

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: Wednesday, July 8, 2009

Time: 6:00 p.m.

Location: Manning & Marder

Attendees: Nilo Bolden, Monica Celis, Cindy Fortune, Jean Jewell CLM, Michelle Liffman SPHR, Mary McDonnell, Wayne Mitchell, Shaun Morrison, Deanna Pepe, Robert Santos, Susan Seales, Tiffany St. John PHR, Steven Jones, Ken Sweet, Lydia Tavera, Jim Van Dusen, CLM, Maureen Varnes, CLM, Madalena Virbila, Elizabeth Wagner, Erin Walsh, Isabel Warner.

6:01 p.m. CALL TO ORDER

Announcements:

Robert Santos reported that the Sparks Game held on Saturday, June 6, went well with everyone having a good time.

There was a good turn out for the Chapter Luncheon held on June 16. The topic was "Profitability Challenges Most Law Firms Face."

The Golf Tournament on June 22 was a big success with some fun activities coordinated. It was suggested to have a stage next year for the announcements.

The Chapter Leadership Institute (CLI) in Carefree, AZ (June 26 – 27) went well, as reported by Robert. The new ALA logo was covered, and it has been confirmed that GLA will not need to change its logo. Books and CD's from the conference will be given to the GLA lending library. Mary McDonnell, Jean Jewell and Nilo Bolden also attended and have great ideas for breakout sessions at the Board Retreat on Saturday, August 22.

The 2nd Annual Past President's Forum will be held at the Chapter Luncheon on Tuesday, July 14. Afinety will give away a scholarship to the regional conference and will sponsor the luncheon. Afinety gave away two scholarships to the Region 6 Conference at the golf tournament.

The OCALA and GLA ALA Joint Event will be held on Saturday, July 25. Member tickets are now available. Attendees can sign up on the chapter website or RSVP to Jeannette Vella and send a check for \$25.00 which will be returned to those who attend. This is on a first- come first- served basis. There are 30 more tickets available, which includes the Orange County chapter.

The Board Retreat will be held all day on Saturday, August 22, and will start at 11:00 a.m. The sponsor will be Vendor Direct.

The Region 6 Conference will be held September 25-26 in Rohnert Park, CA.

COMMITTEE REPORTS:

Job Referral Services (Liffman)

Michelle Liffman reported that there are 7 open positions, and 2 that have been filled. One has been posted in the classifieds. This sentence does not jive with the 7open 2 filled. All positions have recently been checked to make sure of status. Any member has the ability to post ads in the classified section. We will revisit how this will tie in with the HR Section at the board retreat.

Programs (Wagner)

Elizabeth Wagner reported that the June 9 chapter luncheon was held at the Omni Hotel downtown, and the topic was "Profitability Challenges that Most Law Firms Face." Bolton and Company was the sponsor, and there were 31 in attendance. The speaker received a rating of 5.6 of 19 surveys completed.

The Past President's Forum will be held on July 14 at the Beverly Hills Country Club. The topic will be "Tough Times Call for Creative Thinking." Afinity, our Diamond Sponsor, will be sponsoring the event.

There will not be a chapter meeting in August.

There will be a chapter luncheon on September 15 at the Omni Hotel downtown. Speaker Jathan Janove who spoke and was well received at the Annual conference may be the speaker. Approved related costs were a \$1,500 honorarium and \$300 for travel expenses.

There will be an evening program held on October 13 at the Beverly Hills Country Club on the topic "Emotional Intelligence and Diversity" with speakers Anita Row and Lee Gardensworth. The speaker fees will be waived, and there will be an attendee charge. A sponsor is still to be determined, and Elizabeth will contact Ilona Reddick to confirm who that will be.

Isabel Warner is working with the Intercontinental Hotel in Century City on the Holiday luncheon, and is indicating 100 attendees as a starting guarantee. She was given authority at the July Board Meeting to sign the contract with the hotel. Three sponsors have been confirmed, with at least one additional needed. The cost for attendees will be the same as the event last year for members and guests of members.

Education Chair Report (Tavera)

Lydia Tavera confirmed that programs, stemming from a May 28 meeting has set all meetings through mid-2010, with just a few exceptions at the beginning of 2010. Most evaluations and summaries are in. An evaluation will be sent to Wendy Sweet tomorrow for the second quarter.

As both Tiffany St. John and Maddy Virbila are losing their jobs, help will be needed for the HR Section, and with e-mail blasts. Lydia will contact Norma Ayala and confirm that she can help. Tiffany St. John and Lydia will have a call to discuss on Friday.

The August 2009 calendar was circulated to the board.

No updates or reminders, and all summaries and e-mails have been circulated.

Multi Office (Paul)

Bonita Paul reported that the June 22 meeting held at Milbank was a success, with a good turn out. Topics covered included business continuity plans in the event of an emergency, administering evaluations and managing the influx of resumes. Also covered was the topic of videoconferencing meetings so that people on both sides of the city can conveniently attend. Michelle Liffman of O'Melveny & Myers and John Purins of Reed Smith both offered their locations. The meeting to be held on September 10 will be a joint session with the IT Section on the topic "E-mail Harvesting and Management" with Doug Hafford of Afinety as speaker. The location is being determined.

San Fernando Valley (Deanna Pepe)

Deanna Pepe reported that there was a meeting held on May 14 at Hunt Ortmann in Pasadena; lunch was provided by Hutchings Court Reporters. There were 7 attendees. This was a roundtable discussion on the topic "The Extraordinary Valley Law Firm." The next meeting will be held at noon on August 13 in North Hollywood. The speaker will be Harvey Thompson with Humanscale, and the topic will be "Creating a More Comfortable Work Environment – Ergonomics for the Law Office." Lunch will be provided by Equitrac.

Finance (Mitchell)

Wayne Mitchell reported that the Finance Section held its meeting on May 28 at the downtown offices of Alston & Bird LLP, with 6 members in attendance. This was a roundtable discussion covering the subject of banking relationships. The next meeting will be held on July 21 at Alston & Bird LLP on the topic "Getting More Done with Less." Lunch and parking will be provided.

HR (St. John)

Tiffany St. John reported that the next HR Section meeting will be held on July 28 at Manning & Marder downtown, which will be a webinar on the topic "Why Can't We All Get Along?" with Davidson Staffing hosting the meeting. There are currently 7 attendees registered.

The next meeting will be a roundtable to be held on October 27 at a location to be determined on the westside.

IT (Masta)

There was an IT Section Meeting on May 6 on laptop security. There will be a joint meeting with the Multi Office section on September 10 on e-mail harvesting.

Small Firm (Bolden)

Nilo Bolden reported that a meeting will be held on July 16 at Manning & Marder downtown on the topic “Resurrecting your Nest Egg” with speakers from the Green Goddess, with 9 attendees confirmed to date. The next meeting will be held on 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)

The meeting held on May 13 was a success. A meeting will be held at Rosemary Orrico’s office on September 24 on the topic “Caring for your Military Employees.”

Santa Barbara/Ventura (Scott)

No report.

GLA ALA University (CLM Program) (Hammill)

Jean Jewell reported that there will be an orientation for the next study group session on September 17.. August is the deadline to register to take the CLM Exam.

Hospitality (Barnes and Merrill)

Robert Santos reported that they are using the new name tags and they have been well received. Maureen Varnes will be calling past presidents to help with the Justice Jog event and provide ideas for the *Leadership Exchange* magazine. A column can be added, called “Ask a Past President.” Lending Library – Books and cds were passed around.

Magazine (Morales)

The new magazine format was circulated for viewing to the board, and will go out this week. The magazine submission deadline is the first week of each month. Calendar and save the date items are to be turned in sooner. August and February will be electronic editions. The posting of magazines on the chapter website will be moved to the members only section, with advertisers and contributors to get copies.

Membership (Morrison)

There are currently 324 members, with a goal to reach 354 with a drive to get those who have not renewed signed up and their feedback. The feedback on auto-enrollment of international members to the local chapter at no cost for the first year has been positive. The new member orientation will be held at Allen Matkins downtown and on the Westside via videoconferencing

on September 17. Manjit Ender has been doing a great job with the mentor program and getting people paired. This will be renamed the Member Connection Program.

Website (Masta)

Lydia Tavera reported that Michael Masta is working with Jean Jewell to create a new handbook, which would be published on the Chapter's website to find help quickly.

Historian (Van Dusen)

Jim Van Dusen reported that he will be looking at the administrative position once the June financials have been reviewed.

Community Outreach (W. Sweet)

The charity chosen for the CCW Justice Jog event is A Place Called Home.

Treasurer Report (Jones)

Steven Jones will rebook the reimbursement amount to Ilona Reddick for paying the cost of the March mixer event at Spark Restaurant.

The financials for March, April and May are approved. Maureen Varnes made the motion, Jim Van Dusen seconded the motion, and they were then approved by the board..

Business Partner Team (Reddick)

The mixer event on September 10 will be held at either Nick & Stef's or J Lounge. They are working on the business partner package for next year. Topic ideas are being considered for the business partner exchange event, which may not be before the mixer. Steven Jones will run a report of business partner sponsors above \$5,000 to promote them.

Golf Tournament (Walsh)

Erin Walsh confirmed that the golf tournament was a big success. There were 34 members in attendance, and more business partners than in previous years.

Justice Jog (Fortune)

Cindy Fortune reported that A Place Called Home has been selected as the charity, which is located in South Los Angeles. Jean Jewell has prepared a flyer and this will be included in the *Leadership Exchange* magazine. Ilona Reddick has sent the business partnership packages out. Afinity and Adams & Martin Group have been confirmed as sponsors. Verizon will be consulted to see if they would like to be an exhibitor. The Marriott Hotel has been asked if they would like to provide a pancake breakfast as either a donation or at a minimal cost.

Diversity Team (Seales)

Susan Seales reported that they are looking to co-sponsor an event with LACBA. This may qualify for MCLE credit, which may be an added draw for attorneys to attend.

Employment Law One Day Seminar

A venue is being sought, which will be in a new location, and it is planned to have this will be decided by the end of next month. This will be an all day event to conclude at 4:30 p.m.

BREAK

COMMENCE MEETING

REPORTS OF OFFICERS

President (Santos)

Robert Santos reported that he would like to look at other accountants, due to a lack of responsiveness with our current accountants.

Steven Jones will send Ken Sweet a PDF of the bank information to be included with minutes.

There will be a board retreat planning meeting on July 18 starting at 11:00 a.m. at a downtown location to be determined, which will last approximately 3 hours.

New logo – People at headquarters said that they will give us a style guide for the magazine. These can also use these as templates for flyers. Tracy Dragoo can work with this to help with design changes/suggestions. New member orientation information can go out in advance. Steven Carruso is asking for InDesign templates. The existing chapter logo can be left as is.

Past-President (Varnes)

Have not posted volunteer of the year submission forms yet, but are working on it with Jean Jewell and will follow up to get it done and promote it in the magazine. Submissions will go to Jean Jewell and Wendy Sweet will promote it.

President-Elect (McDonnell)

Mary McDonnell reported that new bank account cards are in process with the bank.

Certification of membership - All local chapter members must be international members. She will confirm membership and dues criteria for past presidents and those who are no longer in the legal field or retired.

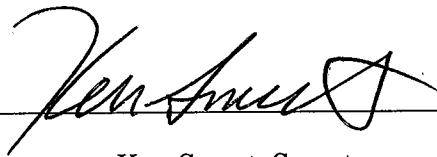
Vice President (Jewell)

Jean Jewell reported that she put together a handbook on the website after the golf tournament.

Robert Santos confirmed that he will reach out to Kim Holme on CLM help, and Kim Robinson regarding help on Programs.

Justice Jog – Will work on branding and work on flyer for law firm teams for the luncheon next week. Susan Seales will be contacting law firm administrators to get more people on board. The business partner list is being put together and Mary will type it. Ilona Reddick should ask Debra Gray or Tsui Chu to help with reaching out to vendors who participated last year. There will likely be a committee meeting the first week of August. Susan Seales and Deanna Pepe have offered their support. Robert needs to place a race place ad. Jean will send him the logo and size from CLI, to be completed by tomorrow.

MEETING ADJOURNED AT 9:04 P.M.



Ken Sweet, Secretary