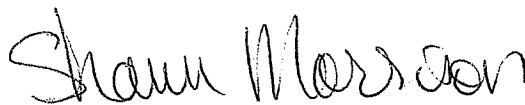
VII. CROSS OVER FILES/DISCUSSIONS

Members broke out to their particular sections to proceed with crossover.

Meeting adjourned at 11:45 a.m.

Dated: April 5, 2005

APPROVED:



SHAUN MORRISON, Secretary