

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

Date: Wednesday, March 3, 2010

Time: 6:00 p.m.

Location: Manning & Marder, Los Angeles, CA

Attendees: Robert Santos, Mary McDonnell, Jean Jewell, CLM, Maureen Varnes, CLM, Ken Sweet, Terri Oppelt, Jeannine Hamill, Tiffany St. John, PHR, Madalena Virbila, Wayne Mitchell, Nilo Bolden, Michelle Liffman, SPHR, Ilona Reddick, Jim Van Dusen, CLM, Maricela Gonzalez, Susan Seales, Beverly Biggs, Helen Youngblood, Tammy Saetia, Kim Lahs, Karen LaFleur, Julia Round, John Purins

6:09 p.m. CALL TO ORDER

Robert Santos opened the meeting by thanking everyone for attending, including those participating as guests who are newly joining for the next Board year. He confirmed that this is the last meeting of the 2009 – 2010 Board year. Everyone in the room was asked to introduce themselves, where they work, and the positions they currently have or moving to. Ilona Reddick spoke about heading the Business Partner Team and the importance of these relationships and value to the Chapter.

BOARD REPORTS:

President (Santos)

Robert Santos confirmed that the Leadership Luncheon will be held on April 13 at the Beverly Hills Country Club with ALA President Susan French Koran as the featured speaker on the topic “Do You Have the Courage to Lead?” The sponsor is First Legal. The Board approved that there will be no cost for members and members-in-transition to attend, with a cost of \$35 for guests. Mary McDonnell had made the motion, with Nilo Bolden seconding the motion and the board having approved. The Volunteer of the Year Award will be announced at the event, and the recipient will be presented with a scholarship to the annual conference, sponsored by First Legal.

There will be a special reception held on April 12 at Magic Castle at 6:00 p.m. to welcome Susan French Koran, which will be free to members, and sponsored by First Legal and WAMS for up to 50 to 60 attendees.

The Crossover Board Meeting will be held on March 20 at O’Melveny & Myers downtown, and will start at 10:30 a.m. Members going off the Board can leave after lunch if they would like. There will be a mixer reception event afterwards at the City Club on Bunker Hill, with people being encouraged to invite their significant others.

President-Elect (McDonnell)

Nomination Committee/2010 Slate

Mary McDonnell confirmed that ballots have gone out to members to nominate the new board. It was discovered that many board members did not receive the initial mailing of slate, but Robert sent the slate electronically to all board members. All ballots received essentially approved the slate. Mary reported that the Nomination Committee did a great job, which was comprised of Brian Robbins, Jeannine Hamill, Jean Jewell and Robert Santos. There are still a few positions to be filled.

Past President (Varnes)

Membership Directory

Maureen Varnes reported that a great cover was selected for the Membership Directory, and all member information is being compiled and verified with the Membership Team with a target date of mid-April to have the directories distributed. Maureen expressed that it is important to have pictures taken for the directory, and they can be submitted to her electronically. She also encouraged people to update their information on the Chapter website.

Programs (Wagner)

March Meeting

Terri Oppelt reported that the next Chapter luncheon will be held on March 9 at the Omni Hotel downtown on the topic "Let's Go Green!" There will be 8 vendor tables, and three speakers: Susan Seales, Sal Candido with Pure Green Corporation and Brian Lewis with CB Richard Ellis. She said this will be a great meeting for networking.

April Meeting

The April Luncheon will be our Leadership Luncheon on April 13, 2010 at BHCC with Susan French Koran speaking on "The Courage to Lead."

May Meeting

There will be a Managing Partners Luncheon on May 25, Blane Prescott of Hildebrandt will speaking on "2010 Legal Trends." The location will be determined by the April board meeting.

June Meeting

The June Chapter Meeting will have a healthcare theme.

Education Chair Report (Tavera)

Education Meeting

Lydia Tavera reported that the last education meeting had a great turnout and covered getting back to basics, effective topics, 401(k), alternative billing, negotiating leases, office moves, webinars, saving copies of e-mail blasts and preparing for crossover. They are focusing on topics for the next year. Robert Santos concurred that it was a great meeting.

Membership (Morrison)

Membership Renewals Mary McDonnell reported for Shaun Morrison that the Membership Team is contacting people who have not renewed, with approximately 330 renewals to date.

New Member Orientation

There will be a New Member Orientation Meeting on March 23, which is open to any member. Board members are encouraged to attend. This event is being held at Allen Matkins offices in downtown Los Angeles and Century City with video conferencing technology and is sponsored by Robert Half Legal.

SECTION REPORTS:

Multi Office (Paul)

No report.

San Fernando Valley (Pepe)

No report.

GLA ALA University (CLM Program) (Hamill)

Jeannine Hamill reported that they are completing the schedule for 2010 sessions, including for soft skills. Those who attended the Employment Law Forum received 90 minutes of CLM credit. She mentioned that the Pittsburg Chapter provides the materials for those attending, with participants paying class fees. The next testing will be at the regional conference in San Diego.

Michelle Liffman spoke about the PHR program being similar to CLM and that emphasis is placed on ALA members completing the CLM program. She will seek more information, and on interest at the HR Section meeting, and report back to the Board.

Magazine (Morales)

Maureen Varnes reported that she has been in contact with Michael Morales, and that the March magazine will be out by the middle of next week. No news to report on the April edition of the magazine.

Justice Jog (Ayala)

Committee Report

Nilo Bolden reported that the location for the Justice Jog this year is the Westfield Shopping Center in Century City, and will be a 5K event and held on October 17. The Chamber of Commerce gave approval, and local hotels will be contacted regarding the street closure. A section of the mall will be reserved for exhibit booths. Mary McDonnell updated the Board that Norma Ayala will be the chair for this committee and event.

Charity Selection

Robert Santos spoke about the process for selecting a charity for the CCW event, with a new one having been implemented last year. The results from the survey circulated in February indicated that Shoes That Fit got the most votes, however the other charities received a good number of votes as well. A discussion ensued among the board members to discuss best strategy for the selection of the charity. The board decided to approve Shoes That Fit as the Justice Jog charity and would like our chapter to make an effort to

support the other charities this year that were identified in the survey selection process (APCH, Food on Foot and Public Counsel). It was also agreed that Charities chosen for CCW events will be eligible for consideration again after three years.

Historian (Van Dusen)

Chapter Manager

Jim Van Dusen, CLM, reported that Lori Akina has been selected as Chapter Manager, and the Board approved her starting on March 15. The position will be approximately 20 hours per week. This will enhance services to the members and provide Board consistency from year to year.

Job Referral Services (Liffman)

Michelle Liffman reported that there have been several postings recently, with 8 openings and 4 filled positions currently. Non-exempt or non-supervisor positions do not qualify for posting. People need to be diligent about reporting back if positions have been filled. Marketing related positions will be referred to the appropriate contact at LMA

Business Partner Team (Reddick)

BP Mixer

Iлона Reddick reported that the Business Partner/Member Mixer Event will be held on March 31 at the Beverly Hills Country Club, with a run time of 6:00 p.m. to 8:00 p.m. Parking is free, with both valet and self parking available. Will have a speed networking component to the event, and Iлона is soliciting input on new questions.

Treasurer (Jones)

Approval of Chapter Financials

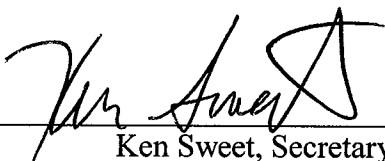
Robert Santos presented the financials for September, October, November and December 2009. The board approved all the financials, with Jim Van Dusen raising the motion and Mary McDonnell seconding the motion.

Secretary (Sweet)

Approval of Chapter Minutes

The January Board Meeting Minutes were approved by the Board, with Mary McDonnell raising the motion and Nilo Bolden seconding the motion. Jean Jewell reported that she will have the December Board Meeting Minutes completed shortly.

MEETING ADJOURNED AT 8:01 p.m.



Ken Sweet, Secretary