



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

Date: Wednesday, May 12, 2010

Start Time: 6:30 p.m.

Location: Manning & Marder

Attendees: Mary McDonnell, Robert Santos, Lydia Tavera, Jean Jewell, CLM, Shaun Morrison, Terri Oppelt, Ken Sweet, Katherine Starr, Kim Holme, CLM, Susan Seales, Luci Hamilton, Jim Van Dusen, CLM, Nilo Bolden, Lori Akina

6:32 p.m. CALL TO ORDER

Old Business:

Secretary (K. Sweet)

December 2009 Minutes: The December board meeting minutes are still in the process of being completed, to be given to Mary McDonnell.

April Minutes: The April board meeting minutes will be sent out electronically to be reviewed for approval at the June board meeting.

Treasurer (Oppelt)

January, February, March, April Financials: Terri is still preparing and finalizing financials.

Announcements (McDonnell)

Recognition of Recent Chapter Events

The **ALA President Reception** at the Magic Castle on April 12 with Susan French Koran was very well received with good attendance. Photographs were taken and will be included in the June Leadership Exchange magazine.

The **Leadership Luncheon** was held on April 13 at the Beverly Hills Country Club with 50 members in attendance. The Volunteer of the Year award was given to Elizabeth Wagner. First Legal was the business partner sponsor. There was a picture of the event in the Daily Journal in April.

ALA Annual Conference Report

Mary reported that there were 40 chapter members in attendance at the annual conference in Boston. There was a hosted cocktail party after the kick-off reception and a tour of the city where photographs were taken. It was reported that the conference went very well with many good educational workshop meetings on topics such as time management and small firm exchange. The new executive director was introduced. Mary is going to try and get him to attend a chapter event. Pins were given out with the new ALA logo.

Chapter Awards

Robert Santos was presented with the platinum level award at the board meeting by Mary, who circulated an e-mail with a recap of the conference. A discussion ensued that the chapter should provide more entries for Chapter Awards. Susan Seales volunteered to put together an award submission in 2010 for Visibility for the Golf Tournament.

Managing Partner Luncheon

Blane Prescott with Hildebrandt spoke at the annual conference, and was very well received and he will be the speaker at the upcoming **Managing Partner Luncheon** on May 25. Mary encouraged everyone to attend. It was reported that some managing partners will be attending without administrators, and administrators without managing partners. Managing partners are eligible to win an iPad.

Membership Directory Status

The Membership Directory is in production and will go out at the end of May.

OFFICER REPORTS:

President (McDonnell)

Region 6 Council Meeting

Shaun Morrison, Jean Jewell and Mary McDonnell attended. A new business partner/member mixer idea was discussed. The Region 6 meeting minutes will be posted on the chapter website.

Region 6 Conference Committee Volunteers

The **Region 6 Conference** will be held from September 30 – October 2 at the Hard Rock Hotel in San Diego. There will be a CCW welcome event charity fashion show by the local San Diego chapter. The Board plans to form a Region 6 Conference committee and Shaun Morrison will be leading the committee. Kathy Starr, Terri Oppelt and Kim Holme volunteered to be on the committee. The Region 6 Conference committee will work on new pins for the chapter, organize a social event for the chapter at conference and discuss

the possibility of a chapter gift to show our unity as a chapter. Sunglasses may be an option. Jean also indicated that Rose Bazan and Kristy Sessions would like to assist in developing new pins for the chapter.

Chapter Leadership Institute

The **CLI Conference** will be held on June 25 – June 26 at Caesar’s Palace Hotel in Las Vegas, NV with 5 board members confirmed as attending: Mary McDonnell, Jean Jewell, Shaun Morrison, Lydia Tavera, and Debra Gray.

Website Calendar Review (May and June)

It was reported that May postings are looking much improved, with the June IT Section information to be posted shortly, per Kim Holme. Mary McDonnell asked the board to submit postings at least two months in advance, with three months in advance preferred. Lydia Tavera said that she received the information for the IT section meeting, with an e-mail blast to go out with the help of Kim. Kim reported that she set up a form for the HR Section, with something similar to be done for the Finance Section.

Treasurer (Oppelt)

2010 Budget: Terri reported that three meetings have been held covering the operating budget and she will have it to the Executive Committee for approval in two to three weeks. It will be sent to the entire board prior to the next meeting.

Reimbursements: Terri will be sending out a memo regarding the expense reimbursement process, and asked people to turn in their expense receipts timely. Lydia Tavera said that she will speak about this at the next Education Meeting.

President Elect (Jewell)

President CheckList: Jean Jewell reported that they are 25% of the way there to date with the President’s Checklist. It is believed that our tax filing status is June 15, which Jean will confirm.

Media Report: A press release will be going out for the **Managing Partner Luncheon**, which will be placed on the home page of the chapter website under the Platinum logo. Felton Media Services is under contract with us on media and photography services for functions during the year, and will be billing us after the Managing Partner Luncheon and will be there taking photographs. They worked with us on the Employment Law Forum event in January.

Website Upgrade: A proposal is being put together for the chapter website upgrade for consideration.

COMMITTEE REPORTS:

Education Chair Report (Tavera)

Lydia Tavera reported that the next **Education Chair Meeting** will be held on May 18, with attendees to RSVP on the chapter website. They are planning the remaining board year section meetings, with topics having been decided. The **Small Firm Section** held their first meeting on April 8 with 13 members in attendance. **The Finance Section** had their first meeting on April 20 with 11 members in attendance. **The HR Section** held their first meeting on April 27 with 25 members in attendance. A **Multi Office Meeting** was held today. She is working with the **San Fernando Valley Section** on their meeting for May 20. A calendar of events was circulated covering May and June and proposed dates for July and August. Section and Program Chairs were reminded to turn in their reports and survey results within one week after each meeting, and to be sent to Headquarters quarterly. Tiffany St. John will be the assistant education chair. They will be working on how to get all meetings that qualify CLM approved.

Members in Transition (Hamilton)

Luci Hamilton reported that there will be a meeting for a date in June to be confirmed called IT 101 at Greenberg Glusker on the Westside and will be hosted by WAMS who are covering the cost of the lunch. Topics for future meetings will be self marketing plans, interviewing and negotiation strategies, career assessment, what corporate environments are looking for. She will be focusing upon bringing in outsourcing professionals to workshops, business partners that can host events, board members who have conference room space to accommodate meetings (particularly downtown) and reaching out to placement agencies. These are usually breakfast meetings, with a run time of 7:30 a.m. to 9:00 a.m. She said that these are wonderful opportunities for networking. There are currently 10 to 11 MIT's.

Membership (Morrison for Russell)

Membership Report: Shaun reported that there are currently 323 members, of which 22 are new. When the membership team is notified of ALA membership they send out chapter membership information. There are 53 chapter members from last year that have not renewed their membership for this year, and they are seeking information as to the reasons by a letter that Mary authored. Barbara Chilton has rejoined the Membership Team.

Membership Recruitment Campaign: The Membership Team is sponsoring a recruitment campaign with our business partners and members. There will be a prize at the end of the year for the most new members referred by business partners and members. The membership team has a flyer that should be sent by email to the members and bps encouraging them to referred new members. The Membership Team requests that all section chairs promote this campaign at their section meetings.

Membership Connection Campaign: On the connection plan status for the year, the Membership Team has prepared a flyer for the ExComm to review and approve for the campaign. The team plans to offer points for membership participation and then provide prizes for members who participate at the December Holiday Luncheon.

Community Outreach (Gonzalez)

Shaun Morrison reported that Shoes that Fit has returned the completed application and documentation which is being submitted to the special committee for review and consideration. How we will support other charitable organizations during the year is in discussion. The director of A Place Called Home would like to volunteer his band to play at our Holiday Luncheon in December. Shaun will be in contact with Public Counsel. Revisions have been made to the Community Outreach pages on the chapter website and are being submitted to the Board for approval. Maricela Gonzalez would like to coordinate with members of the Justice Jog Committee about visiting the locations of the organizations that we will be supporting this year to confirm interest.

Programs (Starr)

Kathy reported that the Programs Team is working on finalizing all speakers for year, and thanked those for their recommendations. She confirmed that 50 members attended the **Leadership Luncheon** event with ALA President Susan French Koran on April 13 at the Beverly Hills Country Club. She wants to focus on having presidents attend future events.

The **Managing Partner Luncheon will be held on May 25** with speaker Blane Prescott with of Hildebrandt Baker Robbins at the Montage Beverly Hills.

There will be a **Chapter Luncheon on June 8** at the Omni downtown on “Healthcare Reform: A Law Firm’s Prospective” with speaker Roger Arlen with ArlenGroup.

The **July 13 Chapter Luncheon** will be the **3rd Annual Past Presidents’ Forum** at Beverly Hills Country Club on the topic “Surviving and Thriving in a New and Changing Legal Marketplace” and will be sponsored by First Legal. Kathy will contact Helen Youngblood to cover questions to be submitted to past presidents.

There will be a **Business Partner Appreciation Luncheon on August 10**, with the location to be decided.

The **September Chapter Luncheon** will be sponsored by Narver Insurance, with the date and location to be confirmed.

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

Jean Jewell reported that there were 8 attendees at the **Brown Bag Info Lunch** on April 15. There will be a meeting on May 20 with an HR topic. It will need to be confirmed

where parts 2 and 3 will be held. They are working on the rest of the course outline with a focus on IT and insurance topics. Website support is being consulted about adding the CLM logo for certification. A new version of CLM book is being created. The exam consists of 120 questions, and the questions can differ year to year. Credits need to be certified. There was a discussion at the regional conference concerning how to encourage those who have failed the test to retake it.

Hospitality (McDonnell for Merrill and Dial-Barr)

It was discussed that there is a need to explore new downtown locations for chapter luncheons. McCormick and Schmick and The Palm were recommended. Lydia Tavera confirmed that she will reach out to the Hospitality Team to engage them in this.

Lending Library (Santos for Abraham)

Robert Santos reported that Vivianne Abraham will be getting new books from the annual conference and promote them on the chapter website and in the Leadership Exchange magazine. They will be indexed by topic.

Website (Holme)

Kim reminded everyone to be sure to put GLA ALA in the subject line when submitting e-mails. She has been conducting training for team leaders and will continue to do so as needed, which she says takes about 20 minutes as is best to do one-on-one. She said this has gone very smoothly. She spoke with Jean Jewell about a template for flyer e-mail blasts, which the Excomm will need to approve. Jean will create a new page for the golf tournament event. She will get in contact with Tracy Dragoo for newsletter links and PDF links on the website, for which he creates thumbnails. A website template is being created, to ensure consistency and with font sizes. Jean said that she will help Kim on the matching up of lists to make sure they are accurate. Only administrators can access and change lists. It was decided that Jean Jewell, Lori Akina, Mary McDonnell, Shaun Morrison and Kim Holme will meet to review this list and make any necessary revisions.

Golf Tournament (Verbecken/Seales)

The **6th Annual Golf Tournament will be held on July 26** at Mountain Gate Country Club in Los Angeles. There will be a pre-event on July 12, at which the ExComm is encouraged to attend. Susan Seales will give Mary a copy of the budget. We need to make sure all sponsors are on the business partner list, and review past sponsors and get ExComm input on anyone additional to be considered. Any member who has not previously participated will have their green fee waived. Invitations are being updated. WAMS would like to host a post event and GRM and Nationwide would like to be considered. There will be a placement of the event in the June Leadership Exchange Magazine.

Justice Jog (Ayala)

Nilo Bolden checked last year's sponsors, and has sent a list. There will be a placement of the event in the June Leadership Exchange magazine. A promotional letter is being drafted. There will be a meeting of the committee shortly. The requirement to become a member of the local chamber of commerce is being explored, and will be run past headquarters to make sure it would not conflict with the chapter's non-profit status. Mary McDonnell said that she would like to review this. An updated budget for the event has been completed.

Business Partner Team (Lori Akina for Gray)

Lori is handing the billing process and payments are coming in. More sponsorship is needed as well as better magazine participation. There was a business partner/member speed networking gathering at the Boston conference that Mary McDonnell said was very successful and it may be worthwhile to consider doing something similar at a future mixer event or at the business partner luncheon in August. Janet Krause said that she will help.

Community Relations (Van Dusen)

Jim Van Dusen reported that a job description is being put together for this position.

Job Referral Services (Liffman)

There is only one opening this month and a few listings have dropped off.

Employment Law One Day Seminar (Oppelt)

Terri reported that they are still looking for a location. Janet Shaw said she would like to participate, and possibly Tiffany St. John as well. Terri is seeking someone who does HR. Kristy Sessions at Buchalter was suggested.

Magazine (McDonnell for Varnes)

Mary reviewed the needed items for the June magazine. Lydia Tavera reported that she needs to get additional calendar events in. Lori Akina has completed all member updates. Jean Jewell will contact Jeannine Hamill about a CLM article about the process. Nilo Bolden will be submitting an article on the ALA Conference. All submissions for the next edition need to be turned into Maureen Varnes by the end of this week.

MEETING ADJOURNED at 8:34 p.m.



Ken Sweet, Secretary