

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

Date: Wednesday, November 4, 2009

Time: 6:00 p.m.

Location: Manning & Marder, Los Angeles, CA

Attendees: Mary McDonnell, Jean Jewell CLM, Maureen Varnes CLM, Ken Sweet, Steven Jones, Isabel Warner, Jeannine Hamill, Tiffany St. John PHR, Madalena Virbila, Wayne Mitchell, Bonita Paul, Jim Van Dusen CLM, Shaun Morrison, Beverly Biggs

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

Mary McDonnell opened and led the meeting, and introduced a representative with California Pizza Kitchen that heads their catering division, who spoke about CPK now doing direct delivery to businesses and house accounts in the Los Angeles area. They are hosting the board meeting dinner this evening.

**Minutes/Financials:**

Shaun Morrison reminded people to be sure to update their profiles on the chapter website.

The August Board Meeting, August Board Retreat Meeting, September Board Meeting, and October Board Meeting minutes were all approved by the Board.

The preliminary financial reports for the months of August, September and October have been received. Any related questions should be directed to Robert Santos.

Steven Jones confirmed that he regularly checks the chapter's post office box for any items received. Any reimbursement requests/receipts for this year need to be submitted to Steven as soon as possible but definitely by the end of the year.

It was mentioned that if someone is unsure of where something goes or who a point person is in regard to an inquiry, they should check with their liaison.

**Justice Jog (Fortune)**

Jean Jewell reported that the Justice Jog held on October 18 at Warner Center Park in Woodland Hills went very well. Special mention goes to Terri Wind, Ilona Reddick and Cindy Fortune. Jean said that approximately \$7,000 was raised for the charitable organization A Place Called Home. Business Partner participation was very good. There were more law firm teams this year than last year. Prime Time helped considerably, and Denny's provided breakfast. There was a good amount of volunteer and neighborhood participation, and the band was very well received. Cindy's firm won the award for

fastest team. The person who's name will be drawn for their ALA and GLA dues to be paid still needs to be completed, which will be announced at the holiday luncheon in December. The Justice Jog Team and Executive Committee had a wrap up meeting last night.

Jeannine Hamill and Shaun Morrison offered to help with the next CCW event planning.

#### **President-Elect (McDonnell)**

Mary McDonnell reported that she has been working on the President's Checklist, and reviewing related Chapter activities. Mary confirmed that we need to pick up points in the next few weeks. This includes the Justice Jog, Leadership Exchange magazine, the Chapter website, CLM, diversity, award submissions and minutes posted on the website. There is a written draft deadline of December 12.

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

Shaun Morrison reported that the chapter has 380 members to date. Last year at this time the chapter had 324 members. There are 30 new members for 2009. Shaun stressed that the chapter needs to focus on retention for next year, and will field comments for the membership applications.

The speaker at the Members in Transition Meeting on November 18 will be Divya Bala from Robert Half Legal.

The speaker at the Members in Transition Meeting on December 16 will be Judy Fleisher from Profiles Personnel.

The speaker at the Members in Transition Meeting on January 20 will be Jean Sinatra.

The speaker at the Members in Transition Meeting on February 17 will be Kristy Jolstad at Adams & Martin Group.

There are no current associate memberships. Those who are unemployed qualify as long as they are actively looking for work in the legal field, and cannot be a business partner or consultant. Anyone who has input on this topic should direct it to Shaun. Shaun indicated that free memberships should be given to those joining the chapter within the last two months into next year. She will put a proposal together to be covered by the Board. Renewal applications have gone out via e-mail and will be placed in the December Leadership Exchange magazine, to go out by December 15. People will be given through the end of January to reply, with the ability to extend into the first two weeks of February, with follow ups to begin on February 1. Mary McDonnell

commented that there were a large number of non renewals this year. It is believed that some thought they had paid their chapter dues, when they had only paid their ALA dues.

**Business Partner Team (Reddick)**

Appreciation goes out to business partners for their GLA participation, magazine placements and sponsorships. Ad placements have been a struggle. The 2010 rate sheet is being completed, for review at the December Board Meeting. Sponsorships are still available for the December holiday luncheon. Board members are encouraged to promote the event.

**Magazine Team (Morales)**

All address changes should be sent to Michael Morales by e-mail. Membership lists need to be pooled monthly. Jean Jewell commented that this merits a separate meeting discussion. The magazine mailing list does not pull from the website list. The December/January issue will be completed by the end of the month, and will include photographs from the holiday luncheon and the membership renewal application, and will be circulated by the middle of December. In the magazine, will be a section where the board thanks mentors for their efforts this year and will list their names.

**Employment Law Forum (Virbilla/Stillwagon)**

The Employment Law Forum will be held on January 23 at the Autry National Center of the American West at Griffith Park in Los Angeles, which is listed in the most recent Leadership Exchange magazine. There will be 7 to 8 speakers, with people encouraged to check the chapter website and magazine for the line up of speakers and agenda information. A main sponsor is being sought at a cost of \$6,000. Exhibit hall booths will be \$750 each, and located in the Art Gallery Room. The cost for the full day session will be \$75, with a cost of \$50 for the morning session only. Tours of the museum will also be available. Volunteer help will be needed at the event, including at the registration desk.

**Education Team (Tavera)**

The calendar of events will need to be completed by the end of the fiscal year, which the Education Team puts together. Mary McDonnell passed out the calendar of events to the board for any changes. Steven Jones is now part of the multi-office firm group. The IT Section will have a meeting on Office 2007 with ICS. There will be more of a focus on videoconferencing use for events, which has worked out very well thus far. Lydia Tavera will be soliciting firms that have videoconferencing equipment capabilities available.

### **Website (Masta)**

Jean Jewell reported on behalf of Michael Masta that people need to complete their meeting request forms for website uploads submitted to him, with separate ones with variable information needed for each event. The goal is to get these on the calendar as soon as possible. People can still do their own e-mail blasts. The gold logo is now up on the site, with the legacy burgundy color, and new tagline "A Chapter of the Association of Legal Administrators." There will be a selection of two design options to view at the next board meeting, which Jean has in jpeg format, and will place on the website to download. This will be used for all flyers going forward, and use of the former letterhead to be discontinued.

### **Programs (Wagner)**

There were 25 attendees at the October 13 evening seminar at the Beverly Hills Country Club on the topic "Emotional Intelligence and Diversity", and speakers Anita Row and Lee Gardensworth did a great job. Speaking fees were waived.

Larry Kohn of Kohn Communications will be the speaker at the November 10 Chapter Meeting at the Omni Hotel downtown on the topic "Getting Up in Front of a Tough Crowd: Public Speaking for the Top Administrator." The speaker fee has been approved by the board. This event still needs a business partner sponsor, with one also needed in December.

The Holiday Luncheon will be held on December 8 at the Intercontinental Hotel in Century City. Volunteers are needed for the registration desk. Members can bring guests. Members in Transition who volunteer to help will not have to pay for the lunch. Children from A Place Called Home will perform music. Sections will put together gift baskets for the raffle. A photographer has been lined up. Donations will be taken at this event for A Place Called Home.

Currently in the works is a green expo for March, an IT Section topic for February, and a healthcare topic for June with Janet Sherry of Bolton & Company.

In closing, Mary McDonnell reported that she would like to do a magazine survey at the holiday party, and that there will not be a speaker at this event.

**MEETING ADJOURNED AT 7:34 p.m.**



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Ken Sweet, Secretary