



**ASSOCIATION OF LEGAL ADMINISTRATORS  
SILICON VALLEY CHAPTER**

**One-Half Day Retreat - Board of Directors  
July 9, 2004**

MINUTES

- A.** Meeting came to order at 11:45 a.m. at Seascape, Aptos
- B.** Attendance
- a.** Present: Jan Silva, President; Bonnie Neary, President-Elect; Lynn Comer, Secretary; Leslie Olson, Treasurer; Jim Karkas, VP Membership
  - b.** Absent: Linda Cunningham, VP Education; Debbie Sanders, Advisor/Past President's Council; Chavez, Immediate Past President
  - c.** A quorum was present.
- C.** Approval of Minutes
- Minutes of the June 8, 2004 meeting were distributed and reviewed. A motion was made, seconded and approved to approve the minutes with no corrections.
- D.** President's Report and Announcements:
- a.** Website update. Leslie updated the board on the development of our chapter's website.  
Board discussed adding on the website follow up questions and answers to educational meetings. Leslie will put a prototype on the website for board's review next month.  
Leslie proposed adding a forum for interested members to dialog. She advised the board that she had contacted Jan Waugh from National ALA who told her many chapters have forums on their websites. Jan advised her that there can be no discussion of compensation, fees, etc. Leslie will find out how other chapters manage/facilitate. Jim will help Leslie facilitate if we decide to go forward.
  - b.** ALA Region 6 Conference. Jan will send an e-mail to membership asking who is interested in attending Regional conference October 8 and 9, 2004. Next year's Region 6 Conference will be held in Las Vegas.
  - c.** Calendar Update. We need locations for several months and a program for August. Linda C. needs assistance with this project. Debbie Sanders agreed to assist her. Bonnie will ask Canon if they are interested in doing a presentation on the new digital scanner copiers.
  - d.** Business Cards. Leslie presented a prototype business card and prices. Card will be used at a variety of ALA functions. A motion was made, seconded and passed that we purchase 500 cards using the new design in background and two colors.



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e. CCW (Community Challenge Weekend). Jan distributed a letter from Susan B. Komen Foundation. The San Francisco Bay Area Affiliate of the foundation has agreed to partner with SVALA as the beneficiary of the ALA of Silicon Valley Breast Cancer Walk to be held on Saturday, October 16, 2004. The board discussed how to notify members and collect donations. A motion was made, seconded and passed to adopt this project as its Community Challenge Weekend event for this year. Jan will be the chair. She will ask Greg Baba to co-chair. Leslie Olson will be on the committee. Leslie will calendar on the website.

E. Treasurer's Report. Treasurer's report was distributed and reviewed. A motion was made, seconded and passed to approve the report with no corrections.

**F. Committee Reports.**

Vendor: Bonnie distributed handout of a letter being sent to vendors to request that they sponsor our chapter by purchasing ad space in our membership directory. Bonnie suggested to the board that we change the sponsorship amounts and names as follows: Gigabyte \$5,000; Megabyte \$3,500; Kilobyte \$1,500; and Friends of SVC \$500. A motion was made, seconded and passed to adopt these amounts and sponsorship names.

ALA Chapter Leadership Institute (June 25 to 27), Orlando, Florida.

Sponsorship: Bonnie distributed and recapped highlights from this conference.

CLM: Dick will send a master e-mail re interest. Board will be updated at July retreat.

Membership:

Leslie will post the membership application on the website. Jim will obtain in PDF form for this purpose.

Bonnie showed us a sample of the membership directory. The board agreed to use the form presented by Bonnie for this year's directory and to superimpose the new pin design from the business cards as the background of the cover. Leslie will produce the cover and provide to Bonnie. Bonnie will assemble one copy and give to Jim. Jim will ask IKON to print. Lynn will mail and Jan's firm will pay for the postage. Goal is to mail by August 30.

**G. Other Business/Old Business.**

a. Board Minutes: Jim will e-mail excerpts from board minutes to members and Leslie will post the board minutes on the website. The board hopes this will assist in advising the membership of what the board is doing.

Lynn will provide minutes in PDF form for this purpose.

b. Tri-fold Brochure: Leslie presented a tri-fold brochure for use in SVALA events. She will finalize this brochure. This brochure will be distributed at a variety of SVALA functions.



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- c. Certification: Jim advised the board that fifteen SVALA members are not members of National. He will contact National to resolve and then complete the Certification.
- d. Thank you notes: Jan advised the board that she sends thank you notes to all guest speakers and vendors.
- e. CLM: Jan reported that five members want to form a CLM study group. Bonnie will give Dick the info that she got from CLI regarding this subject.

**H.** Next Board Meeting: Aug 10, noon @ Jan's office, San Jose, CA

**I.** The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Association of Legal Administrators  
Silicon Valley Chapter

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Lynn Comer, Secretary