



Meeting of the Board of Directors
September 7, 2006

MINUTES

- A. The meeting came to order at 12 noon.
Location: Telephone Conference

B. **Attendance**

1. Present: Jim Karkas, President; Annette Ross, President Elect; Yvonne Durham Mills, Treasurer; Diana Kenneally, VP Membership; Helen Ferentinos, VP Education; Becky Robertson, Secretary; Debbie Sanders, Regional Officer; Shawn Derfer, CCW Chairperson.
2. A quorum of Board members was present

C. **Approval of Minutes**

Motion to approve Minutes of August 10, 2006 Board meeting was made by Jim, seconded by Helen, and unanimously approved.

D. **PRESIDENT'S REPORT AND ANNOUNCEMENTS**

Jim reported that he received CD's with information about the 2007 National Conference in Las Vegas and Professional Management Week which is October 2-6, 2006. He reported that Yvonne will pay the Chapter insurance. He said he received correspondence from FALA regarding a cookbook they plan to publish the first week of May, 2007. They have requested Chapter members to submit recipes by October 31, 2006. Recipes should be sent to Bonnie by October 20. Jim announced that the Business Partner Program for 2006 is closed (the final check from Office Max was received). Regarding the Business Partner Breakfast on September 21, it is important that all Board Members attend. Debbie will bring the poster board listing chapter sponsors and give it to Helen at the Breakfast.

E. **COMMITTEE/OFFICER REPORTS**

1. **Treasurer's Report (Yvonne).**

- a. **City National Bank** – Following a brief discussion, a **motion** was made by Jim and seconded by Bonnie to move the Chapter account to City National Bank. Motion carried.
- b. **Financials and Bank Reconciliation** – Yvonne will circulate the financials for July. Yvonne will complete the bank reconciliations and forward to Becky for review each month. She suggested that the Chapter purchase Quickbooks



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software to assist with preparing the financials and bank reconciliation. A **motion** was made by Bonnie and seconded by Becky that Yvonne should purchase Quickbooks software. Motion carried.

- c. **Chapter Tax Returns** - A tax return for 2005 was not filed, presumably because receipts were not in excess of \$25,000. There was discussion about whether we should file anyway. **ACTION ITEM:** Yvonne will call a CPA to inquire if we need to file a return for 2005.

2. **Membership (Diana)** - Diana reported that the latest Chapter count is 90 members.

- a. **Directories** – The new directories (with \$10 Starbucks card) were sent out yesterday with the help of Jim’s staff. **ACTION ITEM:** Jim will purchase thank you gifts for staff who helped with the directory—cost not to exceed \$80.
- b. **New Members** – Diana will send a copy of the directory to any new members along with a “small gift”.
- c. **Brochure** – **ACTION ITEM:** Yvonne volunteered to send a copy of the brochure to people on the Tic-Tac-ALA list. **ACTION ITEM:** Jim will bring brochures to the Vendor Breakfast.

3. **Education (Helen)**.

- a. **September Meeting** - Helen reported that the Avian Flu presentation we anticipated having in September has been put on hold so there will be no September educational meeting. **ACTION ITEM:** Helen will send out an e-mail notice to members stating that, due to the regional conference in Palm Springs, there will be no educational meeting in September.
- b. **Power Points Program** – A **motion** was made by Jim and seconded by Helen that we have 2 winners instead of one. Motion carried. Two members will receive registration, hotel and airfare to the National Conference in Las Vegas.

4. **Website (Debbie)** - Debbie had nothing new to report. Bonnie suggested that some of the older pictures be removed from the website.

5. **President Elect (Annette)** – The Fall Mixer to be held at Stanford Museum on October 19, 2006 has been booked. Jim suggested that personal calls be made to chapter members inviting them to attend. **ACTION ITEM:** Jim and Diana will divide up list for Board Members to call.

6. **CCW (Shawn)** – Shawn reported that everything is set for Community Challenge Weekend at Second Harvest Food Bank on November 4. He will send an e-mail to



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members asking for volunteers. A suggestion was made that he stress in the e-mail that the event is for member only.

F. OTHER BUSINESS

1. **Advertising in The Recorder** – Shawn mentioned that we can post meeting notices in The Recorder for free. **ACTION ITEM:** Shawn will get information to Helen for publication of monthly meeting notices.
2. **Professional Managers Week** – There was discussion about placing an ad in The Recorder for Professional Managers Week. A **motion** was made by Jim and seconded by Helen that the Chapter place a ¼ page ad (including Firm names) in The Recorder for the week of October 2 – 6 in honor of Professional Managers Week at a cost of up to \$2,500. Motion carried.
3. **Donation to FALA** – A **motion** was made by Bonnie and seconded by Annette to donate \$100 to FALA. Motion carried.
4. **Newsletter** - **ACTION ITEM:** Jim will put a note in the Newsletter indicating that an ad will appear in The Recorder in honor of Professional Legal Management Week.
5. **Marketing and Incentives**–There was more discussion about ordering Chapter t-shirts.
6. **Holiday Welcome Gift** – It was suggested that a Committee be appointed to come up with ideas for a “welcome gift” for the Holiday Event. **ACTION ITEM:** Bonnie, Becky and Yvonne will comprise the committee to come up with gift suggestions.

G. Next Board meeting will be October 12th. Time and place to be determined.

The meeting was adjourned at 1:07 p.m.

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary