



Meeting of the Board of Directors
August 10, 2006

MINUTES

A. The meeting came to order at 12:12 p.m.
Location: Townsend & Townsend, Palo Alto

B. Attendance

1. Present: Jim Karkas, President; Annette Ross, President Elect; Yvonne Durham Mills, Treasurer/*via conference call*; Diana Kenneally, VP Membership; Helen Ferentinos, VP Education; Becky Robertson, Secretary; Debbie Sanders, Regional Officer; Shawn Derfer, CCW Chairperson.
2. Absent: Bonnie Neary, Past-President.
3. A quorum of Board members was present.

C. Approval of Minutes

Motion to approve Minutes of June 29, 2006 Board meeting was made by Helen, seconded by Annette, and unanimously approved.

D. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Jim reported that he, Annette, Diana and Debbie are working on finalizing the Brochure and distributed draft copies to all Board Members for review. Jim also announced that the Chapter Directory should be ready for distribution by the end of the month.

E. COMMITTEE/OFFICER REPORTS

1. **Treasurer's Report (Yvonne).** The current balance as of July 31 is \$52,717.08. This is an unreconciled figure as the statement had not arrived yet. Income totaled \$38,640; \$38,250 from the Business Partner Program and \$390 in program fees. Expenses were \$2,542.74, which were mostly reimbursements and includes \$600 for the deposit for the December Holiday Luncheon.
2. **Business Partner Program (Jim).** Jim reported that this year's program was a huge success. He distributed the final vendor sponsor list and reminded us that the goal of the Board is to recognize these vendors as sponsors and remember that when dealing with them.
 - a. **Poster Board on Stand** – After a brief discussion a motion was made by Helen and seconded by Annette that Debbie go ahead with having the poster made.



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- ACTION ITEM:** Debbie will get some quotes, make a recommendation and we will vote by e-mail.
- b. **Thank You Letters** – Pat Murray sent thank you letters to all of our vendor sponsors.
 - c. **Member Incentives** – Annette suggested giving power points to members who bring in vendor sponsors. Item was **TABLED** for discussion at a later time.
 - d. **Vendor Program Period** – It was confirmed that the vendor program period runs from July 1 through June 30.
3. **Membership (Diana)** - Diana announced that we have 4 new members and discussion followed about taking the new members to lunch. **ACTION ITEM:** Jim and Debbie will take Shirley Laboy and Sarah Ferguson to lunch; Annette and Shawn will take Sandy Ulery to lunch along with Terry Stern; Diana and Annette will take Rosalyn Gallo to lunch. It was agreed that the new member lunches will be scheduled prior to the Regional Conference (9/14/2006).
4. **Education (Helen)** - Helen reported on the last educational meeting that was held on July 27 at Bingham McCutchen. The presenter was Richard Gary of Gary Advisors who received an overall rating of 6.4 for his presentation. 11 members attended.
- a. **August Meeting** -The next meeting will be a Round Table discussion entitled “Top 10 Manager Headaches” and will be held on August 24. Jim suggested that the August Round Table be free to members. A motion was made by Annette and seconded by Helen to make the August meeting free to members.
 - b. **Holiday Luncheon** - Helen reported that reservations have been made at Hotel Valencia in Santana Row for our holiday luncheon which will be held on Wednesday, December 6.
 - c. **Drawing Winners** – Helen announced that Art Bernstein (Hopkins & Carley) and Sheryl Davis (DLA Piper Rudnick) are the winners of free registration for the Regional Conference to be held in Palm Springs in September. In the event one of them cannot attend, an alternate name was drawn. The alternate is Renee Unti (Wilson Sonsini).
5. **Website (Debbie)** - Debbie reported that the Website should be updated with our new vendor/sponsors by the end of next week (August 18).
6. **President Elect (Annette)** – No Report



F. OTHER BUSINESS

1. **Brochure** - There was discussion about the draft Chapter Brochure that Jim presented to the Board. Everyone liked the style and color of the Brochure. A motion was made by Helen and seconded by Annette to approve the Brochure with the additional cost of the 3 pictures (revised quote). We will also pay to have 100 copies printed on quality paper.
2. **Directory** – Diana provided each of the Board members with the most recent update of the Chapter Directory. There was discussion about the status of several people listed in the directory. **ACTION ITEM:** Diana will send an e-mail to the Chapter Members indicating that the plan is to print and distribute the Membership Directory by the end of the month. **ACTION ITEM:** Jim will include a section in the Newsletter to solicit feedback.

There was discussion about the promotional Starbucks card to be included with the Directory. A motion was made by Jim and seconded by Helen that we should go with \$10 Starbucks cards rather than \$5 this year. **ACTION ITEM:** Annette will purchase 100 \$10 Starbucks cards.

3. **Mixer** - After discussion about dates, etc., a motion was made by Jim and seconded by Becky to have the Mixer at Stanford Museum on October 19, 2006. **ACTION ITEM:** Annette will confirm the date with Stanford Museum.
4. **Visibility** – Presentation by Shawn was **TABLED** until next meeting due to time limitations.
5. **Chapter Dinner in Palm Springs** – There was discussion about having a Chapter dinner on Thursday night at the Regional Conference. It was decided that we would plan dinner at a local restaurant in Palm Springs for 8:00 that evening for all members who can attend. **ACTION ITEM:** Annette will locate a restaurant.

- G. The next meeting will be held via teleconference only on September 7 at 12:00 noon. Jim will set up the call.

The meeting was adjourned at 1:50 p.m.

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary