

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

Date: Wednesday, June 4, 2008

Time: 6:00 p.m.

Location: Beverly Hills Country Club
Los Angeles, California

Attendees: Maureen Varnes, CLM; Robert Santos; Nancy Dillon, PHR; Mary McDonnell; Steven Jones; Kelly C. Hons, PHR; Valeda Mercier; Madalena Virbila; Lydia Tavera; Tiffany St. John; Wayne Mitchell; Michael Masta; Nilo Bolden; Bonita Paul; DeAnna Pepe; Hugo Ospina; Isabel Warner; Ilona Reddick; Elaine van Rensburg; Ken Sweet; Jean Jewell, CLM; Norma Ayala; Jim Van Dusen, CLM; Michael Morales; Jeanette Vella; Terri Wind; Viviane Abraham; Angela Ungurean; Susan Seales.

The meeting was called to order at approximately 6:08 p.m.

I. **Announcements** (Varnes)

Maureen Varnes reminded the Board the importance of responding to events on the website to ensure a more accurate accounting for attendance and meal planning purposes.

Maureen reported on attending the Annual Conference in Seattle and stated that she has ordered a CD copy of all of the seminars presented at the Conference. An inquiry was made as to handouts of the seminars offered at the Conference and A copy of the CD and the handouts will also be given to the Chapter Library. [Maureen subsequently learned from HQ that posting on our website is not considered fair use, and so we will not be doing this.]

Maureen announced the names of the members being sent by the Chapter to Chicago for the Chapter Leadership Institute (CLI) and indicated that all had registered. The members attending are Deanna Pepe, Robert Santos, Mary McDonnell, Joanne Stillwagon and Valeda Mercier.

Maureen announced that Nancy Dillon and Jim Van Dusen have volunteered to be the Chapter liaisons for the RBZ survey preparation. Nancy and Jim will participate in a conference call with RBZ and the Orange County ALA Chapter. The date for the call has not yet been set and members can contact Jim Van Dusen with suggestions on survey question topics. Jeanette Vella indicated that she would like RBZ to expand on job descriptions, including different jobs.

Maureen also reminded the members of the roles of the liaisons in transmitting information to the Executive Board, and that board members should contact their Executive committee liaison first if they have questions or need assistance.

II. Committee Reports

Job Referral Services (Ayala)

Norma reported that there are currently 10 jobs posted on the website. Two jobs were posted this week and one job was posted last week. Norma will contact the job posters prior to the 60 day expiration to determine if jobs are being filled.

Community Relations (Ungurean)

Angela Ungurean reported that she has the Past Presidents' Task Force assisting her in defining the role of community relations. She reported that the focus of community relations will be 80% education and communication with the legal community and 20% charitable purposes.

Angela also reported on the Legal Administrator Certification Program offered at Cal State Fullerton that was initially brought up during the Crossover meeting in March. The course begins in September of this year. Angela has been in contact with Luci Hamilton, who has visited the school. Angela has proposed that we determine a way to partner up with the Certification Program, stressing that our involvement will lead to increased credibility in recognizing the role of the Legal Administrator. She also mentioned that she would like to place an advertisement in the magazine mentioning the Certification Program. A discussion followed and it was decided that Angela will contact Luci Hamilton to obtain more information prior to placing an advertisement or information on the Certification Program on either the website or in the magazine.

Angela also reported that the task force recommended the charity "Shoes that Fit," for the 5k Walk Run event. Shoes that Fit supplies shoes to underprivileged children so they may attend school with dignity.

Motion: A discussion followed and a motion to approve "Shoes that Fit" as the charity for the 5K Run/Walk was made by Angela Ungurean and seconded by Terri Wind. The Board approved the motion.

Vendor Relations (Reddick, van Rensburg, Sweet)

Ilona Reddick reported that we have sent out vendor renewals and the response was that two out of five vendors renewed, one vendor declined and there has not yet been any response from the remaining two vendors. A discussion followed on the impact of the economic climate with respect to sponsorship and advertising budgets. Ilona also noted that it is easier to obtain sponsors for events when the topic and speaker have already been lined up.

Ken Sweet reported on the upcoming New Member Mixer, indicating that the date will be in mid-August. A location has not yet been set but he has several possible venues in the downtown area. Ken is estimating a cost of \$50 per person which will include drinks and appetizers. Ken is planning on a band for the event and will check with Cindy Fortune on a contact.

Ilona announced that the luncheon program for June 10 is being sponsored by Wolfe Staffing Partners and Rhumblin Legal Solutions.

The date for the Vendor Dinner will be Thursday, September 18. The format for the event is being discussed by the Vendor Team, and Michelle Liffman will be contacted regarding use of O'Melveny's Century City office. There was a discussion on the selection of vendors to be invited and the importance of including all vendors to demonstrate our appreciation.

Elaine Van Rensburg reported that we were in good shape with respect to the Vendor Spotlight and distributed a handout.

Membership (Stillwagon)

Maureen Varnes read the report submitted by the Membership Team. We have six new members so far this year, including the two signed up in May. The goal is to have an increase of 50 members by the end of the year. The team is working on a recruiting program. There was a discussion on ideas to increase membership in the Chapter and perhaps include the vendors in this endeavor.

Continuing Education Coordinator (Abraham)

Viviane Abraham reported on the creation of the Chapter's lending library. The announcement flyer has been approved by the Executive Committee and Viviane provided a hard copy of the flyer at the meeting along with a list of the materials currently available in the library. There was a discussion on procedures for lending materials and how best to promote the lending library to the members.

Magazine (Vella)

Jeanette Vella reported on the following themes for upcoming issues of the magazine:

June - Summer
July - Vacations
August - Back to School
September - Fall
October - Election
November - Thanksgiving
December - Winter Wonderland

The intention is to solicit stories and anecdotes from the Board members related to these topics to include in the respective issues of the magazine. A discussion followed.

It was also mentioned that the team is looking for a fourth member.

Diversity (Seales)

Susan Seales reported on attending the Exchange Session at Annual Conference in Seattle. A discussion followed on how to promote diversity within the ranks of law firm

personnel and satisfy requirements by firms and clients to utilize diverse vendors. Susan will highlight the efforts of the diversity group in her own office to prepare an article to be included in the October issue of the Magazine.

Hospitality (Warner)

Isabel Warner reported that she is in the process of reprinting the magnetic name tags and reiterated the importance of everyone keeping their information current on the website.

Special Events (Wind)

Terri Wind reported that the date of the Run/Walk has been changed to October 12 and will be held at Griffith Park. A committee meeting has been scheduled for 6:00 p.m. on June 19. A mailing to the vendors will be sent soon and volunteers to staff the event will be enlisted closer to the date of the event. A discussion followed concerning promotion of the event and a name for the event.

Website (Jewell)

Jean Jewell reported on her progress in working with the website and identified several glitches with respect to membership lists and calendars not being updated. Jean is working with support, the Membership Team and the Programs team on the required clean up for the membership lists. Jean also stated that she is working on placing on the website the photos from the Holiday Luncheon.

Education (Hons)

Kelly Hons reported that there were 13 total attendees at the Education Team meeting held on May 1. She noted that 8 of the attendees were via telephone. In an effort to increase attendance at section meetings it was suggested that e-mails be sent to section members to announce meetings in advance. There was a discussion on how best to alert members of meetings and to respond to alerts of meetings utilizing the website.

CLM Study Group (Hons)

Kelly Hons reported that the new name for CLM is GLA ALA University. She did not have a report from CLM but indicated that all related dates have been input into the calendar.

Programs (Ospina)

Hugo Ospina reported that 15 people had responded to attend the monthly luncheon in June. The July luncheon is the Past Presidents' Forum and will be held at the Beverly Hills Country Club. The Holiday luncheon is set for December 9 in the Gold Room at the Biltmore Hotel downtown.

Seminars (Mercier)

Valeda Mercier reported that there were 51 attendees at the Managing Partners Dinner. She indicated that the response was positive and that the event overall was a success and that she was preparing a more detailed briefing of the event.

Valeda reported that the topic for the October 16 seminar is "Finding the Right Fit." The speaker is Larry Kohn and a location has not yet been determined. There was a discussion concerning the date of the event and whether or not it would conflict with the Financial Management Conference to be held in Chicago. Valeda will check with Larry Kohn regarding other dates open for him.

The Labor Law seminar will be held January 24, 2009 at the Beverly Hills Hotel. Valeda indicated that a \$1,000 deposit was needed by June 6. A discussion followed concerning the increase in expenses at the venue and other venues were suggested. There was also a discussion regarding increasing the fees for both vendors and attendees in order to cover increased costs. Valeda also stated that LMA is anxious to work with GLA ALA seminars.

Bylaws/Historian (Van Dusen)

Jim Van Dusen reported on the progress made concerning the hiring of an administrative assistant to support the Chapter. It was decided that \$30,000 per year needed to be set aside to finance the hiring of an assistance, and that we would wish to commit to a two year engagement. The proposal will be reevaluated at the end of the year during a review of the budget.

SECTION REPORTS

Corporate/Government (Serrano and Sharif)

No report.

Finance (Mitchell)

Wayne Mitchell reported that the next meeting is scheduled for July 15 and will be held on the Westside. The topic is Leasing Equipment – New Section 179 provisions and the speaker will be from J & A Associates.

HR (Tavera, St. John)

Tiffany St. John reported that 15 people attended the Time Management webinar held on May 21.

Lydia Tavera reported that the next meeting will be held in August. Lydia has engaged a labor attorney from her office who has volunteered to speak on any topic. Lydia will send out an e-mail blast to solicit suggested topics. It was also mentioned that Lydia may move the date of the seminar to September if low attendance is indicated due to summer vacations.

IT (Masta)

Michael Masta reported on the IT Section meeting held at Manning and Marder on May 28 entitled "Going Paperless," presented by Doug Hafford, Vice President of Afinety, Inc. and by eCopy. The meeting was attended by a total of 30 people, with 20 being GLA ALA members. The next meeting will be held September 24 and Michael is looking for a location on the Westside. The topic is not yet set but outsourcing IT is a suggestion. Michael mentioned that he would like to see more non-IT members attending the meetings and a discussion followed.

Multi-Office (Paul)

Bonita Paul reported that the next meeting is scheduled for February but she would like to schedule a meeting sooner. A discussion followed on suggestions to promote the Multi-Office section and meeting topics.

San Fernando Valley (Pepe)

DeAnna Pepe reported on the May 15 roundtable meeting and stated that her goal is to double the attendance for the next meeting. The next meeting is scheduled for August 14 and the vendor sponsor is Candace Gottlieb from U.S. Legal Support. DeAnna intends to target 60 firms in an effort to increase participation in the San Fernando Valley section. A discussion followed with suggestions on how best to promote the section.

Small Firm (Bolden)

Nilo Bolden reported that the next meeting for the Small Firm section will be held in August. She stated that RBZ has expressed interest in sponsoring an event. Nilo is concerned that e-mail blasts regarding meeting notices and events are not being received by members and a discussion followed.

Ventura/Santa Barbara (Open)

No report.

Inland Empire (Open)

No report.

8:14 BREAK

8:35 COMMENCE MEETING

Old Business

Approval of Board Meeting Minutes for February and March

The Board Meeting Minutes for February and March were approved.

Approval of Financials for April

The financials have been submitted by e-mail by Steven Jones for approval and he has not received feedback. Steven will re-send the financials to the entire Board for review and comments. The financials will be submitted for approval at the next meeting. A discussion followed on including the chair heads to approve expenses directly related to their sections.

Treasurer's Report

Steven Jones reported that all outstanding invoices have been submitted to Maureen Varnes for approval. Steven stated that his goal is to come in under budget this year.

REPORTS OF OFFICERS

Past President

It was reported that Murray Heltzer will lead the Past Presidents' Forum to be held on July 8 at the Beverly Hills Country Club. Hugo Ospina is handling the logistics.

President (Varnes)

Maureen Varnes reported that she had distributed the updated Chapter calendar. It was mentioned that many members are unable to open mass e-mails containing updates to the calendar and a discussion followed on how to solve the problem.

President-Elect (Santos)

Robert Santos reported that the President's Checklist requirements are being satisfied by the Chapter. He stated that in order to earn a needed 250 points the Chapter must gain 50 new members, who also must be new to ALA. A discussion followed with suggestions offered on how best to attract the new members. Robert will coordinate with DeAnna Pepe on the list that she is compiling for the San Fernando Valley.

Robert reported that the proposed dates for the Chapter retreat are September 12 or 26. The location has not yet been determined. After a discussion it was decided that the retreat will be held on a Friday afternoon beginning at 2:00 p.m. and ending at 8:00 p.m. The retreat will include a working dinner.

Vice-President (McDonnell)

Mary McDonnell reported that she has been very successful in obtaining vendor sponsorships for the 4th Annual Golf Tournament to be held on June 16. Mary stated that 49 vendors will be playing and 26 members and guests have signed up. Mary proposed that an additional 10 people will sign up for the golf and tennis clinics. The event had 70 attendees last year and Mary is expecting 80 for this year. Mary announced that there will be a committee meeting June 5 and that this year instead of t-shirts we will be giving away hats and a goodie

bag. A dinner will follow the event. After a discussion it was decided that the grand prize will be a dinner for 6 prepared by Chapter President Maureen Varnes and assisted by Chapter V.P. Mary McDonnell.

Mary reported that she will have a follow up report on the Chapter goals at the upcoming Chapter retreat.

Secretary (Dillon)

Nancy Dillon reported that the minutes for the April Board meeting have been submitted by e-mail to the Board for approval and there were no changes or objections. The minutes will be submitted for approval by the Board at the next meeting.

Treasurer (Jones)


Steven Jones distributed copies of the financials through the end of May to the Board. Steven discussed utilizing a calendar year as opposed to a fiscal year for budgeting purposes. After a discussion it was decided that Steven would include a comparison column to the budget column.

Steven also suggested that checks be submitted to him as they are received instead of being collecting and sent in batches. Steven also reiterated the importance of including all supporting documentation when submitting checks and reviewing for correct information before submitting for deposit and a discussion followed.

9:40 P.M. MEETING ADJOURNED

Dated: July 16, 2008

APPROVED:



NANCY A. DILLON, Secretary