

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

Date: Wednesday, September 2, 2009

Time 6:00 p.m.

Location: Manning & Marder, Los Angeles

Attendees: Robert Santos, Mary McDonnell, Jean Jewell CLM, Ken Sweet, Steven Jones, Lydia Tavera, Elizabeth Wagner, Isabel Warner, Kim Robinson, Terri Oppelt, Jeannine Hamill, Tiffany St. John PHR, Madalena Virbila, Wayne Mitchell, Michael Masta, Nilo Bolden, Deanna Pepe, Peg Merrill CPA, Ilona Reddick, Tsui Chu PHR, Jim Van Dusen CLM, Shaun Morrison, Cindy Fortune, Kelly Hons PHR, Beverly Biggs

CALL TO ORDER 6:05 p.m.

Robert Santos opened the meeting and announced that this board meeting is following a different meeting format, as was discussed at the board retreat.

The July meeting minutes were approved by the board.

The August board retreat minutes will be circulated to the board. Any questions about the financials should go to Robert Santos.

**Membership (Morrison)**

Shaun Morrison reported that the new membership orientation will take place on September 17, and she is finalizing the agenda. She is working with Margaret Acozzano, and is planning to have the meeting of a shorter duration than in the past. To date, there are 8 RSVP's of members attending. Barbara Chilton is contacting those who have not responded. The chapter currently has 326 members, with 7 additional needed by the end of the year for the President's Award. GLA members must be brand new to the chapter to qualify.

**Business Partner Team (Reddick) –**

Ilona Reddick reported that the Business Partner/Member Mixer event will be held on Thursday, September 10, at J Lounge in downtown Los Angeles. To date, 22 business partners and 24 members have signed up, with a total of 46 to date. A speed networking format will be used, as was tested at the board retreat event with great success. Robert Santos and Ilona will both speak at the event, and promote the Justice Jog event and have brochures.

**Programs (Wagner) –**

Elizabeth Wagner reported that the September 15 chapter luncheon will be at the Omni Hotel with speaker Jathan Janove on the topic “How to Avoid the Eight Deadly Sins of Law Firm Management.” The speaker fee with traveling expenses was approved by the board.

The Evening Seminar will be held on October 13 at the Beverly Hills Country Club. The topic is “Emotional Intelligence and Diversity” with speakers Anita Row and Lee Gardensworth. An e-mail blast will be sent out to members next week. The speaker fee was waived with the only cost being to buy the workbook only. The sponsors of the event are First Legal and Complete Office Solutions. Susan Seales has been in contact with LACBA to confirm their participation. It was confirmed that the event will not qualify for MCLE credit. The December Holiday Luncheon pricing will be the same as last year for members and guests of members. The contract at the Intercontinental Hotel was signed by Isabel Warner. There are 3 vendor sponsors to date, with a goal of 6.

It was confirmed that Kohn Communications will do an upcoming event.

**Diversity (Seales) –**

Kelly Hons reported that there will be a webinar on September 15 entitled “Where Do We Go from Here?” which will be held at Alston & Bird LLP downtown, with the breakfast and parking hosted.

**Employment Law Seminar (Stillwagon) –**

Maddie Virbila is chairing the event, and a location is still being determined, and it will take place on a Saturday date in January to be decided. Locations being considered are the Bonaventure Hotel downtown and the Gene Autry Museum.

The Region 6 Educational Conference will be held September 25 – 26 in Rohnert Park, CA. There are currently 22 people attending from the chapter. First Legal will be holding a welcome reception.

**Corporate/Government Section (Orrico) -**

A meeting will be held on September 24 on the topic “Managing Your Military Employees Effectively” at the Department of Justice in downtown Los Angeles.

**Justice Jog (Fortune) –**

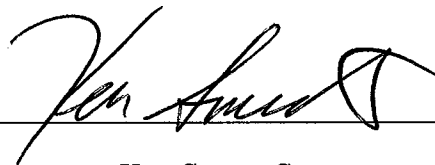
Cindy Fortune reported that many board members are confirmed as attending the Justice Jog event on October 18 in Woodland Hills, with more volunteers needed. An e-mail blast will go out shortly to encourage law firm teams to participate, and there will be two prize levels. Cindy has offered to circulate information as to how her firm is participating. Attendance is expected to be good, although to date further business partner sponsorships are needed. There are

different levels of sponsorship available. There will be a listing of the event placed in the Daily Journal. Denny's will be sponsoring the breakfast, with 6 people needed to help take the food from the restaurant to the event. People can bring their dogs if they would like. There will be a meeting of the Justice Jog committee to discuss further event planning tomorrow night. The website has been updated regarding the event, per Jean Jewell. Brochures are being printed, which will be delivered on September 4, and a circulation plan is being developed. Participants can sign up on-line. Members who got their firms to participate will be placed in a drawing with the prize to be free membership next year for national and chapter costs. A phone tree will be set up for calls to be placed the first week of October, with all board members being asked to help, and can do it during PLMW. Firms who are not members can be recruited. Business Partners will be encouraged to bring members to sign up for the jog, and those BP's can be in a raffle for a free booth at the Employment Law Seminar. Shaun Morrison volunteered her involvement.

**Membership (Morrison) –**

Shaun Morrison confirmed that membership has steadily picked up during the year, but still wants to place focus on improving it and participation. It was suggested that the dates of the chapter luncheons could be varied each month, rather than falling on the same second Tuesday of each month dates. There is a lot of interest in the October 8 Small Firm Section Meeting. Seeking input from members as to what would encourage them to attend meetings and topics of interest were discussed. Topics can be repeated that have been well received and will ensure great participation.

MEETING ADJOURNED 7:40 p.m.

A handwritten signature in black ink, appearing to read "Ken Sweet", is written over a horizontal line.

Ken Sweet, Secretary