

APPROVED

1-5-06

**MINUTES OF THE BOARD OF DIRECTORS
GREATER LOS ANGELES CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS
OCTOBER 5, 2005**

Meeting commenced at 5:51 p.m.

Note: The Chapter's Secretary has been dealing with family medical issues. As a result these minutes may not be as detailed as those of other months. A quorum was present for this meeting.

President's report (Robbins)

- Post Retreat handout – Education Functions - Brian shared an organization chart to show possible solutions to having a chair and co-chair for the Education Group as discussed at the Retreat. This structure is prospective and would not take effect until next Board year. Brian will take a stab at a position description.

Michael Steiner proposed this type of consolidation might also work well for the Vendor Team.

- Position descriptions on web site – Please review the position descriptions to ensure that they reflect reality. Want it to be accurate for next year. Send any comments on the descriptions to Brian
- Santa Barbara Luncheon – Sept. 30 – Brian and June Hilton drove to Santa Barbara and met with 5 other administrators. One was an independent and has now become a member. Discussed building member database of prior members with Lora Rose Tibbin and they will put on a mixer like we did down here to build up group in their area.
- Web Profiles – please update the profiles – not all members of the Board yet updated and showing up on the website. Will encourage other members to do the same.
- Norma – Diversity Initiative – 9/30 was deadline to input on ALA website. Susan Seales submitted 2 contacts, Teresa also submitted info for future use. 6 experts, a few from other members. Offered prize to who submitted the most. – Eligible for a drawing – 5 eligible. Go back and look at the e-mail from Brian as to what we were going to award and the specific criteria. E-mailed past board members on the Diversity task force. This helped populate the database which will then be passed to ALA members through their website.

Education Programs – Abraham and Holland

- Matura would like to sponsor a luncheon – all 2005 lunches seem to be covered so will need to look into 2006.
- Feedback 5.5 rating for Sue M. from National (9-13-05 lunch) out of 7.0. Total of 28 surveys came back – one consistent comment was difficulty hearing. Not exciting, presentation lacked enthusiasm. Rosela recommended sending the evaluation summaries to the speakers as a standard practice.

- Holiday luncheon –Century Plaza room too small, went to Park Hyatt, large ballroom, offered Garden for hors d'oeuvres and drinks, go to ballroom for luncheon. Good pricing. Sit down not buffet. Recommends sit down, more elegant. Viviane recommends harpist. Discussed possibly raising price for Holiday lunch to \$50. Michael S. would still like to reduce the cost further. Brian reminded the Board that the overall objective was to hold a nice bit not too extravagant event and to make the economics more favorable than last year which could be done by increasing revenue and / or reducing costs. Based on developments so far it appears there will be multiple vendors and the chapter will not be out of pocket more than \$3,000.
- Next week's luncheon everything is set. There are two speakers – each one gets one.

Seminars- Russell, Cherman Krause

Legal Marketing – Planning for November 16 or 17, "Legal Marketing 101", hold at BHCC, 5:30 – 6 registration , 6-8 for presentation. Matura may be able to handle this one, or participants can fund as there will not be any speaker cost. Teresa suggested that we might get American Lawyers Media (ALM), the producers of Legal Tech news and other publications, to send a representative although they may not do that if we ask another sponsor. Wed. 11/16 seems the better date. After this seminar the Team will then begin on Labor Law. Discussion on details of labor law for vendors cost, how many vendors, what size table.

We are referring any members who ask about a follow-up to the Sexual Harassment seminar given a few months ago to Jackson Lewis (who spoke at our seminar) as they are offering additional sessions. No need for GLA to play middleman.

CLM – Susan Seales

Susan had been trying to schedule an IT presentation with Stephen Green but due to low interest level will postpone until next year. Put CLM questions in magazine to peak interest in CLM.

Sections

1. IT – Robert - Business Continuity will be the topic of the next meeting.
2. Finance –Wayne – September 20 meeting at Wolf Risken, re 401k and Pension plans. Good presentation. Next meeting on November 22 at Weston Benshoof.
3. HR – Kelly & Kim – Laurie Sheppard gave good presentation. Joint meeting with multi office section 10/18 – teleseminar at McDermott.
4. Santa Barbara – they would like to be able to access handouts. We might be able to address via the website.
5. SFV – Caroline Eiliya – Brian spoke with her and she is interested in chairing the section but she may be on a leave of absence soon.
6. Corp/Gov't – no further meetings for this calendar year.

7. Small Firm – McDonnell - Upcoming on 10/20 – Paperless office. Lanier Corporation is sponsoring. Still looking at working with Corel. Want to do some training. Will check with those interested if they want to attend one in December.
8. Riverside – Brian spoke with Patsy and pointed her to OC Chapter board member who is leading their inland empire training. May try to build like Santa Barbara has.

Vendor – Ayala, Russell, Liffman

Booked Robert Half for October 2005 lunch; Osmio for November; have 4 vendors now for December holiday party and feel certain that the team can get a 5th.

Vendor dinner will be held November 10 at O'Melveny at Century City. Will send draft to Brian of agenda and vendor list. May have space for 30-35. Looking for feedback on our accomplishments of this year's events. Ask what events vendors are doing with other chapters. Good feedback on vendor spotlight- getting comments. Get feedback from the meeting regarding rate sheet to present in December to the Board. Jim Van Dusen noted that vendors have requested the rate sheet in the fall of each year as that is when they do their budgeting for the next year.

VP - M. Steiner

- CCW - this Saturday night is the Playhouse auction party 6-10 pm at Beverly Hilton. Teresa and Wendy have done a great job in organizing. Home Aid – we gave them a lot of support. Get tickets to attend on the web site www.projectplayhouse.com.
- Financial Audit – will work with Janet Shaw and get info from Stephen Green
- Golf – Tournament will be October 10. Current count - 50 vendors 15 members, 15 guests. 70 signs to be put on the course. 7 volunteers, need 1 or 2 more. No final numbers on food, continental breakfast, golf, cart, hamburger/hot dog at BBQ, heavy hors d'oeuvres and golf.

Gift Bag donations - Tracy Dragoo donated backpack gift bag, Braemar golf course donating a golf hat, Egloff donating utility bag, Praxis – divot fixer, Sarnoff- ball tees and markers, Paulson Reporting – towel & mints, Concord – towel, Chosen Few – shoe bags, Golden State – 6-pack cooler bag, GLA chapter – 2 sleeves of golf balls

Membership

- Keeping in contact with recruiting team. Database issues that need to be discussed with Debbie. Maureen will update the section Chairs with information on new members.
- Marshall Fletcher from All-State will work on brochures, and cost should be under budget.

Treasurer's report – by Brian

- Ahead of plan due to timing issues, we have received golf income but all expenses are not shown. Financials for September were approved.

Hospitality

- Next lunch is next Tuesday at the Omni – sponsored by Robert Half – 2 speakers (Robert Fortunato and Mindy Danna), 27 members registered.
- Web site – credit cards still working on it. We are able to accept credit cards by manually writing down the information.

Job Bank

- 22 jobs listed, removed 2 not filled Job Bank, 8 added in Sept and 12 added in Aug.

Pres Elect – report by Brian

- Nothing from Los Angeles County Bar
- Has a draft of the survey which she will circulate to the Exec Comm.

Historian report – Jim Van Dusen

- Belisle Directory back on track – categories added ; working with RBZ. Finalizing questionnaire, new questions regarding IT
- No by-laws report or records retention report

Magazine

- Themes: November – IT: December – HR: January - Marketing
- Magazine Team has dropped in size and the magazine is now compiled mostly by Steven and Tracy. Discussed if we should have someone who does the layout and keep the creative with our chapter? Tracy may be a good resource to suggest someone to help with the layout.

Meeting adjourned at 8:20 pm.