



**ASSOCIATION OF LEGAL ADMINISTRATORS
SILICON VALLEY CHAPTER**

**Minutes of the Board of Directors
November 9, 2004**

MINUTES

A. Meeting came to order at 12:05 p.m. at Rehon & Roberts, San Jose

B. Attendance

- Present: Jan Silva, President; Bonnie Neary, President-Elect; Lynn Comer, Secretary; Leslie Olson, Treasurer; Jim Karkas, VP Membership; Linda Cunningham, VP Education; Debbie Sanders, Advisor/Past President's Council
- Absent: Chavez, Immediate Past President
- A quorum was present.

C. Approval of Minutes

Minutes of the October 12, 2004 meeting were distributed and reviewed. A motion to approve the minutes with a correction to delete the words "3 large & 2 medium sizes" from ACTION ITEM D, 1, d was made, seconded and passed.

D. President's Report and Announcements:

- President's Award. Debbie is monitoring if SVALA has met the needed accomplishment criteria to receive an honorable mention from National. She will compile and e-mail board members on what is missing. The board members made, seconded and passed a motion to donate \$100 to FALA.
- VP Education. Linda Cunningham resigned this position. Helen Ferentinos will serve for the balance of Linda's term. Board meetings will be moved from Tuesdays to Thursdays to accommodate Helen's schedule. A motion was made, seconded and passed to approve Helen as VP of Education and accept Linda's resignation.
- December Board meeting. The board will not meet in December in lieu of the holiday luncheon.
- Holiday Luncheon. The invitations will be mailed today. Some door prizes have already been donated. Leslie will ask the author of the book Love is the Killer App to sign and donate a book as a door prize. Jim will bring SVALA's tri-fold brochures and business cards to the luncheon. Bonnie will bring pins. After discussion the following motions were made, seconded and passed
 - to donate three SVALA shirts as door prizes;



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- to purchase three bottles of wine not to exceed \$100 to be used as door prizes;
 - to give as a door prize a scholarship for registration (approx. \$620) to the annual conference. Board members will not be eligible to accept this door prize; and
 - to spend between \$5 and \$10 per member for a holiday party welcome gift. Bonnie, Helen and Leslie will look around for ideas. Bonnie will check with the restaurant re table decorations and coordinate the welcome gifts so they double as added table decorations.
 - Holiday Cards. Jan will purchase holiday cards. Board members will sign the cards at the holiday luncheon. Jan will mail the cards to the vendors to thank them for their generous contributions and support this year.
 - Silent Auction at Annual Conference. Bonnie asked the board members to be thinking of ideas for a contribution to the silent auction at the annual convention. The money from this auction goes to FALA. After discussion the board made, seconded and passed a motion to donate \$100 to FALA.
 - Annual Conference. After discussion the board made, seconded and passed a motion to pay for the registration cost for each board member to attend the 2005 Annual Conference.
 - SVALA Article in ALA Magazine. Jan read the article about SVALA in the current ALA magazine.
- E. Treasurer's Report.** Treasurer's report was distributed and reviewed. Current balance is \$19,421.49. A motion was made, seconded and passed to approve the report.
- F. Committee Reports**
- Membership. Jim reported that there are currently 85 members, one potential new member and that ten members are no longer with the same firms.
 - Website. Leslie advised the board that new info is being added to the website.
- G. Next Board Meeting:** January 13, noon @ Townsend, Townsend and Crew, Palo Alto.
- H.** The meeting was adjourned at 1:20 p.m.



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Respectfully submitted,

Association of Legal Administrators
Silicon Valley Chapter

Lynn Comer, Secretary