



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

Date: Wednesday, April 7, 2010

Time: 6:30 p.m.

Location: Beverly Hills Country Club

Attendees: Mary McDonnell, Jean Jewell, CLM, Shaun Morrison, Ken Sweet, Terri Oppelt, Lydia Tavera, Lori Akina, Isabel Warner, Jasmine Young, Katherine Starr, Helen Youngblood, Lucia Donat, Audrey Prince, PHR, Tammy Saetia, Karen LaFleur, Kimberly Kahs, Julia Round, John Purins, Deborah Dial-Barr, Debra Gray, Kim Holme, CLM, Susan Seales, Manjit Ender, Luci Hamilton, Maureen Varnes, CLM, Michael Morales, Monica Celis, Jim Van Dusen, CLM, Maricela Gonzalez, Norma Ayala, Nilo Bolden, Mark Verbecken, Angelica Loftin, Tiffany St. John

6:30 p.m. CALL TO ORDER

Mary McDonnell opened the meeting reminding members to always RSVP to every board meeting on the website that they will be attending. This is the first board meeting of the new board year and is a quarterly meeting.

Old Business

Secretary (K. Sweet)

The December board meeting minutes are being tabled to the next meeting.

The February, March and March Crossover Board Meeting minutes were presented and all approved.

Treasurer (Oppelt)

The January, February and March financials are tabled to the next meeting. Typically financials will be sent in advance of each board meeting by e-mail.

Announcements (McDonnell)

Recognition of Recent Chapter Events

Mary thanked the BP team for the excellent March Business Partner/Member Mixer at Beverly Hills Country Club. The chapter received great feedback from its business partners.

2010 Quarter Chapter Announcements

Mary passed out chapter announcements with a list of areas to discuss at the section meetings and member events. Mary plans to prepare the chapter announcements for each quarter. Some of the announcements included were the 2010 theme for the chapter "Plug In and Get Connected."; Provide recognition to our diamond, platinum and bronze business partners and a list of upcoming events. This will also be sent out by e-mail to each board member. The two areas of focus this year will be increasing membership and CLM participation.

CLI Attendee Interest

ALA's Chapter Leadership Institute (CLI) Conference will be held June 25-27 in Las Vegas. Mary McDonnell, Jean Jewell, Shaun Morrison and Lydia Tavera will be attending CLI as members of Excom. Additional spaces may be available and board members were encouraged to contact Mary if they were interested in attending.

ALA Annual Conference Update

It has been confirmed that 39 members will be attending the ALA Annual Conference in Boston in May. Mary will be sending out an e-mail and is coordinating a duck tour, which is a tour of the city covered by land and water.

ALA President Reception

Mary reminded people to sign up for the Magic Castle event on April 12, as attendance will be limited. ALA President Susan French Koran will be the guest of honor. There will be a tour of the castle and magic acts. This will be a free event with a run time of 6:00 p.m. to 8:00 p.m. Mary has binders for people who did not attend crossover. The updated board member contact sheet was circulated to be placed in the binders that were given at the March Crossover Meeting.

OFFICER REPORTS:

Treasurer (Oppelt)

Terri Oppelt reported that she met with Steven Jones, Jean Jewell and Mary McDonnell on April 3 and went over the budget. Some people are behind in turning in expenses for reimbursement and need to do so ASAP. Terri can help get things signed with budget to go out in the next week. She will be doing her recordkeeping in Quick Book, and is doing recoding and updating. We will continue with the same CPA firm, which has been approved by the board.

President Elect (Jewell)

Jean Jewell reported that the chapter achieved platinum status this year, and that we need to do all we can this year to maximize points accrued for next year and are 25% of the

way there to date with the President's Checklist. Kim Holme is the new Webmaster. She will make sure that our designation is upgraded on the website.

Education Chair Report (Tavera)

Lydia Tavera reported that she received all the section reports a week prior to the board meeting. The next meeting of the Education Team will be on May 18 at a location to be decided on the Westside. Lydia will be sending Evaluations and Chapter summaries to Doris Alexander, Region 6 Director, on a quarterly basis and reminded section chairs and educational event leaders to be sure to turn in evaluations regularly. Lydia emphasized that by the Education Meeting in May she hopes to have all topics and speakers mapped out for the year so we can populate the calendar as soon as possible.

Programs (Warner)

Isabel Warner reported that the **March 9 Chapter Meeting** at the Omni Hotel downtown on the topic "Let's Go Green" went very well and with great business partner participation. There were three speakers featured, with 40 members in attendance. The speaker rating was 6.7.

The Leadership Luncheon will be held on April 13 at the Beverly Hills Country Club with Susan French Koran, ALA President, as speaker.

There will not be a **May Chapter Luncheon** due to the Managing Partner Luncheon on May 25 at the Montage Beverly Hills with speaker Blane Prescott of Hildebrandt.

The **June Chapter Luncheon** is still being planned and will have a healthcare topic.

The **3rd annual Past President's Forum** will be held on July 13 at the Beverly Hills Country Club.

There is a plan to have an ethics seminar with LACBA.

The **August Chapter Luncheon** will be an appreciation luncheon for our business partners.

The **September Chapter Luncheon** will be session on soft skills, such as communication or stress management.

The **October Chapter Luncheon** will be on an IT topic.

The **November Chapter Luncheon** will be on a finance topic.

The **Holiday Luncheon** will be held on December 7 and will be at the Biltmore Hotel downtown. A deposit of \$2,000 has been approved. The event budget will be presented at the next board meeting.

The **February Chapter Meeting** will be on an HR related topic.

The **March Chapter Meeting** will cover something on safety or marketing.

Isabel said that they are still looking for great speakers.

SECTION REPORTS:

Multi Office (Purins)

John Purins reported that the next Multi Office Section Meeting will have an open forum on a selected topic and he will send out an announcement for a meeting on May 13. John plans on incorporating videoconferencing and will host at ReedSmith for downtown and in Century City. John is also looking for a San Fernando Valley host. He plans to pursue the possibility of a meeting in tandem with the Orange County Chapter.

San Fernando Valley (Gamboa)

No report.

Finance (Saetia)

Tammy Saetia reported that the next meeting will be held on April 20 on the topic "Tips on Filing Business Property Tax Statements" which are due on May 7. Lunch will be free and this will be held at Greenburg Glusker in Century City. An e-mail blast will be sent out.

HR (Liffman, Prince)

The next meeting will be held on April 27 at Allen Matkins in Century City on the topic of healthcare legislation.

IT (LaFleur, Lahs)

The first meeting will be held on June 17 with speaker Kevin Haight from WAMS covering IT 101, including SAN's, at the dual locations of Buchalter Neimer downtown and Greenburg Glusker in Century City.

On September 16 there will be a meeting on cloud computing, CDW and VM Ware, hosted at the same locations with the name of the speaker forthcoming. This event will be free with lunch provided.

Prior to the December holidays, there will be a section meeting covering Gotchas and Gizmos and what's hot for gift giving ideas.

There will be a section meeting in March 2011 on e-discovery and legal holds.

Small Firm (Round)

Julia Round reported that there will be a section meeting on April 8 on Business Continuity. Twelve attendees have signed up for the meeting. Lunch is sponsored by United Document Storage. Parking will be free.

The next meeting will be in July to cover a topic on softskills.

Corporate/Government (Loftin)

No update to report at this time.

Santa Barbara/Ventura (Scott)

Kaylan Johnson-Scott will be contributing an article for the Leadership Exchange Magazine and will have an open house for the Excom at her house on May 16. She reported that she would like to look at videoconferencing participation opportunities for meetings.

MIT Section (Hamilton)

Luci Hamilton is the chair of the MIT Section and spoke with Barbara Chilton. She is looking for more networking events and is planning out meeting dates for the year and coordinating speakers, including Bill Saleeby. Emphasis will be placed on connecting people with the marketplace and to keep up with education including technology and finance. She has requested people's help with ideas.

Inland Empire (TBD)

Still seeking someone for this position.

RSVP Lists and Webtraining

Mary said that members should all be registered on the website. If people are in charge of events to make sure the RSVP lists are accurate or take them no-shows off the list. Web training will be given to board members. People can call Kim Holme if they have questions.

GLA ALA University (CLM Program) (Hamill, Donat)

The goal this year is to boost attendance and make sure that people follow through to taking the exam. Mary McDonnell suggested having a mentor CLM program for support and the need to reestablish the value of accomplishing certification. Maureen Varnes said the program could be better marketed. The first meeting will be held on April 15 with an

e-mail blast to go out on March 30. There is a plan to have a session meeting on April 22 on the topic financial management with Michael Palmer from 6:00 p.m. to 8:00 p.m. at the downtown office of Allen Matkins.

Hospitality (Merrill, Dial-Barr)

There is nothing to report to date, but will at the next meeting. Nametags for the Magic Castle event will be handled by Peg Merrill.

Lending Library (Abraham)

Vivianne Abraham was unable to attend the meeting, but Mary McDonnell spoke about how the lending library will be promoted and what is in the collection and available for checkout. Some key topics are disaster preparedness and IT.

Magazine (Varnes)

Maureen Varnes reported that the April edition is done and will go out next week. All editions will be bi-monthly going forward, with business partners to be updated. Michael Morales has been working on creative cover designs and a redesign of the interior of the magazines. They are also working on the uniformity of flyers. There will be a section report page, an MIT section, a lending library inventory and member and business partner spotlights. All content for magazines needs to be in by the 5th of the month prior to that edition. Someone will do a crossover article. The theme for the June edition is summer school and continuing education and August will have the theme of summer vacations. There is a need for articles covering HR topics.

Membership (Russell)

Shaun Morrison reported that the current membership count is 317 GLA members of which 20 are brand new for first quarter of year. There are 99 members who have not renewed, of which 50 have not renewed with either headquarters or GLA, and 49 who have not renewed with GLA. The 2010 recruitment plan includes a business partner mixer with the theme "Let's Plug in and Get Connected." Whatever business partner brings in the most members will get a free booth at the Employment Law Forum and the member that recruits the most members will have their local and headquarters dues paid. There will be points for event attendance and will have drawing likely at the December holiday lunch. For longer duration events, attendees can be given two tickets. Prizes will need to be determined, with them likely being for first, second and third prize.

Membership Directory – The member content is in its final stages, to go out by mid May.

Website (Holme)

Kim Holme reported that she plans to respond back to requests within 24 hours and is in the process of updating the website. She said that she will make sure to get events on

calendar and e-mail blasts out timely. She will be performing a quality check on making sure that lists are being kept up to date, and will work with Mary McDonnell and Jean Jewell on that. The IT Section Chair will also help. Jean confirmed that we have a stack counter on the website for statistical usage information, how often people are logging in and most popular pages. Business Partners have been inquiring about volume of usage.

Golf Tournament (Verbecken/Seales)

Mark Verbecken reported that the Golf Tournament event will be held on July 26 at the MountainGate Country Club. Sponsor packages are being put together and there will be no cost increases.

Justice Jog (Ayala)

Norma Ayala reported that the Justice Jog Team members are Cindy Fortune – Marketing, Terri Wind – Budget, Nilo Bolden – Sponsors, Ken Sweet – Volunteers for day of event, Ilona Reddick – Recruit law firm team members. She is waiting for the Excom to approve the new logo of which logos being proposed were passed around. The sponsor packages will have no cost increases, and will go out prior to the golf event. A tentative budget has been sent to the Excom. We are still waiting on Westfield Shopping Center to approve the use of the plaza and with local hotels for street access during the event. She is currently working with the Intercontinental Hotel, with all going well to date.

Historian (Seales)

Susan Seales is confirmed as the board Historian and will be in contact with ALA headquarters to confirm turnaround time requirements for gaining chapter points.

Diversity (Biggs)

A report will be given at the next board meeting.

Business Partner Team (Gray)

Debra Gray reported that there were 78 RSVP's for the Business Partner/Member Mixer event at the Beverly Hills Country Club on March 31, of which there were 28 members in attendance. Feedback from members and business partners was extremely positive and all have paid for their participation. The drawing was very popular.

There have been 11 sponsor packages sent out to prospective business partners. IKON is a new sponsor. There are business partner sponsors for all luncheons through the end of the year. There are Golf Tournament, CCW, Board Retreat, December Holiday Luncheon, and Employment Law Forum sponsorship opportunities where business partners are needed.

Community Outreach (Gonzalez)

Maricela Gonzalez reported that the former chair of Community Outreach is Wendy Sweet. Shoes That Fit is the charity selected for CCW this year, and they are located in Claremont. They sent over their new logo which will be given to Norma Ayala. Shaun Morrison is Maricela's liaison and said she would help with Public Counsel and in coordinating other charitable opportunities. People are needed for the committee.

Community Relations (Van Dusen)

Jim Van Dusen reported that this is a newly created position. It will entail how GLA is presented, and how we reach out to the community. Jim confirmed that he has been on the board for at least 20 years. The RBZ Team has been left as a committee, with Lydia Tavera, Jean Jewell and Sharon Barnes working in tandem with the OC Chapter, and will be more advisory.

Job Referral Service (Liffman)

No updates at this time.

Employment Law One Day Seminar (Oppelt)

Terri Oppelt reported that she has starting the planning process and is seeking a location on the Westside that is big enough for the business partners to have displays and breakout sessions. She will put together help teams and find speakers. This will likely be a full day format, to be decided in the next month or two.

OTHER BUSINESS

FALA

There will be a silent auction at the annual conference. There needs to be a decision by April 12 if the contribution will be a gift, such as wine or artwork, or a monetary donation. If a gift, it needs to be something easily transportable to Boston. Nilo Bolden and Mary McDonnell will decide on this by Friday.

The Board made a motion to approve the spending of \$250 on the FALA gift and the motion was unanimously approved.

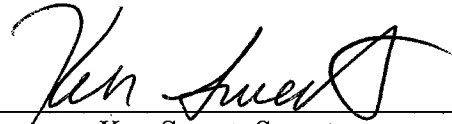
ALA Webinars

ALA webinars will be happening and hosting firms will be needed on the Westside and downtown. Mary McDonnell covered some mentioned topics, with a clipboard passed around.

Liaison Reports

Liaison reports are due in by last Wednesday of each month. Remember to put GLA ALA in subject line of e-mails.

MEETING ADJOURNED AT 8:26 p.m.

A handwritten signature in black ink, appearing to read "Ken Sweet", written over a horizontal line.

Ken Sweet, Secretary