

Greater Los Angeles Chapter of the Association of Legal Administrators
MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: Wednesday, January 13, 2010

Time: 6:00 p.m.

Location: Manning & Marder

Attendees: Robert Santos, Mary McDonnell, Jean Jewell CLM, Maureen Varnes CLM, Ken Sweet, Steven Jones, Lydia Tavera, Elizabeth Wagner, Isabel Warner, Terri Oppelt, Tiffany St. John PHR, Madalena Virbila, Wayne Mitchell, Nilo Bolden, Deanna Pepe, Ilona Reddick, Debra Gray, Jim Van Dusen CLM, Cindy Fortune, Maricela Gonzalez, Joanne Boyd (Stillwagon)

CALL TO ORDER: 6:08 p.m.

BOARD REPORTS:

President (Santos)

Robert Santos opened the meeting wishing the board a happy new year. He reported that the November financials will be sent by e-mail along with the November and December Board Meeting minutes.

The Small Firm Section Meeting on January 14 on the topic "Records Management and Why It Is So Important" with Lee Nemchek at Manning & Marder in Los Angeles, and will be hosted by Aimee Spirlin of Equitrac.

The HR Section Meeting will be on Tuesday, January 26 on the topic "Employment Law Forum Wrap Up" with speaker Ron Novotny at Manning & Marder in Los Angeles. Cost for the event will be \$15.00 for members and \$20.00 for non-members to cover the cost of lunch and parking.

The next Finance Section Meeting will be held on Tuesday, January 19 on the topic "Alternative Billing Rates – Beginning to Take Hold" at Alston & Bird, LLP.

The Employment Law Forum will be held at the Autry National Center of the American West on Saturday, January 23.

The RBZ Survey Committee is now being assembled, which includes Jim Van Dusen, Lydia Tavera, Jean Jewell and Sharon Barnes.

President-Elect (McDonnell)

Mary McDonnell reported that flyers have been distributed for the Employment Law Forum. There are currently 75 attendees confirmed, with a goal of 100 to 125. Members are encouraged to bring guests. Volunteers are needed, with Members In Transition who help to have their registration fee waived. Joanne Boyd said that there is \$31,500.00 in revenue from sponsors, of which there are 34 to date with 5 more likely by the end of the week. ICS is a platinum sponsor. Maddy Virbila will be overseeing the speakers and collecting evaluations. Kim Holme will oversee registration. Two scholarships will be given away for the conference in Boston, one covering all expenses and the other all meeting costs, where the winner must be present.

Mary reported that the nominating committee for the next Board has been very busy for the past two months, with a slate to be presented at the February Board Meeting. Jeannine Hamill, Brian Robbins, Robert Santos and Mary McDonnell are on the committee.

Planning is underway for the next Managing Partner Event. Peg Merrill is involved, and others interested in helping to coordinate the event should contact Terri Oppelt.

The President's Award work is in process, with a goal to be certified as Platinum. Mary is inquiring if any members have been on an Educational Advisor Committee, and to please let her know. She said that the Chapter is doing well in presenting to members.

Vice President (Jewell)

Jean Jewell reported that submissions for the Volunteer of the Year Award are to be sent to her as soon as possible, as the deadline is the end of January.

Past President (Varnes)

Maureen Varnes displayed the cover of the new membership directory, with a picture of the Walt Disney Concert Hall. Tracy Dragoo will handle production. Maureen will need a team assembled to proofread everything. Debra Gray, Maddy Virbila and Norma Ayala have agreed to help. Membership renewals will be extended to February 15 to guarantee placement in the membership directory.

Programs (Wagner)

Elizabeth Wagner reported that the Holiday Luncheon on December 8 went very well, and that there were 6 business partner sponsors. Special mention was given to Isabel

Warner for all of her great work. There were 110 meals served and 66 parking passes issued. Revenue and expenses will be confirmed with Steven Jones. Isabel suggested giving a stipend of \$300.00 to the charity A Place Called Home, which was approved by the Board.

There will be a Chapter Luncheon on Tuesday, February 9 at the Beverly Hills Country Club. The speaker will be Ivan Hemmans presenting "Applying Advanced Excel Tips." There are 8 registrations to date. Rose Consulting is the business partner sponsor.

The March Chapter Luncheon will take place on Tuesday, March 9 at the Omni Hotel in downtown Los Angeles. The topic is "Going Green" and there will be three to four speakers covering different aspects of this topic. It was mentioned that there could be items given away tied in with this theme.

Education Chair Report (Tavera)

Lydia Tavera reported that help will be needed at the GLA ALA booth at the Employment Law Forum. Lydia is working with Deanna Pepe and Bonita Paul on the scheduling of meetings for their sections, and is looking at setting at early February for setting the next Education Team Meeting. She noted that she wants to increase awareness of FALA.

SECTION REPORTS:

Multi Office (Paul)

No report.

San Fernando Valley (Pepe)

Deanna Pepe reported that there was a section meeting on November 19 at Hewitt & Truskowski in North Hollywood on the topic "The Valley Law Firm and Today's Economy." Ricoh was the business partner sponsor.

The next meeting will be held on Thursday, February 18, with the speaker and topic to be confirmed, and will be in either Burbank or Woodland Hills.

Finance (Mitchell)

Wayne Mitchell reported that there will be a meeting on Tuesday, January 19, on the topic "Alternative Billing Rates – Beginning To Take Hold" at Alston & Bird LLP, and he will be the speaker.

HR (St. John)

Tiffany St. John reported that the HR Section Meeting will be on Tuesday, January 26 on the topic "Employment Law Forum Wrap Up" with speaker Ron Novotny at Manning & Marder in Los Angeles. Cost for the event will be \$15.00 for members and \$20.00 for non-members to cover the cost of lunch and parking.

IT (Masta)

No report.

Small Firm (Bolden)

Nilo Bolden reported that the Small Firm Section Meeting will be held on January 14 on the topic "Records Management and Why It Is So Important" with Lee Nemchek at Manning & Marder in Los Angeles, and will be hosted by Aimee Spirlin of Equitrac. There are 20 people who have responded as attending, of which 16 are members.

Corporate/Government (Orrico)

No report.

Santa Barbara/Ventura (Scott)

No report.

GLA ALA University (CLM Program) (Hamill)

Jeannine Hamill reported that she is firming up dates for the 2010 calendar, with the topics IT Management on January 14, Insurance Part 2 on January 28 and Office Operations as Related to Disaster Planning on February 11.

Hospitality (Barnes and Merrill)

No report.

Magazine (Morales)

Maureen Varnes reported the theme for the February Leadership Exchange Magazine is “Heart Healthy” and will be an electronic version. A theme being considered for a future magazine is “Appreciating our Business Partners.”

Membership (Morrison)

Mary McDonnell reported that the chapter has 381 members as of December 31, with 30 new members having joined this year. Renewals have been sent out electronically, and this was also included in the Leadership Exchange Magazine and a mailer will be sent out next week. The 2010 membership application will be placed on the Chapter website. Board members were asked to encourage members they are in contact with to renew, and to do so by the end of the month at the discounted fee.

Justice Jog (Ayala and Fortune)

Cindy Fortune reported that Norma Ayala is working on locations to be considered for the event this year and is getting cost information. Locations being considered are Woodland Hills, Westchester Park, Century City and Griffith Park. Norma will be leading the event this year with Cindy and Terri.

Historian (Van Dusen)

Jim Van Dusen spoke about the process of seeking a part time chapter administrator/coordinator, which began in 2007. Two documents were circulated to the Board covering job duties. It was decided based upon a committee review of expenses and revenue that the hiring of this position can be afforded and will be a great benefit and help to the Board. The individual selected is Lori Akina, and would work approximately 20 hours per week with a plan to start this prior to the end of this board year with a 60 day out clause. Debra Gray made a motion to give President Robert Santos authority to hire Lori Akina and follow the committee’s recommendation to enter into contract. All on the Board were in favor, with none opposed.

Business Partner Team (Reddick)

Iona Reddick reported that there are six business partner commitments for this year, including Robert half as a Platinum Sponsor and First Legal as a Diamond Sponsor. Afinity is a Platinum Sponsor, and ICS is a Diamond Sponsor. Renewal packets have been sent out to many companies. Business Partner participation is being sought for the

upcoming golf tournament event, clarifying that business partners have to be sponsors to play.

MEETING ADJOURNED AT 7:50 p.m.

A handwritten signature in cursive script, reading "Ken Sweet", is written over a solid horizontal line.

Ken Sweet, Secretary