

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

Date: Wednesday, August 6th, 2008

Time: 6:00 p.m.

Location: Beverly Hills Country Club

Attendees: Maureen Varnes, CLM; Robert Santos; Michelle Liffman, PHR; Tiffany St. John; Michael Masta; Nilo Bolden; Rose Bazan; Isabel Warner; Norma Ayala; Ken Sweet; Jim Van Dusen, CLM; Joanne Stillwagon; Barbara Chilton; Tsui Chu, PHR; Michael Morales; Jeanette Vella; Viviane Abraham; Angela Ungurean; Deanna Pepe, Cindy Fortune, Rosela Marin, Ilona Reddick, Lydia Tavera, Wayne Mitchell, Bonita Paul, Jean Jewell, CLM

The meeting was called to order at approximately 6:05 p.m.

**Old Business**

Minutes (Dillon)

The Minutes of the Board of Directors Meeting for June 4th, 2008 were submitted for approval. **A motion to approve the minutes was made by Angela Ungurean and seconded by Joanne Stillwagon. The Board approved the June 4th, 2008 minutes.**

July minutes will be submitted for approval at the September meeting.

Financials (Jones)

The financials for June were previously presented to the Board via email for approval.

**A motion to approve the June financials was made by Wayne Mitchell and seconded by Rosela Marin. The Board approved the June 2008 Financials.**

July financials will be presented for approval at the September meeting.

**I. Announcements (Varnes)**

Maureen Varnes reminded board members about the RBZ survey and that the deadline to submit is August 25<sup>th</sup>. Maureen polled attending board members and about half indicated they would be participating.

Maureen also informed the Board about the Region 4/6 scholarships that will be given away by the chapter. Our chapter won a free scholarship at the national conference, and two additional scholarships (paid for by our chapter) will also be given away. A discussion was held about how to give the scholarships away. It was decided that a drawing at the September luncheon, one at the vendor/member mixer and one during the new member orientation meeting would be the method to give them away.

Maureen also mentioned organizing a joint social event with the Orange County Chapter of ALA and a reception for GLA members at the Region 4/6 conference. Robert Santos, Michelle Liffman and Jeannette Vella volunteered to organize OC/GLA event. Norma Ayala volunteered to organize the Region 4/6 event with SoCalPros

Maureen announced that Debra Krueger recently resigned her position due to job relocation and that the Board would be looking to find a replacement for her, and if anyone was interested or had suggestions to please let her know.

## **II. Committee Reports**

### **Website (Jewell)**

Jean indicated the lending library is now available on the GLA website. There is now also a new section for the Justice Jog and a thank you page for Justice Jog sponsors has been set up; and a new site map is being created. Norma Ayala has recently posted golf photos on the web. Jean Jewell requested that when people submit dates, they use the calendar forms available from Norma Ayala and her. Jean is still working on all of the security access levels to make sure the correct people can see the correct events, etc. They are also still working on getting photos of the Board posted.

### **Education Chair Report (Marin)**

Rosela Marin submitted an updated calendar for the web team and will continue to update. She is also setting up an education meeting in August. She indicated that previous education reports have been sent by Kelley Hons to Regional. Rosela indicated she will be responsible for sending all future reports.

### **GLA ALA University (Shaw)**

No Report

### **Programs (Ospina)**

The September Luncheon will be held on September 9th at the Beverly Hills Country Club. There will be an insert in the magazine as well as an e-mail blast next week to promote the program.

The October Luncheon will be held on October 14th at the Omni Hotel in Downtown Los Angeles. Ted Hanf is the speaker and the topic is "Elements of Preparedness." Ken Sweet is working to secure a vendor for the October Luncheon.

Dave Roberts of RBZ will be the speaker for the November 11<sup>th</sup> luncheon (he is not charging a fee). His topic is "Finance: a discussion on trend analysis on compensation rates."

The Holiday party is set for December 9<sup>th</sup> at the Biltmore Hotel, Downtown L.A. Rose Bazan believes her team will be handling gift baskets. There will be no speaker; however, there may be a fun power point presentation.

### **Seminars (Mercier)**

Maddy indicated the September 3rd evening seminar titled "Ethical Duties of Supervisory Lawyers – What Every Law Firm Attorney and Administrator Needs to Know" will be presented by Hinshaw & Culbertson at the Beverly Hills Country Club. The event will be paid for completely by Hinshaw, and they will also provide 1 hour of MCLE credit. Maximum capacity will be about 50 participants. Registration will begin at 5:45pm, the program will be from 6:45 - 7:45 pm. Parking will be validated. There will be cocktails and some light hors d'oeuvres.

Valeda is considering not holding a seminar on November 14th, due to the time it is taking to put together the September seminar. However, the topic, speaker and venue have been secured. The Interchange Group is providing the potential speaker, for a downtown evening event at the Omni Hotel.

Michelle Liffman requested that a final budget be sent to the vendor team for the proposed event.

The next scheduled seminar is Labor Law on January 24, 2009 at the Beverly Hills Hotel.

Maureen requested that the seminar team also start planning next year's managing partner event. Valeda said she had been working on ideas with Mike Brandewin and Janel Ozar. Also Wendy Rice-Isaacs, ALA's President, expressed interest in coming out for the event.

### **Bylaws/Historian (Van Dusen)**

Jim had continued to work on the Administrative Outsourcing task force. Currently they are working on plans to create a job description, a time line for implementation and interviews. General planning should start this Fall and the committee will probably start speaking to potential candidates by the end of the year.

### **Vendor Relations (Reddick)**

Ilona is still working on the new vendor rates. The next Vendor/Member Mixer is scheduled for September 25<sup>th</sup> at the Elevate Lounge in downtown L.A. It will be preceded by a Vendor Idea Exchange meeting. The vendor team is still compiling a list of which vendors will attend. There will also be a band provided by Fortune Entertainment. The timeline is 4-5:30 pm for the Idea Exchange and 6-8 pm for the mixer.

The September Luncheon Program Sponsor is OverNite Express

The October Luncheon Program Sponsor is possibly Afinety. There are also a few vendors who are already paid for lunch sponsorships as part of package deals which needs to be sorted out.

The vendor team will be adding information to the September magazine. The vendor team also collected \$9,400 in non-5k Walk/Run sponsorships. The vendor team will prepare a budget comparison for next month's meeting.

### **Community Relations ( Ungurean)**

Angela mentioned the CSU Fullerton's Legal Administrator program and shared their brochure with the board members. The program is starting this Fall.

She has also spent some time speaking with others about their definition of community relations and what the task force had come up with. There hasn't been any finalization, mostly due to vacation schedules. Michelle Liffman offered to participate in the next past-presidents task force conference call.

Angela also had a discussion with Robert Santos, regarding speaking to new members about getting involved in community relations projects. Angela is planning to speak at the upcoming New Member mixer and is creating a flyer for membership to distribute.

Angela has also been participating in recent Run/Walk meetings and is thrilled about the progress. Michael Masta offered that he would be happy to promote CR at IT section meetings.

### **Job Referral Services (Ayala)**

Norma reported 7 new job postings, 4 of them were filled and she added 2 last week. She also noted that while the job market is slow, our site had more offers than the OC ALA site which only had one posting.

### **Membership (Stillwagon)**

Joanne is working on ideas for this year's membership campaign and will have ideas for the executive committee within the next few weeks. The new member orientation is scheduled for September 16<sup>th</sup> and will be held at Andrews Kurth. The orientation meeting will also feature a video conference to Allen Matkins in Century City. The announcement for the event should be out by 15th of August via e-mail blast.

Joanne also reported 3 new members for July and that our current member count is 342.

The membership team just completed the first year's mentor program. There are 5 new members signed up for this year's program. Two Past-Presidents, Carole Leemon and Murray Heltzer have agreed to be mentors. New notices to mentors and mentees have been sent out.

### **Continuing Ed Coordinator (Abraham)**

The lending library is now up on the GLA website. Viviane is planning to have a full page ad in next month's magazine. Viviane is also working to make up some bookmarks to pass out at luncheons to promote the lending library. Viviane is also considering an e-mail blast to promote

that the website now has the library listing. She has also received some recent donations of books for the library.

Maureen mentioned that she still has some extra copies of The Extraordinary Law Firm, and will bring them to next meeting to donate to the library.

### **Magazine (Chu)**

The August magazine was delivered on August 1; and Tsui indicated that will be the goal for the magazine team from now on. Tsui also thanked everyone for getting all of their submissions in on time.

The October magazine is going to be a test of our electronic version of the magazine. The magazine team is also continuing to solicit restaurant reviews, etc. The September and October reviews have already been received.

### **Hospitality (Warner)**

The hospitality team is encouraging people to sign up at least 2 days before the meetings. Isabel reported that they will organize the name tags for the September 3rd seminar and that they are updating RSVPs in website after the event is over.

### **Special Events (Wind and Fortune)**

The Special Events team reported that the Justice Jog is proceeding, full speed ahead. The August magazine features a centerfold ad regarding the event. The Special Events team is encouraging all board members to have their firms sign up a team.

The team is also encouraging board members who know some new, non-participating vendors to take advantage of low priced sponsorship opportunities. The Justice Jog is a kid friendly event which should increase participation. A poll of the board members present indicated that almost everyone present said they would attend the event. Jeannette Vella mentioned that their firm has Justice Jog materials posted in their kitchen. 10,000 brochures will be printed and distributed shortly.

Norma talked about approaching high school kids who need volunteer service hours. Robert Santos will be coordinating all volunteers. Ilona mentioned that vendor sponsorships are coming along very well.

### **Diversity Team (Seales and Robinson)**

No report.

### **SECTION REPORTS:**

#### **Corporate/Govt (Serrano and Sharif)**

No report.

### **Finance (Mitchell)**

There was no finance meeting last month, the next one is scheduled for Nov. 18<sup>th</sup> at JAA Associates, the topic will be equipment leasing. The following meeting will be about improvements due to the economic stimulus package. The location is yet to be set. Wayne's new firm name will be Alston and Bird as of September 1st.

### **H R (Tavera and St. John)**

The next HR section meeting is scheduled for Monday, September 22<sup>nd</sup> at Weston Benshoof. The pricing is to be set later. The topic will be wage/hour issues and will last 1 to 1.5 hours. They are expecting a big turn out. Once the price is set, an e-mail blast will go out.

Lydia is also coordinating the November meeting. The topic will be New 2009 Labor Laws and act as a preview for the 2009 GLA labor law seminar. It is expected to last about 45 minutes. They are still considering dates.

### **I T (Masta)**

The next section meeting is scheduled for September 24th and will be held at City National Bank on the Westside. The topic is Disaster Prevention Recovery, the speaker will be Brant Machoof from ICS, who is also sponsoring the entire lunch. This seminar will be relevant to all size firms. The seminar will be held from 12-1pm. Participants only need to pay for parking.

The February meeting will be held as a simulcast on both the Westside and downtown from City National Bank Facilities and will be about video conferencing.

Michael is also working on a flyer for the next board meeting. He is also considering adding a November date and has ideas for a meeting with a recruiter who can speak about issues for multi office issues. Michael expects to have everything finalized for next board meeting. He is hoping for November 6<sup>th</sup> as a date for an additional IT section meeting.

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

Bonita indicated she is planning a meeting for next February but would really like to get something going sooner. She is open to suggestions.

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

The San Fernando section meeting is next Thursday. The speaker is going to be Candice Gotlieb and the topic will be conflict management in the law firm. Deanna is expecting a low turnout at US legal support in Sherman Oaks. The meeting will most likely be held as an informal discussion. Deanna has been working hard to send out mailings to potential San Fernando members who are GLA ALA members and encouraging them to attend these new San Fernando events.

The next meeting is scheduled for November 4<sup>th</sup>. Deanna is hoping to hold the seminar somewhere in Woodland Hills. She is considering a round table based on a survey that was recently sent out to San Fernando members.

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

The next meeting is scheduled for September 17<sup>th</sup> at Klee Tuchin in Century City. Terry is hosting, and attendees only have to pay parking. The topic will be "Caught in the middle and nowhere to go: Employee Conflict Resolution." Ken McCould is the speaker. A flyer will be distributed at the September luncheon. An e-mail blast has already gone out. Nilo is hoping for a relatively large turn out.

Maureen also started a discussion about re-starting a monthly e-mail blast. She also recruited Michael Masta to start that project. Jeanette also offered to forward OC ALA chapter examples.

**7:20 BREAK – Section and Committee Members may leave at this point.**

**7:30 COMMENCE MEETING**

#### **REPORTS OF OFFICERS**

##### **Past-President (Liffman)**

Michelle held a conference call on August 5<sup>th</sup>, with the vendor team. The vendor team is working on a budget for the next mixer. Elaine is working with Justice Jog Vendors, Ilona is working on magazine renewals and Ken is working on sponsorships. Michelle expressed concern about rates for next year and suggested contacting section chairs re: monetary needs for next year as well as researching expected increases for events at the Omni Hotel and the Beverly Hills Country Club.

Ilona will follow up with Joanne regarding ideas for vendor idea exchange.

Michelle Liffman also expressed concern about vendor participation and shortfall in budget numbers.

Michelle also reported that she had been nominated for a regional officer position

##### **President (Varnes)**

Maureen mentioned the SoCalPro's sponsored event. A wine tasting event was suggested, with wine pairings for appetizers. It was also discussed that the event should probably be held earlier and be completed by 8pm.

**President-Elect (Santos)**

Robert sent award submission guidelines to everyone who could apply for an award. No points have been missed yet. The board retreat will be held at City National Bank in Downtown from 2-8 pm on Friday, October 3<sup>rd</sup>.

**9:05 p.m. MEETING ADJOURNED**

Date:

7/27/08

APPROVED:



ROBERT SANTOS, President-Elect