



**ASSOCIATION OF LEGAL ADMINISTRATORS  
SILICON VALLEY CHAPTER**

**Minutes of the Board of Directors  
September 14, 2004**

MINUTES

- A. Meeting came to order at 12:47 p.m. at Kenyon & Kenyon, San Jose
- B. Attendance
- Present: Jan Silva, President; Bonnie Neary, President-Elect; Lynn Comer, Secretary; Leslie Olson, Treasurer; Jim Karkas, VP Membership
  - Absent: Linda Cunningham, VP Education; Debbie Sanders, Advisor/Past President's Council; Chavez, Immediate Past President
  - A quorum was present.
- C. Approval of Minutes
- Minutes of the Aug 10, 2004 meeting were distributed and reviewed. A motion was made, seconded and passed to approve the minutes.
- D. President's Report and Announcements:
- Website update. We will use the discussion group and not the website to announce job opportunities.
  - ALA Region 6 Conference. Jan announced there are currently 181 members attending ALA Region 6 Conference.
  - Holiday Lunch. Will be on December 9. Bonnie volunteered to co-chair with another member. She will call select/contact another member to co-chair with her. Bonnie will contact a variety of restaurants (Parcel 104, Emil's, The Grill, Paolo's, Strada's, and others) and report to the board next month. Board discussed purchasing some raffle prizes: should all prizes be purchased by board or shall we have some purchased by vendors? We will continue this discussion next month.
  - Fidelity Bond. Jan announced we obtained the fidelity bond.
  - SVC Fund ideas:
    - Discussed possibility of paying holiday party excess per person if exceed \$50. Will continue this discussion next month.
    - Purchase some raffle prizes for holiday party. Continue this discussion next month.
    - Motion made, seconded and passed to reimburse some costs of producing and mailing the membership directory as follows: Debbie's firm for the back cover; Lynn's firm for postage
    - Scholarships.



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- 2005 Annual Conference: Scholarship for registration and hotel costs for one non-board member. Bonnie will determine these costs so we can vote at the next board meeting.
  - Educational meetings. Motion was made, seconded and passed to have a drawing at each educational meeting for the remainder of this board's year, for attendance to the next educational meeting.
  - CCW (Community Challenge Weekend). Jan will contact San Jose Mercury News, San Jose Magazine and Business Journal to announce the Susan B. Komen Breast Cancer Foundation event. A motion was made, seconded and passed to mail a flyer to all members. Jan's office will send. Jim/Lynn will provide mailing list to Jan of all members and vendors. Jan's office will be reimbursed for the cost of postage to do this mailing. Flyer will be mailed in week of Sep 20.
  - ALA Magazine. Jan sent a summary of the board's activities to the editor of ALA magazine. This summary will be used as an article in the magazine.
  - Fall Membership Drive. Will be held on Sep 30 from 5:30 to 7 p.m. at TGIF in Cupertino. Bonnie will donate the gift she received at Orlando CLI that was given by Robert Half Legal. Chapter will pay cost of this event. Jan will send notice to members Sep. 14.
- E. Treasurer's Report. Treasurer's report was distributed and reviewed. A motion was made, seconded and passed to approve the report.
- F. Committee Reports
- Membership. Jim reported some names and addresses have been updated. There are currently 86 members.
- G. Other Business/Old Business.
- CLM: Jan reported that due to lack of interest Dick does not want to continue developing a study group for this year.
  - Leslie needs the membership application scanned and e-mailed to her so she can place it on the website. Jim will scan.
- H. Next Board Meeting: Oct 12, noon @ location tbd
- I. The meeting was adjourned at 1:40 p.m.



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Respectfully submitted,

Association of Legal Administrators  
Silicon Valley Chapter

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Lynn Comer, Secretary