

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

Date: Wednesday, April 1, 2009

Time: 6:00 p.m.

Location: Beverly Hills Country Club

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Attendees: Robert Santos, Mary McDonnell, Jean Jewell CLM, Maureen Varnes CLM, Lydia Tavera, Ken Sweet, Steven Jones, Jeannine Hamill, Madalena Virbila, Wayne Mitchell, Michael Masta, Nilo Bolden, Bonita Paul, Rosemary Orrico, Sharon Barnes PHR, Peg Merrill CPA, Elizabeth Wagner, Kim Robinson, Isabel Warner, Ilona Reddick, Jim Van Dusen CLM, Shaun Morrison, Michael Morales, Erin Walsh, Susan Seales, Wendy Sweet CLM, Viviane Abraham, Barbara Chilton, Maricela Gonzalez.

**6:02 p.m. CALL TO ORDER**

**OLD BUSINESS**

The minutes of the Board of Directors meeting for February 2009 were approved.

Robert Santos reported that the Board meeting agendas are sent out by e-mail in advance of the meeting for attendees to bring with them, and are not provided in hardcopy at the meetings.

The February 2009 financials were distributed and approved by the Board.

**ANNOUNCEMENTS**

The Leadership Luncheon will be held on April 7<sup>th</sup> at the Omni Hotel downtown. The speaker will be ALA President Wendy Rice-Issacs. The topic is "Benefits of Leadership - Why getting involved as a volunteer is a benefit to you and your firm." The event will be sponsored by First Legal who will be donating a scholarship to the ALA annual conference for the volunteer of the year award. An e-mail blast went out, with a cut off date of this coming Friday to solicit nominee input. Mary McDonnell advised that there are two more days to nominate candidates. Past presidents will also be given recognition at this event. A GLA ALA five year anniversary pin was circulated for viewing at the meeting, which will be given out at this event. The former Board will be acknowledged, with new Board and President to be introduced, and then the volunteer of year award will be announced.

The Managing Partner Luncheon will be held at the ESPN Zone at L.A. Live downtown on April 30<sup>th</sup>. The total number of seats available for this event is limited to 60, and there are 40 available to date. The topic will be "Nothing but Net", speaker, Michael Cooper, former Lakers-great and current head coach of the WNBA Los Angeles Sparks will share his coaching strategies and how it translates to extraordinary management and the value of GLA ALA."

The 38<sup>th</sup> Annual ALA Educational Conference and Exposition will be held May 18 -21 at the New Orleans Memorial Convention Center in New Orleans, LA. The ALA Region 6 Educational Conference and Exposition will be held on September 25<sup>th</sup> and September 26<sup>th</sup> at the Double Tree Hotel in the Sonoma Wine Country, located in Rohnert Park, California. Nilo Bolden spoke about the chapter's FALA donations which she is coordinating, including a one month membership with a wine club, and wine tasting in Napa Valley for six people.

~~Robert Santos reported that the Chapter Leadership Institute (CLI) conference will be held at the Carefree Resort and Villas in Carefree, AZ June 26 – 28 and addressed that many new changes brought to the board have come out of these meetings. There are one or two additional spots available for GLA ALA board members. Interested board members should contact Robert. Shaun Morrison, Bonita Paul and Lydia Tavera expressed interest in attending.~~

Robert announced that there are quarterly Board meetings in April, July, October and January, and all Board members are expected to attend. For monthly meetings, chair and co-chair committee members are welcome to attend, but is not required as long as a report is sent to the Board Liaison.

## **COMMITTEE REPORTS**

### **Business Partner Liaison Team (Reddick)**

Ilona Reddick reported that there were 55 business partner RSVP's, of which 8 did not attend, and 42 members, of which 8 did not attend the Business Partner/Member Mixer event at Spark Woodfire Grill in Century City. Not having nametags at the event made it a challenge. The circulation of the attendee list to the board in advance of the event was very well received. The member attendee list was sent to the business partners on March 30<sup>th</sup>.

### **Programs (Wagner)**

Elizabeth Wagner reported that the March 10<sup>th</sup> chapter luncheon was held at the Beverly Hills Country Club, and was sponsored by Afinity. The speaker was Jonathan R. Fitzgarrald, Chief Marketing Officer at the law firm Greenberg Glusker, who spoke on the topic "Brand New Me LLP – Who's Managing Your Personal Brand." There were 33 members in attendance, with a rating of 6.6.

In April, there will be a Leadership Luncheon at the Omni Hotel downtown with Wendy Rice-Issacs, ALA President, as speaker. It was reported that there are 36 RSVP's to date, and First Legal is sponsoring this event.

Elizabeth reported that there will not be a Chapter Luncheon in May.

The June Chapter Luncheon will be held on June 9<sup>th</sup> at the Omni Hotel downtown. The speaker will be Dave Hicks from Cash Management Solutions who will be speaking on the topic "Profitability Challenges Most Law Firms Face." The Business Partner Liaison team is seeking

a sponsor for this event. The flyer will be provided to the Magazine Team by April 5<sup>th</sup> for inclusion in the May edition. It is believed that the speaker fee is waived for this event.

### **Education Chair Report (Tavera)**

Lydia Tavera reported that the next Quarterly Education Meeting will be held on April 21<sup>st</sup>, and is collecting event and topic information. An e-mail will be sent out by the end of the week, and the location will be in Century City. Robert Santos offered that his office is available for meetings, and he has arranged a special parking rate with the building for \$5.00. Jean Jewell reported that the Lexis Nexis office in her building is available for meetings, and has a conference room that can seat up to 48 people.

## **SECTION REPORTS**

### **Multi Office (Paul)**

Bonita Paul reported that a round-table meeting will be held on June 11<sup>th</sup> at the Milbank offices downtown at 12:00 p.m. The topic will be the ways the Multi-Office Section can better serve its members.

### **San Fernando Valley (Pepe)**

Deanna Pepe reported that the next meeting will be held on May 14<sup>th</sup> at 12:00 p.m. at the offices of Hunt Ortmann Palffy Nieves Lubka Darling and Mah, Inc. in Pasadena. Lunch will be hosted by Hutchings Court Reporters. The topic will be "What's Happening to the Valley Law Firm?". The next meeting is scheduled for August 13<sup>th</sup>.

### **Finance (Mitchell)**

Wayne Mitchell reported that there have been no meetings since the last board meeting. The next meeting is scheduled for May 28<sup>th</sup> at the offices of Alston & Bird downtown. The topic will be "Banking Relations Since The Fall of 2008."

### **HR (St. John)**

The next meeting will be held on April 28<sup>th</sup> at the offices of Allen Matkins Leck Gamble Mallory & Natsis LLP in Century City. The topic will be "Stimulus Package to Include New COBRA Regulations...Are You Ready?" with speaker J. Thomas Jacobs, J.D., MBA from eflexgroup, Inc. The charge will likely be \$10.00 to attend, with approximately 20 attendees expected.

A notification will be sent out to the HR Group to renew their participation in the HR e-mail blasts in the next week or two.

There was a discussion about membership to notify the HR Section when a new member signs up for the HR Section, to inquire if they want to receive the HR Section email blasts. Shaun

Morrison confirmed that this can be done. Michael Masta asked that he be notified by email should there be any systems issues.

### **IT (Masta)**

Michael Masta asked that people notify him by email should anyone encounter any systems/website issues. He reported that many business partners want to participate in IT Section meetings. Robert Santos mentioned that this be coordinated with Lydia Tavera to coordinate topics, and to make sure that there are no duplications. Michael reported that he will be uploading the new board of directors on the website and has updated contact information, and is working with Jean Jewell regarding any system glitches.

Michael reported that there was a luncheon seminar held on February 18<sup>th</sup> on the topic "Video Conferencing for Law Firms" simultaneously at the Westside office of Weinstock, Manion, Reisman, Shore and Neumann and Downtown at Carlsmith Ball LLP. Lunch was provided courtesy of Innovative Computing Systems, Inc. The presentation was made by Brandt Manchee from Innovative Computing Systems, Inc. and included a live demonstration connecting both member locations with a third location in Texas.

The next IT Section meeting will be on May 6<sup>th</sup> at 12:00 p.m. at the Downtown offices of Manning & Marder, Kass, Ellrod, Ramirez, LLP. The topic of the meeting will be "Laptop Security" and will be presented by Doug Hafford of Afinity. There will be no charge for this event, and lunch will be provided, courtesy of Afinity.

Michael indicated that he will bring all topics to the next educational meeting. It was suggested that the next Finance Section meeting could be combined with the IT Section meeting. Michael spoke about wanting to have an "Introduction to IT" seminar, which could be held in the evening, and on multiple dates. This seminar would also be open for non-business partner non-members to attend, as future recruits.

### **Small Firm Section (Bolden)**

Nilo Bolden reported that the next meeting will be held on April 16 and will be at the offices of Nelsen, Thompson, Pegue & Thronton at 12:00 p.m. The topic will be "How Clear is your Crystal Ball." Lunch will be hosted by Rhumblin Legal Solutions. There are 7 members and 1 non-member RSVP's to date, and are hoping for 15 attendees.

Nilo reported that there will be a meeting held on July 16<sup>th</sup> at Manning & Marder, with the topic "How to Resurrect Your Nest Egg in 2009." Glenda Adair will be the speaker.

### **Corporate/Government (Orrico)**

Rosemary Orrico reported that a seminar is to be scheduled on the topic "How to Apply for a State Job" which will be held on a date the second week in May, likely May 13<sup>th</sup>.

Proposed topics for future meetings:

“50<sup>th</sup> Year of the Fair Employment and Housing Act” presented by the Department of Fair Employment and Housing to be offered to the entire membership. No date has been determined. The DFEH was requested to submit an outline of the presentation so that GLA ALA may request CLE credits.

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### **Santa Barbara/Ventura (Scott)**

Lydia Tavera reported that Kaylan Johnson-Scott and Leslie Maitland put together an email survey to solicit what the people in this section would like to see implemented. Approximately half of the recipients have responded to date. This data will be evaluated by Kaylan and Leslie to will make a recommendation to the board and to get their input at the meeting next month to determine how to proceed. Rosemary Orrico has offered to assist.

### **GLA ALA University (CLM Program) (Hamill)**

The most recent course covered HR topics, and was held on March 11<sup>th</sup> at Klee, Tuchin, Bogdanoff & Stern in Century City with speakers Terri Oppelt and Attorney. The next course will also cover finance topics and will be held on April 23<sup>rd</sup> at the same location. No one will be taking the CLM exam in New Orleans at the May conference. Kim Holme and Jeannine will be meeting to cover this and are looking at getting members in transition involved with the CLM program. Those who are already certified have been asked if they have any books they would like to donate to the chapter library.

### **Hospitality (Barnes and Merrill)**

There were 34 attendees at the March 10<sup>th</sup> luncheon. The April luncheon has 37 attendees signed up to date. The Beverly Hills Country Club will be updated to have the dinner at the board meetings ready by 5:30 p.m.

### **Lending Library (Abraham)**

Viviane Abraham reported that the CLM's were sent an email to get the study books they used for the lending library collection. Viviane has been in contact with ALA Headquarters for inserts/updates to the books, and has inquired about procuring discounts for books. Susan Seales offered that she may have some materials that she can donate. April is Staff Appreciation Week. The Chapter Luncheon on April 7<sup>th</sup> could provide an opportunity to mention a book club tied in with employee morale. Hospitality will make sure that an extra table is provided. Shaun Morrison has the tapes from Walter Bond, the speaker at the CCW event in 2006. All sections are encouraged to donate books. Viviane has created a check-out system with a free courier delivery service. A list will be created and included in the Leadership Exchange magazine, and will be provided to Michael Morales. Robert Santos will be updated as to those who are donating to this program to be sure that they are acknowledged.

### **Magazine (Varnes, Morales and Celis)**

Michael Morales reported that the April magazine has been completed, and he has met with Monica Celis, who is also on the Magazine Team. The theme of the May magazine will be a smiley face with the tagline "Now More Than Ever." The theme of the June magazine will be "Summertime, and the Living is Easy." The theme of the August magazine will be "The Dog Days of Summer." Michael will be meeting with Tsui Chu on articles and speak with ExComm on other article ideas.

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### **Membership (Morrison)**

Shaun Morrison reported that the definition of a Member In Transition (MIT) is someone who has been a member of an ALA chapter within the last 12 months and was not working at this time. A Member In Transition Luncheon was held at Katten Muchin Roseman LLP in Century City on March 16<sup>th</sup>. Tips were offered on best job search practices. Legal Option Group hosted a MIT Wine and Cheese Reception on April 1<sup>st</sup> at their offices in Century City. The next MIT meeting will be held at the offices of Jones Lang LaSalle in Downtown at 12:00 p.m. on April 22<sup>nd</sup>. The topic will be "Me, Inc.; The Many Hats We Wear" with Paul Hekimian of Overnight Express as speaker. It was reported that there are 16 members categorized as MIT. Members with firms that are involved with preparations to close would be considered in transition. Robert Santos spoke about the classified section of the website, and content that would be appropriate to post as to job opportunities that would not upset our business partners who are recruiters. The New Member Orientation luncheon that was scheduled for February was cancelled. The Membership Team will be coordinating a rescheduled date, which will be in September. Manjit Ender is getting involved in overseeing the mentor program. There are a number of mentors who have not yet been assigned. Jim Van Dusen suggested including how impressive this program is in the chapter magazine.

There are currently 285 chapter members, and estimated there are 50 to 55 ALA members in the area that are not GLA members. There will be a focus on this recruitment and also those ALA members who have never been GLA members.

### **Historian (Van Dusen)**

Jim Van Dusen reported on the part-time Chapter Administrator position and recent interview process. The committee has placed this position on hold until July to review the Chapter finances.

### **Community Outreach (W. Sweet)**

Wendy Sweet reported that they are currently revising the charity selection process. Maricela Gonzalez will be also working on the Community Outreach team. The goal of Community Outreach is to provide members the opportunity to participate in community action programs by

supporting worthy charities. There will be various programs throughout the year. Maricela will be the liaison for the Justice Jog. Wendy will work with the committee to enhance the website. There will be articles and spotlights for the magazine. Robert Santos asked the Board to contact Wendy if there are charities they would like to be considered to be benefitted from the CCW event.

### **Golf Tournament (Walsh)**

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Erin Walsh reported that the Golf Tournament will be held at the MountainGate Country Club on June 22<sup>nd</sup>. She stressed that she would like to see better member participation, even if to just attend the dinner event afterwards. There will be split packages for multiple business partners to participate. Michael Morales said that he would put something together for the magazine. Robert Santos also mentioned that there will be a President's Tee.

### **Justice Jog (Fortune)**

The event will be held at Warner Center Park in Woodland Hills on October 18<sup>th</sup>. Currently being considered is whether it will be a 5K or 10K event, and the pros and cons. Cindy is working on putting in the request for street closures early, so as to avoid a charge. It was announced that there is a need for additional committee members, and there will be a conference call on April 10<sup>th</sup>. Michael Morales reported that he will put together an ad for the magazine, which will take into account what business partners have already agreed to sponsor to generate interest. It will be stressed that people need to pay promptly in the want to appear in the June issue of the magazine. The cut off for the April magazine is April 7<sup>th</sup>.

### **Diversity Team (Seales)**

Susan Seales reported that she is working with Beverly Biggs and Kelly Hons, and they will have a meeting next week. A telephone tree to all business partners will be provided by Ilona Reddick. The diversity of business partners can be listed on the website. The team is considering a diversity business partner fair in August in conjunction with the Los Angeles County Bar Association. Susan reported that LACBA has moved into new facilities. Shaun Morrison offered that she knows someone who is on the ExComm with LACBA. It was expressed to be sure that the scheduling would not conflict with any section meetings, and with a proposed 4:00 p.m. to 7:00 p.m. run time. Maureen Varnes mentioned that this could be promoted in the electronic magazine that month, and this could also be sent to ALA Headquarters.

### **Employment Law One Day Seminar (McDonnell)**

Mary McDonnell reported that the Board is still looking for a chair for this event.

**BREAK**

