



Meeting of the Board of Directors
November 20, 2007

MINUTES

The meeting came to order at 12:07 p.m.

Location: Sullivan & Cromwell, LLP

I. ATTENDANCE

- A. Present: Annette Ross, President; Jim Karkas, Past-President; Diana Kenneally, VP Membership (via telephone); Sally Downing, VP Education (via telephone); Yvonne Mills, Treasurer; Becky Robertson, Secretary; Debbie Sanders, Website and Vendor Committee/Past President's Council; Art Bernstein, PLMW Chair.
- B. Absent: Helen Ferentinos, President-Elect;
- C. A quorum of Board members was present.

II. APPROVAL OF MINUTES

Motion to approve Minutes of October 11, 2007 Board meeting was made by Jim, seconded by Yvonne, and unanimously approved.

III. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Kudos to Debbie Sanders and Art Bernstein who were appointed to the Planning Committee for the New Orleans Annual Conference in 2009.

Annette gave a brief report of her experience participating on the Regional Nominating Committee.

IV. COMMITTEE/OFFICER REPORTS

- A. **Treasurer's Report (Yvonne)**. – Yvonne distributed copies of the financials for October, 2007. Chapter assets total \$45,633.97 for the period ending October 31, 2007.
- B. **Membership (Diana)** - Diana reported that there is one new member. She will send out the information in an e-mail. She is planning a new member lunch for November 28 for new members in the Palo Alto area. Sally, Diana and Annette will attend.



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- C. **Education (Sally)** - Sally reported that she is working on a schedule for the January, February and March educational meetings. She hopes to have the schedule out by next week. Dates will be January 24, February 28 and March 27. **ACTION ITEM:** Sally will send out a schedule. There was discussion about arranging an IT education topic for January.

The question was raised and discussed whether we want to continue the Teleseminar program. A suggestion was made that the Chapter sponsor one teleseminar per quarter or possibly purchase the programs for viewing at a later date. Topic was **tabled** for a future meeting.

- D. **Website (Debbie)** – Debbie reported that Yvonne has posted the pictures from the CCW events on the website. The event & chapter news pages are also updated. Once the minutes of the Region 6 Council Meeting in Tucson are received, they will be posted on the website as well. **ACTION ITEM:** Debbie will provide Yvonne with the Tucson conference pictures for posting to the website.
- F. **Holiday Party** – Helen has received reservations so far for 20 members. Jim suggested that we all contact the people on our buddy list next week to encourage them to attend the luncheon. **ACTION ITEM:** Yvonne will work with Helen on _____. **ACTION ITEM:** Debbie will purchase candy from Schurra’s to put in the ornament box favors.

There was discussion about what games and raffles to offer at the holiday party. Discussion included ideas like raffling centerpieces and if we should go for quantity or quality (more or less) on the prizes. A **motion** was made by Jim and seconded by Becky that the budget for prizes and gifts be set at \$1,000. **ACTION ITEM:** Jim will provide games; Annette will purchase the prizes.

V. **NEW BUSINESS**

New member lunches to be done by the end of November.

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

Respectfully submitted,
Association of Legal Administrators
Silicon Valley Chapter

Rebecca Robertson, Secretary