

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

Date: Wednesday, February 3, 2010

Time: 6:00 p.m.

Location: Beverly Hills Country Club

Attendees: Robert Santos, Mary McDonnell, Maureen Varnes CLM, Ken Sweet, Lydia Tavera, Isabel Warner, Terri Oppelt, Nilo Bolden, Bonita Paul, Sharon Barnes SPHR, Ilona Reddick, Jim Van Dusen CLM, Shaun Morrison, Michael Morales, Cindy Fortune, Maricela Gonzalez, Susan Seales

**CALL TO ORDER: 6:15 p.m.**

**Treasurer (Jones)**

Mary McDonnell reported that the financials for September, October and November 2009 have all been circulated, and for the Board to review them and advise Steven Jones should they have any input and as it pertains to events, planning and budgeting.

**Secretary (Sweet)**

The November 2009 Board Meeting minutes were approved.

The December 2009 and January 2010 Board Meeting Minutes will be decided at the March 2010 Board Meeting.

**BOARD REPORTS:**

**President-Elect (McDonnell)**

Mary McDonnell reported that the Nominating Committee has been hard at work, with the 2010 – 2011 Board Member Slate having been circulated. There will be many new people joining, and many existing members continuing to serve on the Board and in different roles. Shaun Morrison will become President-Elect, Lydia Tavera will continue as Education Chair, and Terri Oppelt will become the Treasurer. Maureen Varnes will be Magazine Editor, and Michael Morales and Monica Celis will continue on the Magazine Team. Any input on the Membership Slate should be directed to Mary.

Mary gave particular mention to Cindy Fortune's great work on the Justice Jog, and to Shaun Morrison in heading the Membership Team.

Mary reported that our chapter award status that has been submitted is for Platinum level, pending approval from Headquarters. There were 70 points received for the firms Diversity accomplishments, per Susan Seales.

### **President (Santos)**

Robert Santos reported that the Annual Leadership Luncheon will be held at the Beverly Hills Country Club on April 13, with ALA President Susan French Koran as the featured speaker. Robert also mentioned that there will be a reception for the President to be held at the Magic Castle, likely on April 12, which will be free to members.

The deadline for submissions for the Volunteer of the Year award is February 15. Robert distributed the nomination form, which is to be turned in to Jean Jewell by 5:00 p.m. on February 15. The criteria is for volunteer efforts both within and outside of the Chapter, with all members being eligible for consideration

### **Past-President (Varnes)**

Maureen Varnes reported that her committee has been hard at work on the Membership Directory, with all being set with Tracy Dragoo for printing and awaiting further updates on membership renewals from the Membership Team. The cover design is being evaluated in determining a decision. The cut-off date for membership renewals to be included is the end of February. There were approximately 40 member pictures taken at the December Holiday Luncheon, which will be included. People can continue to use existing photographs ongoing, if preferred.

### **Programs (Wagner)**

Terri Oppelt reported that 25 people have signed up to date for the Chapter Luncheon on February 9 at the Beverly Hills Country Club on the topic "Excel(lent) Techniques: Applying Advanced Excel Tips" with guest speaker Ivan Hemmans with O'Melveny & Myers LLP. The event is being sponsored by Rose Consulting.

There will be a Chapter Luncheon on March 9 at the Omni Hotel downtown on the topic "Let's Go Green! Leadership Strategies for Leading a Green Firm" with speakers Susan Seales, Sal Candido with Pure Green Corporation and Brian Lewis with CB Richard Ellis. In discussion are exhibition booths for business partners with green initiatives, with rates being considered of \$250 to \$500 per table, with a goal of 8 to 10 to participate. The flyer is being completed and will be included in the March Leadership Exchange Magazine.

The Chapter Luncheon on April 13 will be at the Beverly Hills Country Club on leadership with ALA President Susan French Koran.

The May Chapter Luncheon will be a Managing Partner Luncheon, with more information forthcoming shortly.

The June Chapter Luncheon will be covering the topic of health plans for employers, with the speaker and sponsor to be confirmed.

The July Chapter Luncheon will be a Past President's Forum with Maureen Varnes' involvement.

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

Lydia Tavera reported that there will be a team meeting on February 24, which will be to debrief on previous meetings and look forward for future meeting planning.

#### **Membership (Morrison)**

Shaun Morrison reported that the main focus currently on the Membership Team is annual renewals. Notifications have been sent out by e-mail and in hard-copy to those who have not yet responded. The renewal date was extended to February 15. Shaun mentioned that there is an incentive program being discussed for business partners who successfully get new members to join, such as a raffle that could include a free booth at the Employment Law Forum as a top prize.

The next New Member Orientation will be held on either March 29 or March 30, with the location to be decided. Videoconferencing will be available between downtown and Westside locations. The Robert Half Agency will be sponsoring this event.

There are currently 18 members-in-transition. ALA is allowing them to pay their dues in three installments, and this is being considered for the GLA Chapter as well. It is the responsibility of members to contact Headquarters if they transition out of the legal industry. Robert Santos confirmed that he will contact Headquarters to get further clarity on their payment program structure for MIT's. The Board approved making MIT's first ALA installment payment. It was mentioned that as part of the criteria this will require them volunteering at a Chapter function.

#### **SECTION REPORTS:**

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

Bonita Paul reported that the final meeting for this board year will be held on February 11, with video conferencing available between the locations at Milbank Tweed downtown and Reed Smith on the westside. There are currently 7 attendees signed up to date. It will be a roundtable discussion on topics important to firms with multi-office locations.

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

Lydia Tavera reported that the next meeting will be held on February 18, at Hewitt & Truskowski in North Hollywood, with a speaker from Davidson Staffing covering the topic of performance evaluations and reviews.

Janet Sherry may be the speaker for a meeting in May.

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

Maddy Virbila reported that the last section meeting was held on January 26, at which there were 10 in attendance. Ronald Novotny was the speaker on the topic "Labor Issues Affecting the Workplace in 2010" and also to review topics from the Employment Law Forum event. The survey score was 6.89.

## **Small Firm (Bolden)**

Nilo Bolden reported that the last meeting was held on January 14 at Manning & Marder on the topic "Records Management. Why it is so important" with speaker Lee Nemchek. There were 16 members and 4 guests in attendance. Equitrac sponsored the lunch. The survey score was almost a perfect 7.00. The speaker said that she would authorize someone to tape her next presentation on this topic, which could be checked out for viewing as well as for CLM credit. This meeting was very well received.

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

No report.

## **Magazine (Morales)**

Michael Morales reported that the February magazine is in final form and is to go out next Monday.

The March magazine theme will be green/environmental. He will find out more on the Copenhagen conference.

The April magazine will have a leadership theme cover.

The May magazine will have a summer theme.

The June magazine will have a health theme.

The deadline for submissions for the March magazine is February 5, and absolutely no later than February 15.

## **Community Outreach (Gonzalez)**

Maricela Gonzalez reported that Wendy Sweet has been in communication with charities for consideration for the Justice Jog event this year, with the list having been narrowed down to six and a Zoomerang survey to go out to members, to be approved by the Executive Committee prior.

## **Justice Jog (Fortune)**

Cindy Fortune reported that Norma Ayala is working hard with a promotion company and will have a conference call with Terri Wind and offer options to the Board for this event.

**Historian (Van Dusen)**

Jim Van Dusen reported that he is going over the contract for the part time administrative position to be completed by March, and to work out the arrangement in moving forward.

**Job Referral Services (Liffman)**

It was reported that there have been a few recent postings.

**Employment Law Forum (Boyd)**

Mary McDonnell reported that Maddy Virbila did an amazing job. A full evaluation is being completed and is to go out tomorrow, with the venue being well received. The proceeds were approximately \$16,780. There were 123 attendees, of which 95 stayed for the full session. There was good business partner participation, with a general consensus that they were very happy with the event. The survey scores were 6.43 for the morning session, 6.61 for the lunch session, 6.7 for the breakout session, 6.71 for the mid-afternoon session, and 6.53 for the last session. Some responded that they would like a shorter session, such as from 9:00 a.m. to 2:00 p.m. The tour of the facilities was very popular. It was agreed and approved by the Board that \$400.00 of the proceeds from this event will go to A Place Called Home, along with a matching of that same amount authorized.

**Business Partner Team (Reddick)**

Ilona Reddick reported that this was a successful year overall, with collections of approximately \$102,000. There will be a focus on planning the next business partner/member mixer event, with the date March 25 being considered and to be approved by the Board. Multiple locations are being considered on the Westside, including X Bar, Rock Sugar, W Hotel Westwood, Sparks and the Beverly Hills Country Club. Business Partner packages are still being finalized. Some BP's have been approved to have installment payments. Robert Half Legal is fully paid. Ilona is confirming participation with ICS and First Legal. Janet Sherry with Bolton & Company has confirmed that she will want to participate more this year.

**MEETING ADJOURNED AT 8:02 p.m.**

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

Ken Sweet, Secretary