



Meeting of the Board of Directors
August 9, 2007

MINUTES

- I. The meeting came to order at 12:08 p.m.
Location: Via Teleconference

II. **Attendance**

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

III. **Approval of Minutes**

Motion to approve Minutes of July 23, 2007 Board meeting was made by Sally, seconded by Jim, and unanimously approved.

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

- A. **Announcements** - Pat Murray is leaving us as vendor co-chair. Pat said she is open to service in the future in another capacity. **ACTION ITEM:** The membership directory will be updated to include the latest member changes. Annette suggested that we send an e-mail to the membership once a quarter with information on new members so that members can keep their own directories up-to-date.

A **motion** was made by Jim and seconded by Helen to send flowers to Pat Murray in appreciation of her service to the Chapter. Motion was passed. **ACTION ITEM:** Annette will handle this item.

B. **Review of Action Items**

1. **Call List for Meetings** – (Repeat) **ACTION ITEM:** Annette will send list to Board members prior to meetings for which calls should be made.



SILICON VALLEY CHAPTER

2. **Outstanding Receivable** – Annette reported that she spoke with Vicki Gordon who again promised to reimburse the Chapter for her advance expenses last year.
3. **E-mail to Members re: Support of Business Sponsors** – Per Annette, this is pending and we will discuss later.
4. **Calls to members re: Directory** – We will not be making calls. **ACTION ITEM:** Annette, Becky, Debbie and Sally will divide up the membership list and compare information to the ALA Headquarters directory.
5. **Notification to Members** – Diana has notified members that the directory is going out.
7. **Save-the-Date E-mail to Members** – Helen sent out a save-the-date e-mail to members regarding the September 19 Anniversary Mixer. She also sent an e-mail to gigabyte sponsor Robert Half.

V. **COMMITTEE/OFFICER REPORTS**

- A. **Treasurer's Report (Yvonne).** – As of 7/31/07 our balance was \$48,237.66. Yvonne had not yet received the bank statement for July. We have an outstanding payable to Dinah's of approximately \$700 and an outstanding receivable for Vicki's unused conference benefit. Reimbursement from Vicki has been promised (in writing) as of 8/08/07. **ACTION ITEM:** Yvonne will send Debbie log-in information for Quicken so she can reconcile the checks received from vendors to the general ledger.
- B. **Membership (Annette for Diana)** -

Annette asked for volunteers to take Denise Tripp and Natasha Anderson to lunch. **ACTION ITEM:** Annette and Sally will take them to lunch in September (tentatively September 18).
- C. **Education (Sally)**.

August Educational Meeting – Sally is working on the notice for the Roundtable discussion. Topic will be *The Extraordinary Law Firm*. **ACTION ITEM:** Sally will contact The Four Seasons to ask if they would like to sponsor the session which will be held at Bingham McCutchen on August 23. A **motion** was made by Helen and seconded by Jim that the Chapter pay for lunch for members who attend the August meeting. Motion was passed.



SILICON VALLEY CHAPTER

- D. **Teleseminars (Greg)** – Greg proposed that the Chapter sponsor the October 17 teleseminar, *Lead Your Office to Become an Extraordinary Place to Work*. A **motion** to approve the proposal was made by Sally and seconded by Helen. Motion was passed.
- E. **Website (Debbie)** – Debbie reported that the Business Partner section of the website is updated. There was discussion regarding pictures posted on the website in light of a recent request by a vendor to remove a photo. It was suggested that we provide a release at sign-in for events where pictures will be taken. **ACTION ITEM:** Annette will draft a release.
- F. **CCW (Shawn)** – Status quo.
- G. **25th Anniversary Celebration/Mixer (Helen)** – Helen personally contacted members who have been with the Chapter over 10 years to honor them at the event. She also has started contacting past presidents and officers. Helen will send a formal invitation via e-mail. There was discussion about awards, gifts, raffles, contests, etc. and whether to include any of these in the festivities. Debbie reported that the Golden Gate Chapter and the Greater Los Angeles Chapter received recognition from the mayors of their cities for their anniversary. Helen suggested that Art ask the mayor of San Jose for some kind of recognition. **ACTION ITEM:** Helen and Jim will discuss options and make a decision. Annette suggested M & M's with ALA, 25th, etc.
- H. **PLMW (Art)** – Nothing new to report.
- I. **Business Partner Program** – Our Business Partner “Thank You” breakfast will be held Monday, August 27, 7:30 a.m. at Quattro Restaurant at the Four Seasons in Palo Alto. Annette suggested sending an e-vite. Helen will handle the invitations, repeating what we did last year. There was discussion about whether to have an introduction, mingling, table #'s, name cards, etc. **ACTION ITEM:** Annette will inquire about the cost of a private room. There was additional discussion about ordering ALA logo items. It was decided that we will not order more pins for this event.

There is an outstanding receivable of approximately \$4,000 from vendor sponsors who have not yet paid. Annette will contact Staples and Jim will call IKON. Baker Cadence and LexisNexis have promised payment. It was agreed that the money must be received this week to be included in the directory.

There was a discussion about accepting sponsors throughout the year rather than make interested sponsors wait until the new season begins. A suggestion was made to provide a limited opportunity at a prorated rate of \$375 for ¾ year, \$250 for ½ year, and \$125 for ¼ year. The regular rate is \$500 for the Friends level. Exact benefits will need to be determined, but they will not receive the benefits of regular sponsors, such as the directory, etc. Discussion was tabled for another meeting.



ASSOCIATION OF LEGAL ADMINISTRATORS®
The Source of Legal Management Information & Knowledge

SILICON VALLEY CHAPTER

ACTION ITEM: Debbie will send the business partner handout to all of the sponsors asking for corrections and finalize it. Once the handout is finalized, Annette will send it to members announcing the sponsors and Jim will include in the newsletter. Annette will contact Diana about the status of the sponsor ads in the membership directory.

- J. **Awards and Archives (Heather)** – There was some discussion about various award possibilities. Heather will review meeting notes from last year regarding awards and make recommendations for this year.

There was discussion about keeping an Archive for the Chapter. **ACTION ITEM:** Annette will send an e-mail to Chapter members asking if anyone has website knowledge. **ACTION ITEM:** Heather will start a tabbed binder for items.

- K. **Chapter Logo Items** – There was a discussion about buying logo items for members, other than t-shirts and mugs. Discussion was tabled for another meeting.

Meeting was adjourned at approximately 1:15 p.m.

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary