

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

Date: Wednesday, August 5, 2009

Time: 6:00 p.m.

Location: Beverly Hills Country Club, Los Angeles, CA

Attendees: Robert Santos, Mary McDonnell, Jean Jewell CLM, Maureen Varnes CLM, Ken Sweet, Isabel Warner, Terri Oppelt, Michael Masta, Nilo Bolden, Bonita Paul, Sharon Barnes SPHR, Peg Merrill CPA, Debra Gray, Jim Van Dusen CLM, Shaun Morrison, Michael Morales, Viviane Abraham, Wendy Sweet CLM, Maricela Gonzalez, Susan Seales

**6:16 p.m. CALL TO ORDER**

**Old Business:**

The June board meeting minutes were approved.

The July financials will be circulated and are to be reviewed at the board retreat, which will be held on Saturday, August 22, with many confirmed as attending. The board manual, the business partner/member mixer event and speed networking will be covered as topics at the retreat. There will be a mixer afterwards, where people are encouraged to bring their spouses/significant others/guests and to include their names in the comment section of the calendar item. Vendor Direct is the business partner sponsor. An optional training session will be held prior to the board retreat that will cover utilizing the chapter website. Board members will need to RSVP to each calendar item separately for this date.

The 2<sup>nd</sup> Annual Past President's Forum was held on Tuesday, July 14, as was well attended. These will definitely continue in the future. Isabel Warner was of instrumental help.

The OCALA and GLA ALA Joint Event was held on Saturday, July 25, and the Angels won the game. There was an event prior to the game at the El Torito Restaurant across the street. Both events went very well, and 47 people attended. Jeannette Vella was a big help. Proceeds left over after the event were split between the two chapters.

The Business Partner/Member Mixer will be held on Thursday, September 10, at J Lounge in downtown Los Angeles. The event run time is 6:00 p.m. to 8:00 p.m. The approval was given to book the event at this venue. The cost of the event to business partners will be covered with the Ex Comm.

The Region 6 Conference will be held September 25 – 26 in Rohnert Park, CA, with a good turnout expected. There will be a chapter event held at the conference sponsored by First Legal.

**COMMITTEE REPORTS:**

## **Programs (Wagner):**

The Past President's Forum was held at the Chapter Luncheon on Tuesday, July 14. Afinity, our Diamond Sponsor, sponsored the event. There were 37 in attendance, and the overall survey score was 6.5.

There will not be a chapter meeting in the month of August.

There will be a Chapter Luncheon on Tuesday, September 15 at the Omni Hotel downtown. Jathan Janove, who spoke at the conference in New Orleans, will be the speaker. Time Machine will be the business partner sponsor. The board has approved a speaker fee of \$1,500 and travel expenses.

There will be an evening seminar on Tuesday, October 13 at the Beverly Hills Country Club. The topic will be "Emotional Intelligence and Diversity" with speakers Anita Row and Lee Gardensworth. The speaker fee has been waived, and there will be an attendee charge of \$12.50 for each workbook. Susan Seales said that she will help coordinate a diversity sponsor, at a likely cost of \$1,500, to be confirmed. Sharon Barnes will get pricing for plated dinner cost and also buffet-style. There will be no hosted alcohol, but will look into the cost of a no host bar. Susan said that this would be a good event to sponsor with LACBA, and could count towards bias credit for attorney attendees. She confirmed she will check with them. Sharon asked that she be kept in the loop so as to confirm attendees for food and size of room needs. A flyer will be included in the September magazine.

Sponsors are needed for the October evening and November chapter luncheon events.

There will be a Chapter Luncheon on Tuesday, November 10 at the Omni Hotel downtown. Larry Kohn, President of Kohn Communications, will be the speaker.

Terri Oppelt noted that both the October and November chapter events are HR related, and count towards SHRM credit.

The Holiday Luncheon will be held on Tuesday, December 8, at the Century Plaza Hyatt Regency. The cost will be \$40 for members and \$50 for guests of members. An initial guarantee of 100 attendees has been given to the hotel. The Art Institute of Pasadena will be contacted for entertainment.

## **Multi Office (Paul)**

Bonita Paul reported that there will be a joint meeting of the Multi Office and IT sections on Thursday, September 10 at the O'Melveny & Myers office in Century City videoconferencing with the Reed Smith office downtown. Doug Hafford with Afinity will be the speaker, and the topic will be "E-mail Harvesting and Management." The previous meeting of the Multi Office

Section was held on Monday, June 22, and covered the topics of business interruption planning and staff evaluations.

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

A meeting will be held on Thursday, August 13, at 12:00 p.m. at the Hewitt & Truskowski firm in North Hollywood. Harvey Thompson of Humanscale will be the speaker, and the topic is "Creating a More Comfortable Work Environment – Ergonomics for the Law Office." Equitrac will be the business partner sponsor.

### **Finance (Mitchell)**

Wayne Mitchell reported that there was a section meeting held on Tuesday, July 21, at Alston and Bird LLP on the topic "Getting More Done with Less." The next meeting will be on Tuesday, October 20, with a topic to be decided.

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

Tiffany St. John reported that a webinar meeting was held on Tuesday, July 28, at Manning & Marder downtown on the topic "Why Can't We All Get Along?" with Davidson Staffing hosting the meeting. There were 23 people in attendance, and the survey score tally was 5.73. Robert Santos said that he will send a copy of the CD to Viviane Abraham. The next meeting will be held on Tuesday, October 27.

### **IT (Masta)**

Michael Masta reported that there will be a joint meeting with the Multi Office section on Thursday, September 10, on the topic "E-mail Harvesting and Management." There may also be an IT Section Meeting on Wednesday, September 23, still to be determined as to speaker availability.

Website report: Jean Jewell and Michael are working on the website handbook for the upcoming Webmaster. This should be done in the next month or so and will be posted on the website.

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

Nilo Bolden reported that a section meeting was held on Thursday, July 16, at Manning & Marder downtown on the topic "Resurrecting your Nest Egg" with speakers from the Green Goddess. She said the meeting was well attended, and the survey score tally was 4.7. The next meeting will be held on Thursday, October 8, at the offices of Dickstein Shapiro LLP on the topic of performance reviews, staff evaluations and interview techniques. Davidson Staffing will be sponsoring the event.

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

A section meeting will be held on Thursday, September 24, at Rosemary Orrico's office at the Department of Justice on the topic "Caring for your Military Employees." The date of Thursday, October 22, has been tentatively scheduled for a meeting on the topic of the 50<sup>th</sup> anniversary of the Fair Housing and Employment Act.

**Santa Barbara/Ventura (Scott)**

No report.

**GLA ALA University (CLM Program) (Hammill)**

Jean Jewell reported that Jeannine Hammill and she met and covered securing speakers and offices. They will work with programs to look at soft skills, and will be contacting speakers and for HR topics. Robert Santos said that the Manning & Marder offices can be used, but does not have videoconferencing available. Shaun Morrison said that the Century City office at Allen Matkins can be used and she will speak with Martha Bernard about the downtown location. Bonita Paul said that her downtown office at Milbank Tweed can also be used and has videoconferencing available, if needed.

**Hospitality (Barnes and Merrill)**

Sharon Barnes reported that Peg Merrill and she need more help on website usage for updates. Jeannette Vella will send a list of attendees at the Angels game event, and Debra Gray will submit a list of attendees at the golf event.

**Lending Library (Abraham)**

Viviane Abraham reported that Michael Masta sent out an e-mail blast of all books and other items in the library collection, with additional ones to go out every two weeks. Viviane will also make sure that book reviews are included. One key topic mentioned is file management. Shaun Morrison said that the ALA website has related resource information under LMRC. Jim Van Dusen said that Debbie Grundlin, at ALA headquarters and paralegal on staff, will do research on topics per member requests. Nilo Bolden asked if surveys can be circulated, which Jean Jewell confirmed, and they can be put on the chapter website. Other important topics mentioned are health benefits, parking and time and billing systems. It was mentioned that people need to be careful as to responses, and that survey results should be gathered/captured of past information.

**Magazine (Morales)**

Michael Morales reported that the August magazine is in final draft form, and will be circulated as an electronic version using iPaper. The theme is Dog Days of Summer. Individual pages can be printed, and it is very picture intensive with those of the golf tournament and the baseball

function looking great. Mary McDonnell suggested the idea of sending out this edition to business partners via Ilona Reddick's team. Will look at having three or four issues each year circulated electronically, and it was mentioned that the San Francisco Golden Gate Chapter circulates all of their magazines electronically, and this allow for an unlimited capacity for pages. The September issue is coming together very well. Michael suggested having a board of director's photo, with Michael having written an article about the board.

#### **MEMBERSHIP (Morrison)**

Shaun Morrison reported that there are 371 members as of July 31. Ten more members are needed by the end of the year to meet the President's List criteria. Mentors are being encouraged to contact mentees to attend luncheons and the membership orientation. Shaun circulated a list to the board of members who have not renewed this year, but are confirmed as active ALA members, and for the board to contact people they may know to encourage them to renew. It was suggested that past president's could also help.

A Member's in Transition meeting was held on Thursday, July 30, at Carlsmith Ball downtown with Kristy Jolstead of Adams & Martin Group as speaker on the topic "Conquering an Extended Job Search." The next MIT meeting will be held on Thursday, August 13, at the downtown Los Angeles offices of Allen Matkins with Jean Sinatra as speaker on the topic "Today's Legal Market Place."

Manjit Ender has everyone paired up for the Member Connection Program, formerly known as the mentor/mentee program. This is for a three month term commitment for each mentor. There will be a section in the magazine expressing appreciation to the mentors.

The New Member Orientation will be held at 12:00 p.m. on Thursday, September 17, at Allen Matkins downtown and on the Westside via videoconferencing, with a calendar item placed on the website and an e-mail blast to go out. A sponsor is needed for lunch and parking, and will be checking with Humanscale. A renewed focus is needed for the member spotlight articles.

#### **Website (Masta)**

Michael Masta reported that he is working on new board mailing list. A new form will be presented at the retreat and will be placed on the website. Jean Jewell and he are in the process of cleaning up the chapter website and putting the related handbook/manual together and getting the Secret Section back up. Michael requested that anyone having a problem with the website should e-mail him. The classified section is being monitored by Michelle Liffman.

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

Jim Van Dusen reported that he is waiting to receive the June financials to determine as to funds available for a part-time administrative support person. There will be a sub-committee set up to

review the chapter bi-laws. Results will be sent to Jan Law and this will be completed before the board retreat.

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

Wendy Sweet reported that the charity selected for the Justice Jog is A Place Called Home, at which she was given a tour of the facilities on July 28. It was founded in 1993 by John Douglas Realtors, and is a safe place for kids which include gang prevention with a focus on the Jefferson and Santee high schools. They have various preparatory and independent study classes and serve 350 children a day ranging in age from age 8 to 20. They have a music program, with funding by the band Maroon 5. Herbalife sponsors meals. Wendy reported that the children all seem very happy to be there, with many who will be attending the Justice Jog. She has a CD clip tied in with the organization, and will seek permission to post it on the website and will bring it to the board retreat. She will come up with an idea for the holiday party where the children could participate.

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

Debra Gray reported that the team is reviewing the rate sheet for next year. She indicated an obligation to report to the business partners where we are going with plans for the electronic magazine and can send it to sponsors. It was confirmed that advertising placement costs are not treated differently whether in hard copy or electronic version, and will be noted on the rate sheet accordingly. She said they will be looking at some new BP bundled package ideas as well as first time advertiser and loyalty discounts, and focus on developing new business development opportunities such as catering companies and dry cleaning and car services. The list of business partners is being reviewed and updated to ensure all information is current.

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

Mary McDonnell reported that Erin Walsh has updated her that the net income from the golf tournament was \$17,374.94. Robert Santos is collecting checks for Steven Jones. This was a very popular event with the vendors, and a communication will go out to thank them.

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

It was reported that the sponsorship revenue is at \$13,000 to date, and that \$30,000 is needed to break even with a goal of \$48,000. Sponsors can still be added to the registration form if they act quickly. There will be a committee meeting tomorrow. Ilona Reddick and the Ex Comm have a list of business partners to focus upon and will contact Jean Jewell. Packages with application forms are going out, with a plan in place so the same BP's are not contacted by multiple people. The event will be held on Sunday, October 18, at Warner Center Park in Woodland Hills.

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

Susan Seales reported that she wants to have the evening seminar event on Tuesday, October 13, with LACBA. Beverly Biggs is on the team and has good contacts. Susan is putting together a list of diverse members to be complete by end of year, and will send her attorneys list. Caltrans has a list of current qualified business partners, and Michael Masta is developing a field in the website. Susan would like to have a business partner survey coordinated with the business partner liaison team.

**Employment Law One Day Seminar**

A location is still being determined, and the Queen Mary, Bonaventure Hotel and Gene Autry Museum are being considered.

**BREAK**

**COMMENCE MEETING – 8:45 p.m.**

**REPORTS OF OFFICERS**

Upon reconvening, it was decided that a further meeting discussion of the officers will take place on Saturday, August 8, from 10:00 a.m. to 1:00 p.m. at the Century City offices of Jeffer Mangels.

**MEETING ADJOURNED AT 8:56 p.m.**

A handwritten signature in cursive script, appearing to read "Ken Sweet", is written over a horizontal line.

Ken Sweet, Secretary