

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

Date: Wednesday, October 7, 2009

Time: 6:00 p.m.

Location: Beverly Hills Country Club

Attendees: Robert Santos, Mary McDonnell, Jean Jewell CLM, Maureen Varnes CLM, Ken Sweet, Steven Jones, Lydia Tavera, Elizabeth Wagner, Terri Oppelt, Jeannine Hamill, Tiffany St. John PHR, Sharon Barnes SPHR, Ilona Reddick, Jim Van Dusen CLM, Michael Morales, Cindy Fortune, Wendy Sweet CLM, Susan Seales, Monica Celis.

**CALL TO ORDER: 6:02 p.m.**

**Minutes/Financials:**

Robert Santos opened the meeting mentioning the new agenda format, as was discussed at the August board retreat. He said that this will ensure a shorter meeting duration time.

Robert said that he will re-circulate the August board meeting and August board retreat meeting minutes along with the September board meeting minutes to the board for review and input, to be up for approval at the November board meeting.

Steven Jones and Robert reported that the August financials have but not reconciled yet, and that they and the September financials will be circulated for review at the November board meeting.

**President (Santos)**

Robert Santos reported that the Region 6 Educational Conference on September 25 – 26 in Rohnert Park, CA was a big success, with many board members in attendance and a great exhibit hall. The educational sessions were very well received with good speakers. Michael Josephson gave a great talk on integrity and ethics. The Region 6 board meeting was also held and minutes and information from the meeting would be shared at the next board meeting.

Robert reported that e-mails and flyers went out on PLMW, and a webinar was held yesterday on the topic “Generational Issues in the Workplace” which covers friction between generations X and Y. The call was recorded and will be accessible on-line on the PLWM.ORG website.

There was discussion of a calling tree, where each board member would call 2 to 3 inactive members and remind them about the upcoming Justice Jog and encourage them to participate. It was confirmed that more volunteers are needed for the event. The list of inactive members to be called will be cross-checked prior. Robert will circulate the list

and indicate a deadline. There was discussion about sending an e-card out to members next year to recognize PLMW. The website for PLMW is [www.plmw.org](http://www.plmw.org).

**Programs (Wagner) –**

Elizabeth Wagner reported that there were 33 attendees at the September 15 chapter luncheon at the Omni Hotel downtown, of which there were 26 members, 4 guests, 2 business partners and the speaker. The topic was “How to Avoid the Eight Deadly Sins of Law Firm Mismanagement” with speaker Jathan Janove. The survey score was 6.4.

An evening seminar will be held on October 13 at the Beverly Hills Country Club on the topic “Emotional Intelligence and Diversity” with speakers Anita Row and Lee Gardensworth of the Emotional Intelligence and Diversity Institute (EIDI). Workbooks will be given out to the attendees, of which there are 17 who have confirmed attendance. The speakers will Twitter to HR contacts at SHRM and PIHRA. There will be a focus on getting HR Section members to attend. Susan Seales confirmed that this event does not qualify for MCLE credit, but does for one hour of PHR credit. The business partner sponsors will be First Legal and Complete Office.

There will be a chapter meeting on November 10 at the Omni Hotel downtown with speaker Larry Kohn of Kohn Communications. The speaker requested a \$600.00 stipend, which was approved. A business partner sponsor is being sought for this event.

**Membership (Morrison)**

Terri Oppelt reported that the New Member Orientation held on September 17 went very well. Participation between downtown and Westside locations via videoconferencing was great. Margaret Acozzano was instrumental in putting the event together. Shaun Morrison was the host on the Westside. The topic of mentors and mentor connections was covered. Some expressed an interest in a position on the board next year. The business partner sponsor was Keystone, who specialize in doing e-discovery work.

**Business Partner Team (Reddick)**

Ilona Reddick reported that there were 37 business partners and 31 members at the Business Partner/Member Mixer event held at J Lounge in downtown Los Angeles on September 10. The price for business partners was lowered, and a profit of \$1,000.00 was achieved. There was an issue with business partners responding that they would attend, who did not show up and didn't want to pay. The speed networking portion of the event went well, with Ilona confirming that she got a lot of positive feedback on the venue location. The next mixer event will be held in March of next year at a location to be decided on the Westside. Suggestions for the next mixer event included having it at a nail salon, the Magic Castle, a pool hall or museum.

It was confirmed that two more business partner sponsors are needed for the December 8 Holiday Luncheon at the Century Plaza Hyatt Regency, for which participation is

\$2,000.00 each. Elizabeth Wagner and Wendy Sweet will work on lining up the musical entertainment.

Business partners are needed for chapter luncheons from November through March of next year.

A business partner sponsor is needed to host a snack booth at the Justice Jog event next weekend.

Iлона expressed that she would like to see more advertising sponsors in the Leadership Exchange magazine next year, and has everything lined up through the December issue for this year. She recommends that rates not be increased, and has been giving some discounts on packages. Some board members expressed that they would like to have more information so that they can convey it to potential business partner sponsors including the rate sheet. Iлона confirmed that she will circulate it to interested parties.

#### **Employment Law Seminar/Nomination Committee/Managing Partner Event (McDonnell/Virbila)**

Mary McDonnell reported that they are working on deciding the venue for this event, which is tentatively scheduled to be on January 23. A couple of sponsors have already been confirmed. An emphasis will be put on this event the week after the Justice Jog. Further details will be sent out in advance of the November board meeting to be discussed at that time. Anyone having input on speaker ideas should contact Mary.

Mary reported that the Nomination Committee to decide board members for next year will begin meeting in November. Surveys will go out to those who did not attend the board retreat. The committee will be made up of the president-elect, the past-president and two additional board members. Lydia Tavera, Jeannine Hamill and Jean Jewell have confirmed that they would like to participate

A steering committee needs to be formed to plan the next Managing Partner Event. The committee needs to include someone on the Business Partner Team and well as someone on the Programs Team. Venues mentioned to be considered includes the Petersen Automotive Museum, the Jonathan Club in Santa Monica, Annenberg Beach House, Bel Air Bay Club, Back-At-The-Beach and the Stadium Club. It will need to be confirmed that the date does not conflict with the annual conference next year in Boston. Mary asked people who are interested in participating to notify her.

#### **Justice Jog (Fortune)**

Cindy Fortune confirmed that more volunteers and participant registration is needed for the Justice Jog on October 18 at Warner Center Park in Woodland Hills. Discounts are being offered to running clubs and senior citizens. Robert Santos circulated the issue of the Daily Journal to view the ad placement for the event which includes law firm sponsors. People can register to participate on the date of the event. Volunteers are

particularly needed to help set up from 2:00 p.m. to 5:00 p.m. the day prior to the event. Denny's will be providing the breakfast. Flyers were given to board members to circulate. T-shirts will be given to all participants.

In closing, Maureen Varnes commented that she is impressed with the latest Leadership Exchange magazine.

Robert Santos solicited board member input on the new meeting structure, with the majority commenting that they like the new format.

**MEETING ADJOURNED 7:30 p.m.**

  
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Ken Sweet, Secretary