



**Meeting of the Board of Directors
November 9, 2006**

MINUTES

A. The meeting came to order at 12:20 p.m.
Location: Townsend & Townsend, Palo Alto

B. Attendance

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

C. Approval of Minutes

Motion to approve Minutes of October 12, 2006 Board meeting was made by Annette, seconded by Diana, and unanimously approved.

D. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Jim reported that the winner of the Tic-Tac-ALA campaign was not our Chapter. Jim also informed the Board that he was in possession of various job descriptions from other Chapters and suggested that we may want to consider preparing Board job descriptions at a later time.

E. COMMITTEE/OFFICER REPORTS

1. **Treasurer's Report (Yvonne).** – Yvonne reported that the current balance in the checking account is \$32,983.72.
 - a. **City National Bank** – Yvonne reported that she sent the completed signature cards to City National Bank and anticipates that the account transfer will take place in approximately two weeks.
 - b. **Donation to Cantor** – There was discussion about the amount for the check to be sent to Cantor. A **motion** was made by Jim and seconded by Diana to send the same amount as last year. **ACTION ITEM:** Annette will send contact information to Yvonne.



2. **Membership (Diana)** -

- a. **Directory Updates** – There was discussion about updates to the directory and establishing a procedure regarding members who have left Legal. The importance of having correct information for the Holiday invitations was stressed.
- b. **New Members** – There was discussion about new member lunches and which new members need to be invited to lunch. **ACTION ITEM:** Following are the names of new members and Board members who will be taking them to lunch:

Grace Carr	-	Debbie & Becky
Karen Bellinger	-	Debbie & Becky
Renee Cunningham	-	Annette & Jim
Cynthia Thomas	-	Annette & Jim
Katrina Ray	-	Annette & Jim
Mallory Zasley	-	Diana & John

3. **Education (Helen)** .

(Submitted via e-mail prior to meeting) Next Chapter Education Meeting will be held on Thursday, November 16 at Hoge, Fenton in San Jose. Dr. Jill Kohn will speak about how to conduct difficult discussions. The Chapter has agreed to reimburse Dr. Kohn’s travel expenses (hotel and flight from Los Angeles).

Plans are still on schedule for the Holiday Lunch on Wednesday, December 6 at the Hotel Valencia in Santana Row. A menu has been selected. Base price for the lunch is \$47/person not including wine and other beverages.

- 4. **Website (Debbie)** - Debbie reported that she submitted updates to Kelly for the calendar of events section, photos & captions of the mixer at the Stanford art museum in October and board crossover meeting last March, a sponsor page correction, and updates to the contact page. Kelly is very busy with school and work so the updates may take longer than usual. **ACTION ITEM:** Debbie will send Kelly the last few months of board meeting minutes.

- 5. **CCW (Shawn)** – Shawn reported that he sent in our CCW Recap Summary to Headquarters (for award points). The bill for 70 Chapter t-shirts was \$1,612.93.



F. OTHER BUSINESS

1. **Holiday Party** - There was discussion about how much to charge members for the Holiday Luncheon. Because the base cost of the lunch is more this year, consideration was given to increasing the member contribution. After considering all options a **motion** was made by Jim and seconded by Annette to keep the member cost at \$35 (same as last year). **ACTION ITEM:** Debbie will send an e-mail announcement in addition to the formal invitation.
2. **Raffle/Games** – Following a brief discussion about possible games for door prizes, **ACTION ITEM:** Jim said he would work with Debbie to come up with games/raffles.
3. **Holiday Welcome Gift** – Becky provided a list of suggestions and discussion followed about the pros and cons of various gift items. A **motion** was made by Jim and seconded by Annette that we would purchase a split of wine or champagne with a ribbon and message designating it as a gift from the chapter. **ACTION ITEM:** Annette and Becky will work on getting prices and purchase of the items.
4. **Awards** – The due date for all Award submissions is January 16, 2007 (must be in Chicago by that date). Heather is putting together a nice presentation binder. All award submissions are to be sent to Heather for organization. **ACTION ITEM:** Helen will take a picture of the Business Sponsor Poster Board and send it to Heather for inclusion in the binder. **ACTION ITEM:** Board members responsible for the various award submissions and coordinating with Heather are as follows:

Presidents Award	Jim/Debbie
Chapter Website	Debbie
Educational Excellence	Helen
Newsletter	Jim/Debbie
Membership Brochure	Diana/Heather
Vendor Partnership	Arlene/Heather
Visibility	Shawn/Debbie

G. Next Board meeting will be via teleconference on December 7 at 12:00 noon.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary