

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

Date: Wednesday, July 16, 2008

Time: 6:00 p.m.

Location: Manning & Marder, Kass, Ellrod, Ramirez LLP

Attendees: Maureen Varnes, CLM; Robert Santos; Mary McDonnell; Michelle Liffman, PHR; Nancy A. Dillon, PHR; Steven Jones; Kelly Hons, PHR; Rosela Marin; Tiffany St. John; Wayne Mitchell; Michael Masta; Nilo Bolden; Bonita Paul; DeAnna Pepe; Hugo Ospina; Elizabeth Wagner; Ken Sweet; Jean Jewell, CLM; Jim Van Dusen, CLM; Joanne Stillwagon; Barbara Chilton; Tsui Chu, PHR; Jeanette Vella; Kim Robinson

The meeting was called to order at approximately 6:10 p.m.

Old Business

Minutes (Dillon)

The Minutes of the Board of Directors Meeting for April 2, 2008 were submitted for approval.

A motion to approve the minutes was made by Joanne Stillwagon and seconded by Jean Jewell. The Board approved the April 2, 2008 minutes

Financials (Jones)

The financials for March, April and May were reviewed by Steven and Jim Van Dusen and presented for approval.

A motion to approve the March financials was made by Robert Santos and seconded by Mary McDonnell. The Board approved the March 2008 Financials.

A motion to approve the April financials was made by Joanne Stillwagon and seconded by Jim Van Dusen. The Board approved the April 2008 Financials.

I. Announcements (Varnes)

Robert Santos reviewed the importance of following parliamentary procedures to help expedite the flow of the meetings.

Maureen Varnes announced that five attendees from the Los Angeles Chapter attended CLI (Robert Santos, Joanne Stillwagon, Mary McDonnell, Valeda Mercier and DeAnna Pepe). All attendees contributed to an article detailing their experience. The article will be distributed to the Board when completed.

Maureen also informed the Board of two new developments from ALA. One is that ALA has recommended supporting a new charity in conjunction with CCW. The new charity will be announced later by Mary. Also, that a new ALA alumni program is being developed.

RBZ (Van Dusen)

Jim announced that the deadline to submit input for the RBZ survey is August 25. There will be an advertisement in the August magazine. It was noted that 138 had already signed up to participate. There was a discussion with respect to members not receiving the survey and Jean Jewell confirmed that she sent a complete list of members to RBZ. Jean will follow up with an e-mail blast and update. She will also provide Tsui Chu information on the survey for the magazine.

II. Committee Reports

Membership (Stillwagon)

Joanne reported that we met our goal of 49 potential members. Joanne also reported on the New Member Orientation stating that she would again like to hold this event along with the Vendor Member Mixer. A discussion followed with respect to holding the two events together and whether or not a presentation on headquarters is still required. A conference call will be scheduled for the next week to follow up.

Joanne also reported on the Mentor Program stating that she is mentoring new member Sue Hansford and Brian Robbins is mentoring new member Margo Hall. Joanne stated that Steven Jones, Carol Leemon and Murray Heltzer have also expressed an interest in mentoring.

Continuing Education Coordinator (Abraham)

Maureen Varnes reported on behalf of Viviane Abraham stating that the Lending Library information is ready to be loaded onto the website and that she continues to receive additional lending materials which she would like to add to the website as appropriate. Jean Jewell responded that she will handle transferring the additions to the website.

Magazine (Chu)

Tsui Chu reported that the August issue is almost completed and reminded the Section leaders that the deadline for articles submitted for inclusion into the magazine is the fifth of each month. Tsui stated that she would like to incorporate a review section into the magazine. She would like to receive from Board members their reviews of concerts, new restaurants, etc. so that she may include them in the magazine. Tsui also solicited from the Board articles on specialty topics such as HR, IT, etc. that she may include in future issues of the magazine. It was also suggested that we reach out to speakers and have them write an article on their expertise to be included in the magazine and a discussion followed.

Diversity (Seales and Robinson)

Kim Robinson reported that Susan Seales is working with Wendy Sweet on a vendor survey to ascertain which vendors promote diversity among their company. It was also noted that the survey may also include questions regarding vendor participation.

Hospitality (Warner)

No report. Hugo Ospina noted that the Past-Presidents' luncheon had an attendance of 28 people and that the feedback received was very positive.

Special Events (McDonnell)

Mary McDonnell reported that the 5K Justice Jog will be held on Sunday, October 12th in Griffith Park. An advertisement will be placed in the August issue of the magazine promoting the event and challenging individual firms to sponsor their employees to participate in the event. There will be three charities that will benefit from this event, Career Launch Pad, Shoes That Fit, and The Smile Train. CLI has rolled out the Smile Train as the International Charity, and the Executive Committee agreed to add the Smile Train as the third charity. A registration form will be placed on the website to allow registration online. There followed a discussion on minimum participation for the event and promotion ideas.

Website (Jewell)

Jean is continuing to work on the website and stated that the issue concerning unsubscribing people from certain sections has been corrected. Jean will be conducting a test to confirm that registrants to the upcoming Justice Jog will be able to easily register and submit payments on the website. She is also working on the website calendar to allow limited, separate and specific access to the different groups who access the site.

Education (Hons, Marin)

Kelly Hons announced her resignation from the Board. She will be replaced by Rosela Marin at least through the end of the year. Kelly reported that the reports to Regional will be sent out this week. Kelly also reiterated the importance of sending evaluations from monthly meetings so that they can be forwarded to Headquarters.

GLA ALA University (Shaw)

Kelly reported on behalf of Janet Shaw and stated that attendance at the GLA ALA University meetings has been 6 to 8 people. She mentioned that perhaps it was due to the fact that people were taking vacations during the summer months. Janet will try to conduct a simulcast meeting so that both downtown and the Westside can participate. Jean Jewell will work with her on placing the GLA ALA University logo on the website.

Programs (Ospina)

Hugo Ospina reported that the topic for the September 9 luncheon at the Beverly Hills Country Club will be "Paperless Office." The speaker will be William Mills of Parker Mills LLP. It was noted that we did not have a sponsor for this event. Hugo also reported that his team was looking at disaster recovery as the topic for the October luncheon. It was announced that the December Holiday luncheon will be held at the Biltmore Hotel on Tuesday, December 9.

Seminars (Mercier)

No report.

Bylaws/Historian (Van Dusen)

Jim Van Dusen reported that we are still on hold with respect to outsourcing an administrator for the Chapter.

Community Relations (Ungurean)

No report.

Vendor Relations (Reddick)

Ken Sweet reported that the Vendor Relations planning team had obtained sponsorship for the event as follows: One Silver Level - First Legal Network; two Bronze Levels, The Agency and Hutchings Court Reporters; two snack booths courtesy of Pride of Los Angeles and Davidson Staffing; one water station courtesy of Legal Option Group; and one marker by Ivys Caldevillas.

Job Referral Services (Ayala)

Robert Santos reported on behalf of Norma Ayala, indicating that there are seven new postings; two in the accounting field and five that are management related. It was noted that the scarcity of job postings is a reflection of the current economy.

III. Section Reports

Corporate/Govt. (Serrano/Sharif)

No report. Mary reported on the upcoming ALA Webinar on Disaster Planning, Part II.

HR (Tavera and St. John)

Tiffany St. John reported that the next HR Section meeting is scheduled for September 30. The speaker is Freida Taylor, Esq. and the topic will be Wage and Hours Issues. They do not yet have a location but are looking for a location downtown. Bonita Paul offered her offices at Milbank and will follow up on availability.

IT (Masta)

Michael Masta reported that the next IT meeting will be held September 24 and the topic will be Outsourcing IT. He is currently looking for a location on the Westside.

Multi-Office (Paul)

Bonita Paul reported that she has created a flyer to be included in the magazine to publicize and generate interest in the multi-office section. Jean Jewell will assist Bonita and also help with placing the flyer on the website. The next meeting for the Multi-Office section is scheduled for February. Maureen Varnes asked that the flyer be sent to the Executive Committee and the Education Chair for approval.

San Fernando Valley (Pepe)

Deanna Pepe reported that the next meeting is scheduled for August 14 and will be held at the offices of U.S. Legal Support. The topic is Conflict Management and the speaker is Candice Gottlieb, Founder and President of the consulting firm, Mediating Solutions. The meeting will be sponsored by U.S. Legal Support. Deanna will work with Jean Jewell on an e-mail blast to publicize the event and has identified a list of 25 firms in the San Fernando Valley who are members of ALA but not members of the Chapter. A list of the administrators for these firms has been submitted to Joanne Stillwagon. A discussion followed on a variety of ways to generate support.

Small Firm (Bolden)

Nilo Bolden reported that the next meeting will be held September 17 at the offices of Klee, Tuchin, Bogdanoff & Stern. The tentative speaker will be Mark Goldston. The backup plan is an employee benefits discussion and Nilo suggested using her broker to speak on 401(k) and other benefits.

Elizabeth Wagner stated that she has not been receiving inquiry e-mails from the section chairs and a discussion followed. Maureen Varnes proposed that Jean Jewell and the Education Chair work with the Section Chairs to properly utilize the benefits of the website.

7:35 p.m. BREAK

7:50 p.m. MEETING CONTINUED

REPORTS OF OFFICERS

Past-President (Liffman)

Michelle Liffman reported on the importance of coordinating the dates with respect to the President's Checklist and that December 31 is the deadline for submission. The premium for the Fidelity Bond is due in August. Michelle reminded that Steven Jones be recognized by ALA as the Chapter Treasurer. Michelle also inquired as to any pre-planning for Conference and a discussion followed. Maureen Varnes responded that she had contacted Orange County and

while there was interest there would not be enough time to coordinate an event with them. Maureen asked Michelle to provide support and direction to the Vendors Team with respect to securing sponsorship for events and luncheons.

President (Varnes)

Maureen distributed a revised copy of the calendar. An inquiry was made as to whether or not dates were being sent to the Executive Committee for approval. A discussion also followed about the possibility of consolidating the New Member Mixer and the Vendor Dinner.

President-Elect (Santos)

Robert Santos reported that we have 400 points for the Checklist and that we are on schedule. Robert also mentioned the importance of sending to Regional detailed information including evaluations on educational programs offered by the Chapter in order to earn credit.

Robert also stated that the retreat will be held Friday, October 3, and that there would not be a scheduled Board meeting for that month. The location for the retreat will be held downtown and the location has yet to be confirmed. A discussion followed with respect to holding the retreat, luncheon meetings, and other section meetings in the downtown area or on the Westside.

Vice President

Mary McDonnell reported that the 4th Annual Golf Tournament held June 16 at Mountain Gate County Club was successful and well received. The event was attended by 23 GLA ALA members and by approximately 50 vendor partner representatives. Also attending the event were five past presidents and 10 board members. The July and August issues of the magazine will report on the event with photos and a summary. Mary reported that the budgeted revenue was \$9,287.31; the actual projected revenue was \$15,274.85. A donation in the amount of \$1,260. was made to Career LaunchPad. A discussion followed with respect to budgeting for events and the importance of preparing the budget and how it is reflected in the fiscal and calendar year.

Treasurer (Jones)

Steven Jones reported that all outstanding invoices have been paid. There is a \$750 charge for the website and Michelle Liffman stated that it was a carryover from last year and will forward the Executive Committee approval to him. Jean Jewell requested a copy of the charge to determine if it is a new or old charge. A discussion followed with respect to having sponsors for the website to offsite the cost and/or make the website pay for itself.

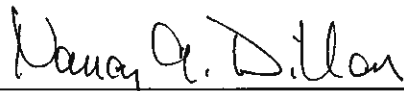
Steven stated the importance of event planners keeping within their budget and Maureen Varnes indicated that prior approval would be needed by the Executive Board before a project could exceed its budget.

A discussion followed concerning the May financials and the reconciliation of the Golf outing. Steven will meet with Mary McDonnell and Joanne Stillwagon regarding the Affinity breakdown to determine the allocation accordingly.

9:05 p.m. MEETING ADJOURNED

Dated: September 10, 2008

APPROVED:



NANCY A. DILLON, Secretary