



**Meeting of the Board of Directors**  
**September 13, 2007**

**MINUTES**

The meeting came to order at 12:14 p.m.

Location: Davis Polk in Menlo Park

**I. 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; Debbie Sanders, Website and Vendor Committee/Past President's Council.

B. Absent: Yvonne Mills, Treasurer.

C. A quorum of Board members was present.

**II. APPROVAL OF MINUTES**

**Motion** to approve Minutes of August 9, 2007 Board meeting was made by Helen, seconded by Sally, and unanimously approved.

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

A. **President's Report** – Nothing to report other than items listed in Agenda to be discussed.

B. **Review of Action Items**

1. **Directory** – The directory has been distributed. **ACTION ITEM:** Now that the vendor list has been finalized, Annette will compose and send an e-mail to the general membership regarding support of vendor sponsors.
2. **Flowers** – Annette sent a plant to Pat Murray and received an e-mail from Pat expressing her appreciation.
3. **Member Call List** – Annette distributed a membership spreadsheet to board members for the purpose of assigning each Board member to a specific group of members to notify of events, etc.
4. **Directory Review** – The comparison of ALASVC Directory information to that of the ALA (HQ) Directory was completed.



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5. **Quicken Log-in info. to Debbie** – Completed.
6. **New Member Lunches** – Not yet completed.
7. **Draft Release for Photos**– Per Annette, this is in progress. We will decide as events are scheduled how to handle the issue of photos. Sally suggested adding a note to the sign-in sheet with instructions on what to do if they do not want their photos posted (e.g. check box by name).
8. **Gift for 25<sup>th</sup> Anniversary** – After discussion of various ideas, Helen suggested giving small live plants, packaged attractively, to all attendees.
9. **Business Partner Handout** – Solicitation of information for business partner handout has been completed.
10. **Archive Binder** – Nothing additional to report.

**IV. COMMITTEE/OFFICER REPORTS**

- A. **Treasurer’s Report (Yvonne).** – No report this month. Yvonne not in attendance.
- B. **Membership (Diana)** - Diana reported that we have three new members and distributed their contact information to Board members. They are: Diane Nguyen, Wilson Sonsini Goodrich & Rosati; Molly Fischer, Howard Rome Martin & Ridley; and Tamera Bland, Thoits Love Hershberger & McLean.

There was discussion about the new member lunches and a suggestion was made to combine the three new members with the lunch plans being made for Denise Tripp and Natasha Anderson. The idea of a larger lunch, possibly at McArthur Park, to include the five new members and several Board members was discussed. **ACTION ITEM:** Diana will make contact with new members to arrange a date.

**ACTION ITEM:** Jim will add new members to the Yahoo e-mail list.

- C. **Education (Sally).**

**August Educational Meeting** – Sally reported that she received good feedback about the August Roundtable. **ACTION ITEM:** Sally will send out a summary to attendees.

There was discussion about the meeting sponsor program and whether we should allow sponsorship of some Board meetings. It was suggested that we review and revamp the sponsorship program for next year so we don’t run into the same scheduling problems. This item was tabled for discussion at a later meeting.



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We discussed whether to skip the regular September educational meeting due to the 25<sup>th</sup> Anniversary mixer and numerous activities scheduled for October. The October teleseminar will be in lieu of a regular September meeting.

- D. **Teleseminars (Greg)** – The Chapter will sponsor the October 17 teleseminar, *Lead Your Office to Become an Extraordinary Place to Work*. A suggestion was made to have the teleseminar at Bingham McCutchen due to the easily accessible location for most members. This was agreeable to Helen.
  
- E. **Website (Debbie)** – Debbie reported that the Business Partner section of the website is updated with a summary of the chapter listed at the top. The following events will be added to the Events section: 10/17 – Teleseminar; 10/25 – Educational Seminar; 11/15 – Educational Seminar; 12/05 – Holiday Party. Information about the Community Challenge Weekends will also be added to the Events section and Chapter News section. Debbie is working with Kelly to set up Yvonne as back-up during Kelly’s maternity leave, etc. **ACTION ITEM:** After the 25<sup>th</sup> Anniversary Mixer, Helen will send out a “save the date” e-mail regarding the Holiday Party.
  
- F. **CCW (Shawn)** – Everything is confirmed for both Hands on Bay Area – RAFT (10/06/07) and Pathways (10/27/07). For Hands on Bay Area a \$150 deposit has been paid and we guaranteed 15 participants. Regarding participation of family members, there is a minimum age requirement of 15 for both events. Shawn suggested that we wait to see how many members/sponsors we get before opening it up to friends and family. Shawn has shared our information with Golden Gate and their information with our members.

There was a brief discussion about whether we want to take out an ad in The Recorder for the CCW events. **ACTION ITEM:** Debbie will research pricing for CCW, PLMW or a combo ad.

- G. **25<sup>th</sup> Anniversary Celebration/Mixer (Helen)** – Helen reported that so far 39 people have indicated that they will be attending the Mixer including Judy Hissong, Region 6 Communications Officer, who will be coming up from San Diego for the event. Also attending will be some past presidents and officers. The event will be held on the central patio and will be a stand up with drinks and hors d’oeuvres.

Activities will include an introduction by the President (Annette) and brief remarks by Judy about the Chapter in general. Jim will direct some icebreaker type games. There will be a recognition of our gigabyte sponsor, past presidents in attendance, and introduction of members who have been in the Chapter for over 10 years. Helen has asked Yvonne to take pictures.



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There was discussion about raffle prizes and Helen suggested CD's or DVD's from the 80's. Gift cards were also suggested. Helen will obtain a selection of items including CD's/DVD's and gift cards.

- H. **PLMW (Art)** – Art reported that he has made arrangements with the Director of Paralegal Studies at West Valley College for our Chapter to conduct a panel discussion for more than 50 students from their Law Office Management, Civil Lit and Intro to Paralegal Studies classes. The program will be on Monday evening, October 8<sup>th</sup> from 7:00–8:30 p.m. The panel will consist of Art, Helen, Annette and Lynn Green. Art has been in contact with DeAnza College as well and is waiting to hear back from them.
- I. **Business Partner Program (Debbie)** – Debbie distributed the final tally of receipts for the vendor sponsor program and presented the new sponsor poster board. The chapter collected \$43,500 which is an increase of \$3,350 over last year. The four vendors with outstanding pledges have now paid. The cost of the poster is \$138.56. Debbie will forward the bill to Yvonne for payment.
- J. **Awards and Archives (Heather)** – Heather will report at next meeting.

**V. NEW BUSINESS**

- A. **Regional Conference** – The Region 6 Conference will be held in Tucson on November 1, 2 & 3. There was discussion about estimated travel costs and a possible stipend for Board and Committee members. There was also discussion about the member categories and it was decided that the categories, for purposes of discussion and clarification are: board, extended board, committee chairs and members at large. A **motion** was made by Diana and seconded by Sally to award a conference stipend of \$1,000 to board and extended board and a \$750 stipend to committee chairs.
- B. **Succession** - The importance of a succession plan was discussed. Annette asked everyone to consider whether we should have a set succession schedule. This will be a topic of further discussion. It was agreed that the first step is to solidify the various board member job descriptions. **ACTION ITEM:** Debbie will send the current job descriptions to Annette for review.
- C. **Member Call List** - Referring to the member spreadsheet Annette distributed at the start of the meeting, each board and committee member was assigned a group of members to contact on a regular basis about various events. The assignments were as follows:

- |            |              |
|------------|--------------|
| 1 – Debbie | 6 - Sally    |
| 2 – Becky  | 7 - Annette  |
| 3 – Jim    | 8 - Yvonne   |
| 4 – Diana  | 9 - Shawn    |
| 5 – Helen  | 10 - Heather |



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Meeting was adjourned at approximately 1:45 p.m.

Respectfully submitted,  
Association of Legal Administrators  
Silicon Valley Chapter

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Rebecca Robertson, Secretary