



Meeting of the Board of Directors
July 23, 2007

MINUTES

- I. The meeting came to order at 3:05 p.m.
Location: Dinah's Hotel Meeting Room, Palo Alto

II. **Attendance**

- A. Present: Annette Ross, President; Jim Karkas, Past-President; Helen Ferentinos, President-Elect; Sally Downing, VP Education; Diana Kenneally, VP Membership; Becky Robertson, Secretary; Yvonne Mills, Treasurer; Debbie Sanders, Website and Vendor Committee/Past President's Council; Shawn Derfer, CCW Chairperson; Arlene Gotshalk, Vendor Sponsor Co-Chair; Greg Baba, Teleseminar Coordinator; Art Bernstein, PLMW Coordinator.
- B. Absent: Pat Murray, Vendor Sponsor Co-Chair; Heather Wagner, Chapter Awards Coordinator.
- C. A quorum of Board members was present.

III. **Approval of Minutes**

Motion to approve Minutes of June 14, 2007 Board meeting was made by Diana, seconded by Helen, and unanimously approved.

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

- A. **Welcome** - Annette opened the meeting with an icebreaker game called Who Am I? She explained that the meeting would be held in two parts. Part One would be a regular Board meeting. After a short break for refreshments and another activity we would move on to Part Two which would be a planning session.
- B. **Review of Action Items**
1. **Call List for Meetings** – There was a brief discussion about the pros and cons of making invitational calls to members prior to our educational session each month. Further discussion will take place during planning session. **ACTION ITEM:** Annette will send list to Board members prior to meetings where calls should be made.
 2. **Shirt Reimbursement** – Yvonne reported that payment has been received for all but one shirt.



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3. **Outstanding Receivable** – Annette left a VM for Vicki asking when we can expect repayment of the Chapter’s advance to her for last year’s conference expenses. **ACTION ITEM:** Annette will follow up. Yvonne will book the amount due as a receivable in the Chapter’s financial records.
4. **Advance Request for Session Questions** – There was discussion about obtaining questions from members in advance for speakers at our educational sessions. **ACTION ITEM:** Sally will include this request on future announcements when appropriate.
5. **Vendor Sponsor Checks** – To be addressed under Director/Committee Reports.
6. **Contact CBRE and Studley**– No checks have been received from either vendor. There was discussion about whether to contact CBRE in follow-up on why they did not renew. No action required.
7. **E-mail to Members re: Support of Business Sponsors** – Debbie presented the first draft of the 2007 Business Partner handout. **ACTION ITEM:** Debbie will obtain missing contact information for the handout from Arlene and e-mail it to members.
8. **Job Openings (Send to Discussion Group)** - The Chapter will not set up a job bank on the website at this time. Job openings may continue to be sent to members through the discussion group.

V. **COMMITTEE/OFFICER REPORTS**

- A. **Treasurer’s Report (Yvonne).** – Yvonne distributed to Board Members copies of the financials for June, 2007. As of 6/30/07 our balance was \$46,084.41. Arlene submitted checks collected for the 2007 business partner sponsorship year. Yvonne asked if she should send invoices to members who RSVP’d for session but did not attend. Discussion followed. A **motion** was made by Diana and seconded by Jim that following an announcement about the policy change, members must cancel at least 24 hours in advance or pay the \$20 luncheon fee. Motion carried.
- B. **Membership (Diana)** -
 1. **New Members** – Diana reported there are two new members this month. They are: Denise Tripp of DiMaria & Cone in Palo Alto and Natasha Andersen of Kastner/Banchero, LLP in Palo Alto. Diana distributed a final list of members for review by Board before printing the directory. Pitney Bowes will be printing the directory. A **motion** was made by Diana and seconded by Yvonne to upgrade Pitney Bowes to a half-page ad for printing the brochure and directory.



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The Directory mailing will include a Chapter Brochure and a \$5 Starbucks card. **ACTION ITEM:** Diana will send out a message to members that the directory is going to press. Diana will let Board members know which members to call or e-mail to verify information. Diana will ask the graphics designer for a pdf copy of the brochure to send to the Board.

C. Education (Sally).

1. **June Educational Meeting Recap** – Sally reported that ratings and feedback for the June speaker were very good and the session was well attended.
2. **July Educational Meeting** – The July educational session will be held at Hopkins & Carley in San Jose. The topic is Disaster Recovery and the meeting will be hosted by vendor sponsor Reel Grobman. She reported that the speaker will be reimbursed for travel expenses and paid a \$500 fee.
3. **August Meeting** – The August meeting will be a round table discussion. Topic(s) to be determined.

Annette suggested that a “who should attend” notice be included in session announcements when topic is appropriate for non-member attendees (e.g. facilities, IT, etc.)

- D. Teleseminars (Greg)** – Following a status report and discussion about future teleseminars, a **motion** was made by Jim and seconded by Helen that the Chapter sponsor a chosen teleseminar for members and to give Greg the latitude to choose which seminar we will sponsor. Motion was passed.
- E. Website (Debbie)** – Debbie reported that the website is up-to-date and she is taking pictures at the retreat for the website. There has been a delay in posting the new sponsors because the web designer has been out of the country. Arlene is working with the web designer to update the sponsor section. It is expected to go live in the next week. Yvonne offered to be backup for the web designer when needed.
- F. CCW (Shawn)** – Shawn reported about the two events we will sponsor this year. The first one is “Hands on Bay Area” (Saturday, October 6) which involves putting together kits for teachers in the RAFT Literacy program. The second event will be assembling flu packets at Pathways Hospice Foundation. The date for this event has not yet been decided; however, it will be a Saturday morning. Shawn is in communication with them.
- G. 25th Anniversary Celebration/Mixer (Helen)** – Helen reported that the Anniversary event will probably be held at Citrus Restaurant in the Hotel Valencia at Santana Row in San Jose. She would like to hold the event on the patio if possible. Given a choice of



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September 19 or September 20, it was decided to plan for Wednesday, September 19 since most Board members can attend on that day. **ACTION ITEM:** Helen will send out a “save the date” e-mail to members.

- H. **PLMW (Art)** – PLMW is the week of October 1-5. Art reported that he went to the ALA Website to review the posted suggestions for events. He said he would like to do something involving ways to promote our profession. He mentioned giving a presentation to students or participating in a college career day or possibly an event to involve Firm managing partners. There was considerable discussion about various ideas and most participants thought it would be difficult to plan something with managing partners but everyone seemed enthusiastic about the idea of an event focused on career development.
- I. **Awards (Heather)** – Discussion deferred to a time when Heather can participate.
- F. **Vendor Sponsor Program (Arlene/Debbie)** – The sponsor season began June 1. Arlene and Debbie distributed a Business Sponsor Status Report which gave a breakdown of the amounts collected from new and renewing vendor sponsors. The report shows an increase of \$3,500 in vendor sponsor money over that collected in 2006. There was a brief discussion about vendor events, etc. but Annette suggested we table the discussion until the second part of the meeting.

VI. NEW BUSINESS

- A. **CLI (Helen)** – Helen reported on her experience at CLI in Nashville in June. She distributed copies of a Demographic Profile of the Silicon Valley Chapter which provided some interesting information. Helen also presented a list of suggestions to promote membership, etc.

ACTION ITEM: Helen will call Robert Half regarding the September 19 Anniversary event. Debbie suggested that we recognize long term members at the Anniversary event.

Part one (regular board meeting) was adjourned at 5:00 p.m.

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary