

**MINUTES OF THE BOARD OF DIRECTORS MEETING
GREATER LOS ANGELES CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS
(FEBRUARY 1, 2007)**

LOCATION: BEVERLY HILLS COUNTRY CLUB

MEETING COMMENCED AT 5:47 P.M.

IN ATTENDANCE: Wendy Sweet, CLM, Norma Ayala, Janet Krause, CLM, Joanne Stillwagon, Ernie Casas, Debra Krueger, Terri Wind, Brian Robbins, CLM, Mary McDonnell, Elaine Van Rensberg, Shaun Morrison, Patsy Hinojosa, Tanya Russell, Jean Jewell, CLM, Murray Heltzer, Wayne Mitchell, Kim Robinson, Janan Pitta, CLM, Chris Kochheim, Jim Van Dusen, CLM, Debbie Mogren, Kelly McGehee, Erin Walsh, Valeda Mercier, Ken Sweet, Robert Santos, Michelle Liffman, Joanne Stillwagon, Norma Ayala

ABSENT: Rosanne Caruana, Viviane Abraham, Bella Serrano, Carolin Eiliya, LauraRose Tibbin, Luci Hamilton, Maureen Varnes, CLM, Sawsan Sharif, Martha Bernard, Lydia Tavera, Sharise Falco, Janet Shaw, CLM

AGENDA TOPICS:

I. Minutes (Morrison)

- A. September 7, 2006. Brian motioned for the Minutes to be approved. The motion was seconded by Murray. The Board voted and approved the motion.
- B. September 29, 2006 (Retreat). After Norma's and Erin's descriptions are inserted, Norma motioned for the Minutes to be approved. The motion was seconded by Tanya. The Board voted and approved the motion.
- C. November 2, 2006. Tanya motioned for the Minutes to be approved. The motion was seconded by Terri. The Board voted and approved the motion.
- D. December 5, 2006. Murray motioned for the Minutes to be approved. The motion was seconded by Joanne. The Board voted and approved the motion.

II. President-Elect's Report (Liffman)

- A. President's Checklist Items.
 - (a) Platinum status revised (W. Sweet). Wendy informed the Board that due to a technicality (we were late in submitting approval for new members in April and May of 2006), the chapter would receive gold status rather than platinum.

- (b) Report on Awards submissions. The chapter was not eligible to submit for the membership brochure since we placed first last year. The chapter did submit for recruiting and retention, vendor relations, newsletter, and education. The awards ceremony will be held at the annual conference. It was also noted that the chapter budgeted for and raffled off an attendance for the annual conference at the holiday luncheon. The membership team will report at the next board meeting on the name of the recipient of the raffle.

B. Nominating Committee Items.

- (a) 2007-2008 Board Slate. The 2007-2008 Board slate was presented to the Board although there will still be a few adjustments. The final Board slate should be finalized by Monday, February 5, 2007. It was also noted that the Special Events chair is a new position on the Board.
- (b) Mailing and Due Dates for Ballot. The final ballot should be completed by Monday, February 5, 2007. Wendy will receive all responses. Tanya will assist Wendy in mailing out the ballots to the members. Tanya also volunteered to have a folding party to stuff the ballots at her office. A general discussion proceeded regarding the procedure of mailing out the ballots to the members.

After a vote of the members of the Board, March 24th was set for the crossover meeting. The Board also decided to invite the new Board members to the March Board meeting.

- (c) Handout at February luncheon. A copy of the new slate will be handed out at the February luncheon.

C. Bar Relations Update. No report was given.

III. Treasurer's Report (Wind)

- A. Financials for Current Period (Handouts). Terri reviewed the financials with the Board. A motion was made by Murray to approve the financials. The motion was seconded by Janet Krause, CLM. The Board voted and approved the motion.

IV. Vice President's Report (Santos)

- A. 2006 Audit Report (Handout). Every year the Chapter conducts an annual "audit" of its financial records following guidelines discussed at CLI. According to his report, the records which Bob audited were very complete and organized. Bob suggested to have a standardized format of keeping the records so that when the records are handed off between treasurers and when they are audited there is better consistency. Bob also reviewed every check and verified that all were signed by two authorized signatures (with back-up attached) and that there was never a check written out to someone and also signed by that same person. Bob

reported that the tax returns were also well organized and that there is a refund due for 2005 which Terri is keeping on top of. Bob also recommended some type of back-up procedure such as uploading to My Docs On-Line with password protection.

V. Education (McDonnell)

- A. GLA ALA Information Booth. Mary reported that the GLA ALA information booth was well received at the Labor Law Seminar. Mary is in the process of determining which events the booth should include. Mary also reported that she currently has handouts for CLM, the small firm section, and the inland empire section but needed handouts for the other sections of the chapter for the booth. A general discussion proceeded with respect to storage of the information booth and a small amount of money to be spent on plastic to cover the pictures and acrylic stands for the handouts of each section.
- B. Master Calendar Review. Mary sent out the Master Calendar for review to the education team and received no responses. Mary reviewed upcoming events with the Board members. Mary also noted that we still needed sponsors for the February and March luncheons. Chris and Jean will input the ALA announcements onto the GLA ALA web calendar for the members.
 - (a) Web Site Calendaring – Confirmation of Responsibility. Chris and Jean are scheduled to have lunch and will discuss how they will proceed with the web site calendaring.
 - (b) Law Firm Profitability Seminar Update. Mary Lasker from HLC, Inc. will be the facilitator at this event. The seminar, which has limited space, will be held at City National Bank on February 24th. There are currently 10 people signed up for this seminar. The February issue of the GLA ALA magazine will promote this seminar.
- C. Programs (Abraham, Robinson)
 - (a) February 13, 2007 Luncheon. "Living Up Side Up in an Upside Down World" is the topic for the February luncheon and relates to integrity. It will be presented by David Thomas and be held at the Omni Hotel.
 - (b) March 13, 2007 Luncheon. Organizational Health of Workplace Environments will be presented by Steve Nash at the March 13, 2007 luncheon. Steve will stay an extra hour after the luncheon to cover questions and/or topics of interest (included in his fee). This luncheon will be held from 11:30 a.m. until 3:00 p.m. Ernie will confirm we can have the room for the extended period.

- (c) December 2007 Holiday Luncheon Location (Krause/Wind). Viviane presented Wendy with the hotel's contract information (Intercontinental Hotel fka Park Hyatt) for the luncheon and Mary took position of it. Terri and Janet are the process of securing Carl Terzian on December 11th. Carl is a network person (connector) with an excellent memory and will present a motivational talk. A general discussion proceeded with respect to the fee for this luncheon. A motion was offered to have Carl Terzian as the holiday luncheon speaker at a fee of \$3,500 up to a maximum of \$5,000 for a 30-45 minute inspirational speech. The motion was seconded by Brian and the Board voted and unanimously approved the motion.

D. Seminars (Russell/Mercier/Caruana)

- (a) Labor Law Recap (Handout). There were a total of 167 paid attendees with an additional 10 walk-ins consisting of members and non-members for the Labor Law seminar. It was noted that this was the largest turn out for this seminar the chapter has received. 140 evaluations were submitted after the seminar. A general discussion proceeded with respect to the information contained in the numerous evaluations received. It was determined that the members would prefer to be presented with new laws and what laws will be coming in the future. The speakers this year were not as well received as those last year.

A general discussion proceeded with respect to what the vendors would prefer as configurations in setting up; how to handle a larger number of vendors, members and non-members next year; and electrical requirements for the vendors (this was noted as a top priority). The Beverly Hills Hotel is currently holding the room on reservation for the last Saturday in January of 2008, for next year's Labor Law seminar.

- (b) April Seminar Status. The outgoing seminars team would like to set up a seminar on investigations or leaves and how to document them and have Beth Schroder or Lee Patterson present. A general discussion proceeded on suggestions of these topics for the April seminar. The Board determined that the April seminar should be held on leaves and how to document them at a downtown location and to address investigations and how to document them at a monthly luncheon.

- E. CLM Report (Krause/Pitta). Janet presented the Board members with handouts of a course overview presented by Skill Path which Beverly Biggs had contacted in an effort to obtain the classes required to qualify to sit for the CLM exam. Skill Path has a 1-2 day program which would help members achieve most of their classroom credits as required to sit for the CLM exam. This 1-2 day program would also be available for other members for educational purposes even if they were not planning on taking the CLM exam. Headquarters would need to be contacted to determine that these classes would qualify for the CLM credit. The seminars team would be asked to help with setting up this 1-2 day seminar. It was

also suggested to have some of the CLMs on the Board help with the bi-weekly meetings to take some of the burden off of this section.

F. Sections.

- (a) Small Firm (Jewell). The next small firm section meeting will be held on February 15th at Elaine's offices on the topic of scripts and how to have those terrible conversations. Jean will try to present this as a workshop.
- (b) Multi-Office (Heltzer). The next multi-office section meeting will be on February 20th at McDermott, Will & Emery on the Westside. Currently Murray is the only registered attendee.
- (c) Riverside/Inland Empire (Hinojosa). A meeting was scheduled for January 17th and there was one attendee. Facilities management and overall duties of an administrator were discussed. Even though there were only two members present, it was a very informative meeting.
- (d) Finance (Mitchell). The finance section meeting on getting ready for the auditors was held on January 23 with 4 people attending. The other attendees had not gone through a financial audit and it was an interesting discussion at Weston Benshoof. The next meeting will be held on March 20 at Tyre Kamins Katz Granof & Menes on the Westside with the subject to be determined.
- (e) HR (McGehee, Tavera). The HR section meeting was held on January 30th hosted by City National Bank in downtown LA with Lydia Tavera and Ronald Novatni presenting as a follow-up to the Labor Law seminar. The next HR section meeting will be on March 27th with the topic and location to be determined.
- (f) San Fernando Valley (Eiliya). No report given.
- (g) Corp./Gov. (Serrano). No report given.
- (h) Ventura/Santa Barbara (Tibbin). The Ventura/Santa Barbara section is hoping to have a luncheon before the spring. LauraRose suggested having some of the Board join them at the next section meeting.
- (i) IT (Santos). The next IT section meeting will be held on March 8th and will be a demonstration and discussion on Vista and Office 2007. Michael Kemps from ICS Advantages will hold a live demonstration on the features of Vista and Office 2007 and Eric Crowther will talk about the training cost to transition to Office 2007.

VI. Web Master's Report (Kochheim)

- A. Status of Training Jean Jewell to Help Input Dates on Regular Basis. Jean and Chris have a lunch meeting next Wednesday.
- B. RBZ Salary Survey – Link on GLA Web Site. It was suggested to have the RBZ salary survey and the ALA salary survey on the job page and have a link on the main page of the GLA ALA website. Chris was requested to put something together and test it with the Executive Committee (Michelle, Robert, Wendy and Brian).
- C. Membership Renewal Issues. Chris unlocked the board so they could access.
 - (a) Membership Dues. There was a glitch on the website which charged \$65.00 to some members who renewed prior to January 31st and a refund will be provided to those members.
 - (b) Member Lock Out Date. Chris will contact our tech support team and have this changed.

VII. Vendor Liaison Report (Stillwagon, Van Rensburg)

- A. Update re Maintenance of Vendor Information. This is still pending.
- B. Upcoming Events. Joanne reported that the next vendor/member mixer will be held at Spark on the Westside. April 18th was suggested as the date in celebration of the end of tax session.
- C. Membership Directory. Joanne reported that she just sent out the membership directory flyer to the vendors and has already received 15 responses from vendors who are interested in purchasing ads. Wendy offered to assist with proofing the membership directory. There is a March 1st deadline on receiving the ads from the vendors. Vendors will submit ads to Elaine and Joanne first who will then forward them to Tracy Dragoo.

Wendy requested that the final directory be mailed out by March 31st so that the members would receive it the first week of the new Board term. A general discussion proceeded regarding the steps needed to finalize and mail out the membership directory. Joanne will forward Tracy the pictures from the photographer and then he will need an excel spreadsheet with updated member information, which should be able to be obtained from the web site. An e-mail will be sent out to the members requesting they update their information by a set date to be determined. Maureen also requested an updated list of the CLMs so that the directory would contain the most current listing.

- D. Golf Evaluation Summary. Elaine reported that everyone who attended the golf event was happy with the venue and the Board needed to determine whether it should be held there again next year. Elaine also reported that she received

requests from attendees of the golf tournament to have more drink carts and more vendor sponsored holes.

VIII. Hospitality (Casas/K. Sweet). Ken Sweet reported that there have been 18 RSVPs for the February 13th luncheon being held at the Omni Hotel in downtown LA. Chris will send out a reminder flyer to the members. The topic is Living Right Side Up in an Upside Down World. The next luncheon will be held on March 11th at the Beverly Hills Country Club.

IX. Job Referral Services Report (Shaw) (e-mail report).

There are currently 22 open positions. (Note: Janet has not recently checked with most advertisers if their positions are still open because of time constraints – she will be checking on them next week.) One position was closed in January and six positions were added in January.

X. Past President's Report (Robbins). Brian volunteered to be on ALA's Law Firm Financial Management Conference to be held October 2007 in Universal City. Brian suggested that the Chapter consider awarding a scholarship (or two) to attend this conference (no travel would be required since it was being held locally). The Board will leave this for the next Board to decide and will consider putting something in the 2007-2008 budget for this.

Brian also reported on the distribution of the magazine. They are still trying to work out the bugs and to determine what form of mailing is best taking into account speed vs. cost. There was a delay in the last mailing which was sent bulk rate by zip code sorting. The next magazine will be sent out by first class mail.

XI Membership (Varnes, Walsh, Ayala, Shariff) (see e-mail report). We had 6 new members in January. To date, we have received about 55% of the membership renewal applications. Maureen will be sending out an e-mail blast mid-February reminding anyone who has not renewed that their membership will lapse on 2/28/07 and they will not be in the membership directory. Chris needs to check out the web site renewal application process. It apparently indicates the fee is \$65 and it should have been \$55 before 1/31/07 and then \$60, or free if new to GLA ALA.

A. Hawaii Trip Recipient Issues. Norma reported that the recipient of the prize awarded by Egloff Insurance in relation to last year's member recruitment campaign will not be renewing her membership as she will be starting paralegal school instead. Norma and the membership team will work with Egloff to pick a replacement winner.

XII. Community Relations Report (Hamilton)

- A. Status of Program Criteria. No report was given.
- B. Status of Position Description. No report was given.
- C. CCW Speaker Program Update. No report was given.

XIII. Historian's Report (Van Dusen)

- A. Records Retention Status. No report was given.
- B. Position Description Finalization. No report was given.
- C. Belisle Directory. Jim reported that it may be time to dispense with the Belisle Directory as there are other ways to obtain this information due to technological advances.
- D. Jim also reported that Shaun – did you send this to Jim ??[JIM WILL NEED TO FILL THIS IN]

XIV. Magazine Editor's Report (Mogren). February edition is at the mailing house today. The members should receive within the next 5 days. The March cover will have the Manhattan Beach, Redondo Beach and Santa Monica piers. The April cover will be of California poppy fields.

XV. President's Report (W. Sweet)

- A. ALA President's Visit/Past President's Mixer – March 20, 2007. Michelle and a few board members will be coordinating this event which will honor current ALA President, Dick Nigon. Location to be on the westside.
- B. \$100 Registration Certificate for Annual Conference .Mary returned this Certificate (which was donated by Erica Tamblyn) to Wendy so that it may be raffled at the February Luncheon.
- C. Status of Daily Journal Ad on CLMs (Bernard). Martha was unable to attend the Board meeting but presented some samples of ads which could be placed with the Daily Journal. These are very rough drafts. This was tabled until the March Board meeting.

MEETING ADJOURNED AT 8:42 P.M.

Dated: February 22, 2007

APPROVED:

SHAUN MORRISON, Secretary