

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

Date: Saturday, March 14, 2009

Time: 11:00 a.m. to 5:00 p.m.

Location: O'Melveny & Myers, Downtown Los Angeles

Attendees: Robert Santos, Mary McDonnell, Lydia Tavera, Michelle Liffman PHR, Tsui Chu-PHR, ~~Monica Celis, Debra Gray, Ilona Reddick, Sharon Barnes-PHR, Peg Merrill~~ CPA, Maricela Gonzalez, Jeannine Hamill, Rosemary Orrico, Wayne Mitchell, Nilo Bolden, Barbara Chilton, Margaret Acozzano, Manjit Ender, Shaun Morrison, Ken Sweet, Bonita Paul, Angela Ungurean, Wendy Sweet CLM, Viviane Abraham, Hugo Ospina, Elizabeth Wagner, Rose Bazan, Terri Oppelt, Susan Seales, Tiffany St. John PHR, Isabel Warner, Michael Masta, Jean Jewell CLM, Maureen Varnes CLM.

11:26 a.m. CALL TO ORDER

I. Opening Remarks – President (Varnes), President-Elect (Santos)

Maureen Varnes welcomed the Board and covered highlights of the past year, and expressed her appreciation to everyone for working so hard and that she had enjoyed working with them this past year. Highlighted events mentioned were the Managing Partner Luncheon, CCW and Business Partner sponsorships. Maureen turned over the floor to Robert Santos, who presented appreciation gifts to her, as did others on the board.

Robert thanked ARO for their sponsorship and hosting of the mixer event after the meeting. Key upcoming meetings referenced were the In Transition Members Luncheon on March 16, the Breakfast Meeting on March 19 with a representative speaking from Adams & Martin Group. Other items referenced were the importance of the CLM program, different levels of access on the chapter website, and the plan to take the chapter to the next level with the planned hire of an outsourced administrator. It was emphasized that our business partner relationships are very important and help offset Chapter expenses, and that we are now referring to them as business partners, formerly as vendors. Also covered were the liaison chart, new slate contact sheet, e-mail protocol, Chapter calendar and calendar request forms.

Jim Van Dusen will review outgoing e-mails if there is any question or desired input as to content. Sample section summaries for the Leadership Exchange magazine were also covered.

II. New Board and Liaison Chart (Santos)

The schedule of board meetings was circulated in the materials for the binders. New portfolio binders were provided by ARO, as they were last year.

III. Cross Over and Committee Meetings

The Board members then broke into committee meetings to discuss the roles of each position to facilitate the transition to the new 2009 Board.

IV. Lunch and Introductions

The board broke for lunch at 12:30 p.m. and during lunch each attendee was asked to speak about their secret talent or hobby and also the value of being a member of GLA ALA and participating on the board. A common theme of the value people find in being a member of GLA ALA is the networking, resources and building relationships.

V. Anti Trust Guidelines Presentation (Jewell)

The anti trust guidelines are included in the binder documents that were circulated to the board. Jean Jewell addressed client confidentiality, and that the association cannot create preferred vendors where one party entrusts into another party. This is so as to not create a monopoly, and cannot create price competition or sales on condition. It is not appropriate to convey disparaging remarks about another company or suggesting not using them. It is acceptable for information to be given that is from past experience or data. Salary survey information shared cannot include what people are currently being compensated, and it is recommended to refer those requesting salary information to the RBZ survey or the NALP directory.

VI. ALA Regional and ALA Headquarters (W. Sweet)

Wendy Sweet announced that she recently joined the Regional Team as Education Officer. She will be working with the education teams for program ideas. She will be involved with coordinating the regional conference in the Sonoma, CA for the dates September 25 – 26. Wendy noted that she will not be overseeing the local chapter. The ALA annual conference will be held May 18 – 21 in New Orleans, LA. CLM conference will be held during October dates in Las Vegas, NV.

VII. Break Out Sessions

At the cross over break out sessions Robert Santos and Lydia Tavera met with each group to discuss the following:

- 1) **The calendaring of events** – Discussion on how to complete the calendar request forms, to turn them into the Education Chair only to get onto the master calendar. Also covered was providing information re: your event as soon as possible even if the person scheduling does not have the entire event planned so as to begin to post the events and build the calendar.

- 2) **Event Timeline** – Briefly discussed the event timeline and how following this format should assist in building the calendar, making sure there is a balance of educational topics and assist in the planning and promoting of each event.
- 3) **The role of the board liaisons** and the "one stop shopping" service to be provided by each liaison. This should provide better service and quicker answers to the section chairs.
- 4) ~~Robert and Lydia encouraged the groups/board members to attend any and all board meetings~~ that they could but indicated that if one member could not attend or provide the reporting to the liaison is acceptable and it is hoped this would provide some flexibility to the each board member.
- 5) **Sections Blasts and anti-trust guidelines** were discussed. Robert and Lydia conveyed that Jim Van Dusen has agreed to review and approve of any questionable blasts.

It was concluded that each board member will receive as much benefit as they provide to the chapter and board. Each board member was encouraged to talk to their liaison and provide as much feedback (positive or negative) as possible for a more productive and rewarding experience.

And lastly, Robert Santos dazzled and amazed each session with his skills as a magician.

At the breakout session covering the President's Checklist, Best Practices and Challenges, Mary McDonnell reviewed the ALA President's checklist and identified key items to be obtained this year. The members discussed the best strategies for the checklist and the chapter.

Jean Jewell and Michael Masta presented a demonstration covering the chapter website, and related levels of access.

Maureen Varnes addressed the budgeting for the chapter and how it relates to each section. Maureen also covered the expense reimbursement process.

VIII. Sponsor Presentation

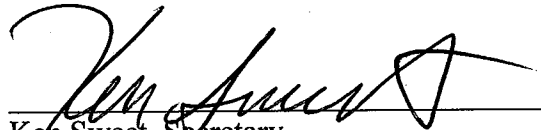
Robert Santos introduced Bill McClung with ARO, who spoke about the services that the company can provide to the legal community regarding the outsourcing of facilities management services and his commitment to sponsoring and supporting the chapter. He referenced the mixer event after the meeting that they were hosting, located at McCormick & Schmick's Restaurant, adjacent to the meeting location, for all Board Members with spouses/significant others invited to attend from 5:15 p.m. – 7:15 p.m.

IX. Closing (Santos)

Robert thanked everyone for their attendance and participation in the meeting and welcomed them aboard for a great and productive board year. He encouraged people to attend the mixer event.

MEETING ADJOURNED 5:00 p.m.

Dated: March 14, 2009


Ken Sweet, Secretary