

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

Date: Wednesday, April 2, 2008

Time: 6:00 p.m.

Location: Beverly Hills Country Club
Los Angeles, California

Attendees: Maureen Varnes, CLM; Robert Santos; Michelle Liffman, PHR; Nancy Dillon, PHR; Tiffany St. John; Michael Masta; Nilo Bolden; Rose Bazan; Elizabeth Wagner; Isabel Warner; Norma Ayala; Ken Sweet; Jim Van Dusen, CLM; Joanne Stillwagon; Barbara Chilton; Tsui Chu, PHR; Michael Morales; Jeanette Vella; Cindy Fortune; Viviane Abraham; Angela Ungurean; Mary McDonnell; Deanna Pepe, Cindy Fortune, Rosela Marin, Ilona Reddick, Steven Jones, Erin Walsh, Lydia Tavera, Tiffany St. John, Jeannine Hamill, Jean Jewell.

The meeting was called to order at approximately 6:15 p.m.

I. Announcements (Varnes)

Maureen Varnes reminded the Board of the modified format of Board meetings that was announced at the Crossover meeting. The new format states that individual committee reports will take place during the first hour of the meeting. Committee and section chairs would then not be obligated to stay for the second half of the meeting, but were invited to stay if they were interested. Maureen also stated that 40 members had attended the crossover meeting and that the feedback received from the members regarding the new forms and procedures was positive.

Maureen also stated that instead of giving a Chapter gift at the Annual Conference, we would be hosting a joint event with the Orange County Chapter. The event will be a Cocktail party to be held on Tuesday night. Ilona Reddick will be working with the Orange County Chapter on mutual vendors to sponsor the event. It was stated that so far 49 members from the Los Angeles Chapter have registered for the Annual Conference.

Maureen indicated to the Board that they are currently working on the 2008-09 Budget and will be seeking input from the various committees regarding projected expenses and revenue.

Maureen announced that the Chapter will be sending five members to Chicago for the Chapter Leadership Institute (CLI). Currently, Robert Santos, Mary McDonnell and Maureen Varnes were planning to attend CLI. Maureen encouraged any board member interested in a leadership role on the Board should attend CLI and indicated she would be sending out an email to determine interest from other Board members about attending.

II. Committee Reports

A. Bylaws/Historian (Van Dusen)

Storage Facility for Old Chapter Records.

Jim Van Dusen brought up for discussion the possibility of utilizing a storage facility to store and keep in one place old Chapter files and boxes of documents that need to be kept. Jim's proposal was that we trade costs for free advertising with United Documents Storage for document storage. If the Board did not agree to an advertising trade, the cost would be \$45 per month. A discussion ensued concerning cost effectiveness and ease of retrieval of documents. It was decided that Jim would send the boxes to Mary McDonnell for indexing and scanning and then the final materials would be sent to Maureen Varnes for storage at her office for the 2008 year. It would be decided at a later date whether or not to engage a storage facility.

Administrative Outsourcing.

Jim stated that the budget committee (Jim, Steven Jones, Robert Santos, Lissa Marcus, Mary McDonnell and Maureen Varnes) met to review the budget to determine if there was a way to include \$30,000 in the budget for an outsourced administrative staff person. After discussion, it was decided that more work was needed to analyze the budget to determine whether the budget would allow for the additional expense.

B. Seminars (Mercier)

Valeda stated that Legal Option Group is willing to sponsor the monthly luncheon for July. The speaker for luncheon will be Jill Kohn.

Managing Partner Dinner.

Valeda confirmed that the dinner will be held at 6:00 p.m. on May 13 at the Omni Hotel Los Angeles. Jim Kyser is the speaker and the topic for the dinner is Economic Trends in LA and Implications for Law Firms. A vendor sponsor is still needed for the event. Ilona Reddick is searching for vendor sponsorship. The flyer for the event has been completed by Debra Gray and needs Executive Board approval before going out.

Valeda stated that Maddy Virbila is requesting Board approval for an advertisement for the event to be purchased in the Daily Journal with a link to the GLA ALA website to run for three days at the Board's discretion. The cost is at the non-profit rate of \$510 per day. Jean Jewell suggested that we should include a link in the advertisement on the website, as well. It was suggested by Cindy Fortune that an advertisement also be taken out in the LA Business Journal. A discussion ensued about the economic concerns of obtaining continued sponsors for all our events and that some vendors are showing signs of tighter budgets.

The event has already received approval for MCLE credit for attorneys and Valeda stated that volunteers would be needed to staff the MCLE registration table. Valeda will provide a budget for the event to the Executive Board.

Labor Law 2009

The date for the Labor Law seminar was discussed. Tentatively, it is set for January 24, 2009. As the Beverly Hills Hotel is unavailable for the event, the Beverly Regent Hotel was suggested but the cost would be an increase of \$7,000 over what we have paid at the Beverly Hills Hotel. The Board decided that the additional cost warrants further research on additional hotels or moving the event back to the Beverly Hills Hotel on January 31, 2009. Cindy Fortune has a contact with a new hotel opening up in April and will send Valeda the information. Valeda

will continue to research the date and venue. It was noted that 45 vendors were signed up for last year's event.

C. Community Relations (Ungurean)

Angela is in the process of implementing a Community Relations committee that will include herself as Community Relations Chair, Mary McDonnell as Vice President, and an additional three members from the membership at large. She suggested a one page advertisement in the May magazine to solicit response and will also send an e-mail blast explaining the community relations program and request volunteers. The application procedure will be completed by the next Board meeting.

Angela suggested that a monthly reminder be included in the Magazine. In an effort to generate interest in and raise awareness in the Community Relations program, Angela will provide updates on community relations projects at the monthly luncheons.

D. Job Referral Services (Ayala)

Norma reported that there are eight new positions. Two of the positions are in Human Resources and two are 2 in Office Administration.

E. Membership (Stillwagon)

Joanne reported that the Membership team plans to recruit 50 new members for 2008. She suggested soliciting the assistance of past Chapter presidents to serve as mentors and to speak to new members. The first Membership Team meeting has been scheduled for April 16, and it was noted that the Team will meet each month.

A sample of the new membership directory was passed around. It was reported that the new directory will be printed either Friday of this week or Monday of the following week and distributed to the members.

Joanne also briefly reported on the Mentor Program, indicating that we had one new member and six new members a result of the program.

F. Continuing Education Coordinator (Abraham)

Library

Viviane Abraham reported on the creation of a Chapter library. She has contacted NALA who will pass on involvement. Viviane has also contacted the Orange County Chapter and reported that their library program allows members to request library materials on-line and a courier delivers the materials directly to the members.

Viviane requested that members consider donating or sharing books for the library and reported that Brian Robbins, Maureen Varnes and Wendy Sweet have already agreed to donate materials to the library. She is working on creating a list of library materials that will be

included on the website, and will work with the Website Team to send an e-mail blast message to inform members of the new library. Viviane is also working on a flyer to distribute to notify members of the library program.

G. Magazine (Chu)

Tsui stated that the first meeting of the magazine team was held Wednesday, April 2, 2008, prior to the Board meeting. Going forward, they will schedule a conference call every Wednesday. April 5, 2008 is the deadline for the May magazine. Maureen Varnes inquired as to any themes for upcoming issues. Jean Jewell mentioned utilizing topics to tie in with ALA.

H. Diversity (Seales and Robinson)

No report.

I. Special Events (Fortune)

Cindy reported that the date for the Walk/Run is October 5, 2008. There will be a 5K race only. Cindy estimated that she would need approximately 100 volunteers for the event. She is on target with all dates and a letter requesting various fees be waived for the event has sent to City Councilwoman Jan Perry.

J. Vendor Relations (Stillwagon)

Joanne reported that she had met her goal of enlisting 35 sponsors for the membership directory. It was mentioned that several vendors had placed advertisements in the membership book but had not yet paid. Michelle Liffman stated that these vendors should not receive the directory until payment is made. Joanne is confident that they will receive all payments due. There are currently no sponsors for the April and May luncheons.

L. Website (Jewell)

Jean stated that the Board page on the website has been updated. She was been working with Norma Ayala and has obtained information from past webmaster Deb Mogren. Jean is working on the new reporting features.

M. Programs (Wagner).

Elizabeth Wagner reported that the April luncheon is set. She reported that the Chapter will not be holding a May monthly luncheon due to the fact that we are hosting a Managing Partner dinner in May. She is working on a diversity topic for the June monthly luncheon and has a speaker interested but no contract has been signed as of yet.

**N. Section Reports
Corporate/Govt. (Serrano and Sharif).**

No report.

Finance (Mitchell).

A report was read indicating that the Finance Section met on March 18th at Weston, Benshoof, Rochefort, Rubalcava & MacCuish LLP and included the following:

The topic of the day was shaping the firm through effective budgeting. We had an interesting mix of corporate and law firm participants for this round table discussion of six. From the corporate side, the emphasis was on cost control, as legal activities produce no revenue. Their metrics tended to focus on predicting necessary legal headcount based on the volume of activity, along with making estimates of the level of legal work that would flow from that activity. The law firm representatives put a stronger emphasis on predicting revenue, and from there, budgeting the necessary costs to sustain the revenue.

The next Finance Section meeting is scheduled to be held on July 15th. At this time both the location and the topic are to be determined.

HR (Tavera and St. John).

Handout was provided and summarized. The HR meeting was held March 25, 2008 with a topic of "Dysfunction Doesn't Make Cents." The speaker, Jill Kohn, presented on how office dysfunction negatively impacts morale and productivity in the work place. The meeting was hosted by Weston, Benshoof and the turnout included 30 guests. Their next meeting will be held on Wednesday, May 21, 2008 and will be a webinar titled Mastering Time Management. A host for the May meeting is being solicited. An e-mail blast is planned to be sent to HR members by the end of the week to solicit participation in the HR Email Blast. It was reported that Lydia will provide a summary of the March HR meeting shortly.

Inland Empire (Open)

It was reported that April Van Wye will help to coordinate in this area.

IT (Masta)

Michael Masta reported that the first IT meeting is scheduled for May 28, 2008 and will be hosted by Manning & Marder. The theme is "Going Paperless - Small to Mid-size Firm Future and Outsourcing IT." A video conferencing simulcast is planned. Michelle Liffman indicated that she has two suggestions for video conferencing speakers.

Multi Office (Paul)

No report.

San Fernando Valley (Pepe)

Deanna Pepe reported that she is coordinating quarterly meetings to involve members in the San Fernando Valley. She plans to hold each meeting in a different location and suggested

the meetings be held at locations in North Hollywood, Burbank, Woodland Hills, and Encino. Deanna is also looking to include the Santa Clarita area. The first meeting is scheduled for May 15, 2008 with the topic being Valley Law Firms.

Small Firm (Bolden)

Nilo Bolden reported that there was an upcoming meeting to be held on April 17.

Ventura/Santa Barbara (Open)

No report.

There was a short break at 7:21 p.m.

The meeting resumed at 7:43 p.m.

III. Old Business

The Minutes of the Board of Directors meetings for February and March were presented for approval. It was decided that the minutes would be reviewed by the Board members and be presented for approval at the next meeting.

The Financials for the month of February were presented for approval. A motion to approve the February financials was made by Jim Van Dusen and seconded by Joanne Stillwagon. The Board approved the February 2008 Financials as presented

IV. Reports of Officers

Past President (Liffman)

Michelle reported that she was reaching out to past Chapter Presidents in an effort to solicit participation in a round table discussion to be held in July. She suggested topics such as changing economic climate and recruiting changes.

President (Varnes)

Maureen mentioned that the website calendar had been updated and stressed the importance of providing updated calendar information to Webmaster Jean Jewell promptly to insure the accuracy of the calendar on the website. All new dates for the calendar should be approved by the Executive Committee. There was a discussion on the utilization of existing software that would automatically provide updated information.

President-Elect (Santos)

Robert stated that we already have 325 points for the President's checklist so far.

Vice President (McDonnell)

Mary reported that we have received great response from vendors for participation in the June 16, 2008 golf event. We have ten vendors signed up so far. Mary is working on the invite and hopes to have a draft by next week.

Mary also reported that the upcoming Walk/Run is the event for CCW and we are in the process of proposing a second charity.

Mary mentioned that she will be distributing the goals established at the Crossover meeting and stated that the goal achievement will be an ongoing process.

Mary McDonnell stated that she will record action items at each meeting and provide to Maureen for distribution to the Board.

Secretary (Dillon)

Nancy presented for approval the Minutes for the March 15, 2008 Crossover meeting. A motion to approve the minutes was made by Maureen Varnes and seconded by Jean Jewell. The March 15, 2008 Minutes were approved by the Board.

Treasurer Report (Jones)

Steven presented the March financials but it was discovered that wrong data was included in the financials and it was decided to review and approve March's financials at the next board meeting.

Steven Jones also reviewed the proposed 2008-09 budget and reported that the prior budget reports are reflective of a 13 month year and not 12 month year and are not representative of an accurate picture. There was a discussion of budget projections for upcoming events. The Board decided that additional review time was needed for the Budget. Jim and Steve will schedule a budget meeting to review the financials and report back.

There was also a discussion of where to cut to allow for money in the budget for an outsourced administrative position for the Chapter.

The meeting adjourned 8:12 p.m.

Dated: July 15, 2008

APPROVED



NANCY A. DILLON, Secretary