



Meeting of the Board of Directors
May 17, 2007

MINUTES

- I. The meeting came to order at 12:28 p.m.
Location: Murray & Murray APC, Cupertino

II. **Attendance**

- A. Present: Annette Ross, President; Jim Karkas Past-President (via telephone); Helen Ferentinos, President-Elect; Sally Downing, VP Education; Diana Kenneally, VP Membership; Becky Robertson, Secretary; Yvonne Mills, Treasurer; Debbie Sanders, Regional Officer; Shawn Derfer, CCW Chairperson.
- B. A quorum of Board members was present.

III. **Approval of Minutes**

Motion to approve Minutes of April 12, 2007 Board meeting was made by Yvonne, seconded by Diana, and unanimously approved.

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

Kudos - Annette distributed copies of her e-mail to the membership, ALASVC Hits the Big Time at Annual Conference, summarizing all of the Chapter awards and included on the back some of the congratulatory comments from members. She congratulated Yvonne for being named a finalist in the Quest Award competition.

V. **COMMITTEE/OFFICER REPORTS**

- A. **Treasurer's Report (Yvonne)**. – Yvonne distributed to Board Members copies of the financials for April, 2007. As of the end of April our balance was \$17,842.76. Yvonne reported that there are a few outstanding checks and reminded Board members to send in their conference receipts for reimbursement. Most Board members have already been reimbursed for at least half of their expenses. Also, we still need to reimburse Heather Wagner for her expenses. There was a brief follow-up discussion about the money owed to the Chapter by Vicki Gordon. Helen suggested we offer her the opportunity to refund the money in installments.



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B. **Membership (Diana)** -

1. **New Members** – Diana reported that we have one new member this month, Dolores Martinez of Mount & Stoelker in San Jose.
2. **Brochure** – Diana passed around a draft version of the brochure asking everyone to check their own information carefully and report any final changes before she sends it to Rob for edits. Since he used a special program to create the brochure she said it would be best to let him make the edits. She is hoping to have the edits completed by Wednesday, May 23 so she can bring them to the Thursday educational meeting. Rob has not charged us in the past for minor edits so we are not anticipating any additional cost at this time.

When completed and approved Diana will e-mail the brochure to her Pitney Bowes representative for copies. Initially we will order 150 brochures.

3. **Directory** – Diana is planning to edit the cover to tie in better with the Chapter colors, etc. She spoke with Pitney Bowes about the problem last year with ink bleeding through. Diana said she may be able to “cut a deal” with Pitney regarding the cost. **ACTION ITEM:** Pitney will provide Diana with a sample. Debbie suggested a smaller font or more listings on a page, but the Board decided to go with the same font and layout. Diana will look into the cost of adding tabs to the sections and see if Pitney will include it in their service.

C. **Education (Sally)**.

1. **May Educational Meeting** – Sally reported that so far she has received 8 responses from members who plan to attend the educational meeting on May 24. Several Board members indicated their intention to attend which brought the number up a bit. The meeting is being sponsored by Hudson Legal. Future meeting sponsors will be Landmark Legal and Reel Grobman. Annette suggested that each Board member call someone from the general membership and invite them to attend. **ACTION ITEM:** Diana will send us a list of the newest members and assign each of us a name to call. It was also mentioned that we should remind them of the free meeting policy.

D. **Website (Debbie)** - Debbie is preparing captions to add to Yvonne’s conference pictures for the website. She will also add a list of Chapter awards to the website.

E. **CCW (Shawn)** – Shawn contacted board members of the Golden Gate and East Bay Chapters and reported on some of the activities they are planning and have done in the past. They discussed the desire to share events for cross-attendance but realize it may be difficult given the distance people would need to travel. **ACTION ITEM:** Board



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members should think about various organizations we might want to work with for CCW and forward our thoughts and information to Shawn.

- F. **25th Anniversary Celebration (Helen)** – Helen reported that she and Linda Cunningham have not been able to get together so far to discuss the 25th Anniversary function. Helen will proceed with planning the event; it was agreed that it should be a spring/summer social event in the evening.

VI. **NEW BUSINESS**

- A. **Official Greeters** – Annette suggested that we begin having “official greeters” at our educational meetings for the purpose of making members feel welcome and comfortable. Helen and Sally volunteered to be Greeters for the May 24 meeting.
- B. **Archivist** – Annette reported that Heather Wagner has volunteered to be our Chapter’s Archivist. There was discussion about where to store awards and other Chapter documents. **ACTION ITEM:** Annette will call Datasafe and Diana will call Iron Mountain about the possibility of obtaining a storage unit from them. This year’s awards will be turned over to Annette for display at the meeting(s).
- C. **Spring Mixer** – As reported above, the 25th Anniversary event will be our Spring Mixer.
- D. **Potential Awards for 2007/2008** – We reviewed the list of possible awards and there was discussion about what we are eligible for and which awards to aim for in the coming year. Further discussion will follow at a future board meeting and the annual retreat. **ACTION ITEM:** Annette will work with Heather regarding criteria.
- E. **ALASVC Power Point** Program – The board discussed renewing the Power Points Program to reward on non-Board member who actively participates the most in the Chapter by providing a scholarship to the 2008 Annual Conference including early-bird registration, airfare, and four nights at one of the ALA’s discounted hotels. A **motion** was made by Helen and seconded by Diana that we continue the Power Points Program this year.
- F. **Chapter Retreat** – Our annual Chapter Retreat will be held on Thursday, July 12 beginning at 3:00 p.m. Location is yet to be determined. Suggestions were: Dinah’s, Four Seasons and Michaels. **ACTION ITEM:** Helen will try Dinah’s (if they renew) or Four Seasons.
- G. **Business Partner Program** – There was discussion about last year’s Business Partner Breakfast and whether to host a breakfast again this year. Consensus is that it was a



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very well received event and we should do it again this year. Topic was tabled for discussion at the next board meeting.

Annette voiced concern that some of the targeted vendors did not receive their packets. There was discussion about whether we should consider extending our deadlines. It was decided that Board members would make their calls this week and give a status report to Arlene and Debbie. When all information is received we will make a decision about making date changes. **ACTION ITEM:** Debbie will confirm that vendors who are current sponsors were mailed a packet.

- H. **Proper Nomenclature** – There has been some confusion about various terms being used in reference to ALA in Chicago. The proper designation is ALA, Association or Headquarters. The conferences are Annual (not national) and Regional.
- I. **Surveys** – Annette reminded everyone of the importance of completing the salary and benefits surveys that were sent to all members.
- J. **Regional Minutes** – **ACTION ITEM:** Once available, a copy of the minutes of the Regional Council Meeting held at the Annual Conference in Las Vegas will be sent to all Chapter members. This will also take care of part of Management-Item E criteria for the 2007 President’s Award.

VII. Next Board meeting will be held on June 14 at 12:00 noon. It will be a teleconference.

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

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary