

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

Date: Wednesday, September 10, 2008

Time: 6:00 p.m.

Location: O'Melveny & Myers – Century City

Attendees: Maureen Varnes, CLM; Robert Santos; Mary McDonnell; Michelle Liffman, PHR; Nancy Dillon, PHR; Steven Jones; Jeannine Hamill; Susan Seales; Tiffany St. John; Nilo Bolden; Rose Bazan; Elizabeth Wagner; Norma Ayala; Ken Sweet; Jim Van Dusen, CLM; Barbara Chilton; Erin Walsh; Michael Morales; Jeanette Vella; Deanna Pepe; Cindy Fortune; Rosela Marin; Ilona Reddick; Jean Jewell, CLM; Terri Wind

The meeting was called to order at approximately 6:05 p.m.

Old Business

Minutes (Varnes)

The Minutes of the Board of Directors Meeting for July 16, 2008 were submitted for approval. **A motion to approve the minutes was made by Mary McDonnell and seconded by Cindy Fortune. The Board approved the July 16, 2008 minutes.**

The Minutes of the Board of Directors Meeting for August 6, 2008 were submitted for approval. **A motion to approve the minutes was made by Jeanette Vella and seconded by Jim Van Dusen, CLM. The Board approved the August 6, 2008 minutes.**

Announcements (Varnes)

Maureen Varnes announced that three scholarships to the Regions 4 and 6 Conference would be awarded during the month of September. At the September 9th luncheon, Mark Verbecken won the scholarship and Janet Shaw was chosen as alternate in case Mark was unable to use the scholarship. Additional scholarships will be drawn at the new member orientation on September 16 and the Vendor/Member Mixer on September 25.

She also announced that the chapter was awarding a scholarship to the ALA Law Firm Financial Management Conference in Illinois. The winner will be chosen at the Vendor/Member Mixer from e-mail entries that are being sent to Brian Robbins. Flyers were distributed at the September 9 member meeting and Jean will send out the flyer via an e-mail blast to all members so everyone would be aware of the contest.

Committee Reports

Website (Jewell/Ayala)

Jean reported that she has three member blasts (including the flyer for the ALA financial conference), which she will send out. She indicated that she did not want to send them all at the same time, but would space them over a few days.

She further reported on a glitch with a member who chose as her log-in a five-digit number which happened to be the same number as another member. She discussed the research concerning additional software and tools the team is researching for the website and will report further; however, the cost is expensive.

Jean also reported that she had corrected the headers on the Walk/Run page. Maureen said that she had been unable to register for any events in October and November on the website; during the meeting, Jean was able to initiate the links that registration was now possible.

Norma again asked board members to use the "Calendar Event Request" form for posting any events on the calendar.

Education Chair Report (Marin)

Rosela Marin reported that she has requested a copy of the meeting calendar from Kelly Hons. As far as reports to regional, Jean Jewell indicated she will send Rosela the most recent report so that she can update and request the meeting reports in order to forward them to Regional. The next Education Committee meeting will be held on October 16. It was noted that the location was to be determined and Maureen Varnes offered her office. The possibility of the use of video conference meetings to allow greater member participation was discussed. Cindy Fortune mentioned that court reporting companies offer this service. Maureen Varnes asked for a volunteer to coordinate and Norma Ayala recommended Paulson Reporting Service at their location.

GLA ALA University (Hamill)

Jeanine Hamill reported that all classes are being held simultaneously on both sides of town (Downtown and Westside). The next session will be on the Westside at Shaun Morrison's office, Allen Matkins. The committee will hold a strategic planning meeting on November 5.

Programs (Wagner)

Elizabeth Wagner reported on the September 9th monthly lunch meeting held at the Omni, entitled "A Paperless Office is Within Reach," with William Mills, Esq. as the speaker. The event was well received with 40 registrants for the event and a total of 51 attendees. Hugo is writing the thank you to the speaker and will also write the article for the magazine. The next monthly luncheon meeting will be held October 14 at the Omni. The topic is "Elements of Preparedness - the Human Element", and the speaker is Ted C. Haaf, J.D., M.P.H. The November 11 monthly luncheon will feature speaker Dave Roberts of RBZ and will cover trend analysis and billing rates. The holiday luncheon on December 9th will be at the Biltmore Hotel, downtown. A slide show of Chapter events to date is tentatively planned for the Holiday Lunch. The raffle was also discussed and it was mentioned that each of the sections should prepare and donate a gift basket for the raffle. Elizabeth Wagner will contact and follow up with the section leaders. Michelle Liffman reminded the Board to book the photographer for the Holiday Lunch. Maureen Varnes mentioned having the photographer take a group photo. Mary Mc Donnell, Elizabeth Wagner and Maureen Varnes will schedule a meeting to discuss further plans for the Holiday Luncheon.

Seminars

Robert Santos read a report from the Seminars section that indicated that the Seminar held on September 3 at the Beverly Hills Country Club, "The Ethical Duties of Supervisory Lawyers - What Every Law Firm Partner, Associate and Administrator Needs to Know," presented by Anthony David, Esq. and Peter Jarvis, Esq., of Hinshaw & Culbertson LLP was well received. The Seminar total was 40 participants of which 18 were attorneys. The overall evaluation score was 6.55 and it was noted that one of the evaluation responses was that the program was great but could be longer. The next seminar will be the annual Labor Law seminar to be held on January 24, 2009 and will feature that same speakers as last year. Maureen Varnes mentioned that a former speaker Beth Schroder has asked to speak at the 2010 Labor Law seminar and the request was placed on the action list.

Mary McDonnell reviewed the procedures for contacting vendors and booking entertainment for events, indicating that these are tasks for the Programs team. Elizabeth Wagner asked questions with respect to the budget for seminars and Mary McDonnell responded that she will send to Elizabeth a prior budget for her to use as a sample. The next Program section meeting will be held on February 10.

By-Laws/Historian (Van Dusen)

Jim reported that his goal is to have the job description for the administrative position ready by the next meeting. Michelle Liffman suggested it be presented instead at the upcoming Board Retreat on October 3.

Vendor Relations (Reddick)

Ilona Reddick reported that she gave the Executive Committee today a proposal of vendor rates. She noted an increase in advertising of \$50 to \$100 per month beginning January 1, 2009 (calendar year). The upcoming Mixer is scheduled for September 25 at the Elevate Lounge downtown, and will feature a live band sponsored by Fortune Entertainment. Ken Sweet reported that 27 members and 23 vendors had signed up for the mixer. Another e-mail blast will be sent prior to the event. A reminder will also be sent to the vendors to promote the event.

It was mentioned that there was not much new money being generated from the Mixer, with most coming from pre-paid sponsor packages. An inquiry was made as to how many sponsors we had for the holiday lunch and how many were from pre-paid packages. A discussion followed.

There was also a discussion regarding vendor space at the Biltmore hotel and the allocation of that space. It was noted that six vendors were already booked and four are competitors.

Community Relations (Ungurean)

Robert Santos read a report submitted by Angela Ungurean indicating that her research from the membership at large indicated that Community Relations is about helping others in the community who are in need of some type of assistance. She announced that Margo Hall from Gibson Dunn has joined as her first team member and that she and Margo will be meeting in the next few weeks to start working on some projects for the first of the year. It was also mentioned

that Angela and Margo will be recruiting more members for the team. Angela will be available at the new member orientation in an effort to introduce new members to the Community Relations Program.

It was also noted that Angela has submitted an article to be published in the October Leadership magazine entitled, "Let's Get Creative with Community Relations," and that she was soliciting feedback from the Board Members with respect to their experiences with helping their communities.

Job Referral Services (Ayala)

Norma Ayala reported that there are currently six postings on the Chapter job site. She stated that things were slow but that we were still doing better than the Orange County Chapter who have no postings.

Membership (Chilton)

Barbara Chilton reported that the new member orientation is scheduled for September 16 at Carlsmith Ball. It will be a video conference and current registration reflects 10 members from the Downtown area and 9 from Century City. It was reported that four new members signed up in August bringing the current total to 382 members. Erin Walsh mentioned we will need mentors for the mixer and asked all board members to volunteer. Maureen Varnes asked the membership team to bring up serving as mentors at their next meeting regarding involving returning members. Shaun Morrison mentioned that returning members were activated on the website but we should send welcome letters so they know they have been re-activated.

Magazine (Morales)

Michael Morales reported that the October issue of the magazine will be in electronic format only. The theme is the upcoming elections - non-partisan. Some of the savings realized from the electronic format of the magazine will be sent to Smile Train. Maureen Varnes suggested the savings be earmarked for the administrative position. The electronic format has not yet been promoted. Michael will send a draft announcing the electronic format to Jean for posting on the website.

It was reported that the November magazine theme will be giving thanks.

Hospitality (Warner)

No report

Special Events (Wind and Fortune)

Terri Wind reported on the upcoming Justice Jog and indicated that today is the deadline for law firm sponsorship. The deadline for vendor sponsorship was September 15 but they have decided to extend it to September 22. A current total of eight law firms are sponsoring teams for the event. It was announced that there will be an award for the firm with the most participation. It was also reported that volunteers will be assigned on the morning of the event. Arrival time for volunteers will be 6:00 a.m. and we have approximately 100 registrants. The event is being publicized on various websites and health clubs. Mary McDonnell brought to the meeting flyers to distribute. Terri also reported that we are trying to get the Laker Girls to attend. 24 Hour

Fitness has agreed to let us put flyers in all of their clubs and they will also be leading the pre-race warm up. Arrowhead water will be supplying bottled water for the event. Also at the event will be two cars from the Los Angeles Tri club, and a collector car from a partner of Terri Wind's firm. Mary McDonnell will be sending information on the event to the Orange County Chapter. Mary also suggested for the law firm with the most participation win a virtual year long trophy to be displayed on the website.

Diversity Team (Seales)

Susan Seales has worked with Mary McDonnell and distributed a handout outlining the action plan for the Diversity Team. The items to accomplish include defining the role of the Diversity Chair; distribution and/or access of a Diversity Toolkit to all members; and creating a list of vendors that are minority owned and promoting the vendors' diversity statements. Maureen Varnes requested that Susan write an article for the magazine on the topic of diversity.

Multi-Office (Paul)

Rosela Marin reported that Rhumblin is the speaker for the November 6 lunch to be held at Milbank. The cost will be \$20.

San Fernando Valley (Pepe)

DeAnna Pepe reported on the San Fernando Valley Section Meeting held on August 14. The speaker was Candice Gottlieb, President of Medications Solutions and hosted by the offices of U.S. Legal Support in Sherman Oaks. There were eight attendees and the recap was published in the September 2008 issue of The Leadership Exchange. It was noted that of six evaluations returned the average score was 5.83.

DeAnna also reported on the upcoming San Fernando Valley Section Roundtable to be held on November 4 at the offices of Polk, Prober & ERaphael in Woodland Hills. The lunch will be hosted by Pride of Los Angeles, Inc., and a save the date information message was submitted to the magazine for the October issue. The topic for the roundtable is yet to be determined.

Small Firm (Bolden)

Nilo Bolden reported on the next meeting to be held on September 17 in Century City and noted that 18 members have signed up. Lunch will be hosted by Terri Wind's firm but parking will not be hosted. A discussion followed on when to hold the next meeting and it was decided to adhere to the current schedule with the next meeting on December 11.

Corporate/Govt (Rosela)

Rosela reported that attendance with respect to this section has been low and after a discussion it was decided that the Executive Committee will investigate.

Finance (Mitchell)

No report. The next Finance Section meeting will be held November 18.

HR (St. John)

Tiffany St. John reported that the next HR Section meeting will be held September 22 and that a promoting flyer was sent last week. The event will be held downtown at Alston & Bird. It was noted that 6 attendees have registered. It was suggested that attendees do not park in the building as the parking is not hosted and is \$19.50 per hour. The Section is planning to have a meeting in November but a date has not yet been selected. The topic will be "What to expect in Labor Law for 2009."

IT (Masta)

Rosela Marin reported that the next meeting will be held on September 24 at City National Bank on the Westside. The topic is Disaster Planning and the speaker is Brandt Manchee of Innovative Computing Systems, Inc. A meeting is also planned for February 18. A speaker has not yet been engaged but it was noted that meeting will be a video conference to allow participation from both Downtown and the Westside.

Financials (Jones)

Steven Jones reported that the August financials would be tabled for review at the Board Retreat on October 3.

7:55 p.m. BREAK

8:10 p.m. COMMENCE MEETING

Past-President (Liffman)

Michelle Liffman reported that Robert Santos has spoken with the Orange County Chapter Vice President and they are interested in sponsoring a joint social event. It was noted that the two event locations they suggested were too far away for us and we countered with a Long Beach location and they have until tomorrow to decide. Due to the busy schedules of both chapters, the event may have to be held next year. A wine tasting was suggested and a discussion followed.

Michelle reminded everyone that Professional Legal Management Week (PLMW) is the week of October 6-12. A discussion followed on promoting PLMW objectives and how to include vendors and solicit new members in connection therewith.

President-Elect (Santos)

Robert reminded the members that the Board Retreat would be held from 2:00 p.m. to 8:00 p.m. on Friday, October 3 at City National Bank. Doris Alexander, Region 6 Education Officer is scheduled to speak during dinner. The retreat will include breakout sessions on membership, website training and job closing updates and survey brainstorming.

Vice-President (McDonnell)

Mary McDonnell reported that CCW has filed their registration form with Regional Headquarters. Mary also brought a sample of the GLA ALA logo for the shirts for regional

conference to be held in Austin, Texas. It was decided that the logo with the guitar would be selected.

Treasurer (Jones)

Steven Jones reported that the financials for June and July have been sent to the Executive Committee for approval. A discussion followed on the merits of a fiscal vs. calendar year for budgeting purposes. It was noted that currently there is \$39,000 in the Chapter account.

Other Business

There was a lengthy discussion with respect to the upcoming ALA Regions 4 & 6 Educational Conference to be held October 24-25 in Austin, Texas. It was noted that Narver, First Legal and Overnite Express are vendor sponsors for the Chapter party. Logistic issues with respect to a designated meeting place at the conference were discussed and are yet to be determined.

9:45 p.m. **MEETING ADJOURNED**

Dated: October 21, 2008

APPROVED:



NANCY A. DILLON, Secretary