



Golden Gate Chapter

Agenda

Board/Leadership Meeting
April 9, 2020 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

DeAnna Ouderkirk called the meeting to order at 12:03 pm.

Minutes

The March 12 Board meeting minutes will be reviewed and approved in the next Board meeting.

OFFICER REPORTS

President – DeAnna Ouderkirk

- President's message is being prepared to go out, but want to make sure that everyone is on board with the direction that the plans will take.
- This Board year, we will incorporate video meetings and embrace technology. A possible way to increase meeting attendance and educational sessions. Meetings will be conducted by Zoom. Zoom information should not be posted on Chapter website, but will be emailed directly to Board members. We will not use the same call in for every Board meeting to ensure security of Board meetings. It is requested that Hannah Lincecum to put together a technology session so that all members are comfortable with the technology. We will also need to identify all offices with video capabilities to host meetings.
- An updated Board member list has been emailed to all Board members for review.
- There are openings on Board. Sue Granelli stepped off events committee. Events committee is open to adding to committee. Ceanne plans to retire at the end of September. Looking for new members that would like to be involved.
- GGC was awarded President's award for last Board year.
- Ratification of new Chapter ByLaws
 - We are 10 votes short on ratification. Please review the updates made to the Bylaws by April 30, 2020. Linda Belcher emailed the Bylaws and all attachments are on February 14, 2020.

Vice President – J. Ellen Pace

- Reviewing calendar for the remainder of the 2020-21 Board year
 - Will begin populating dates for future meetings.

Secretary - Antonia Bereal-Lee

- Next EC April 30, 2020 - Zoom
- Still transitioning secretarial duties and secretarial binder from Betty Smith due to the pandemic .

Treasurer/Vice Treasurer – Jeff Johnson

- Rough balance of \$4500 in checking account

- \$55,500 in reserve
- Net loss of \$35k from K2L.
- Working with accountants to do the year end financials.
- Need to sit down with Betty and do monthly cashflow projections.
- In the short term, GGC will be fine for the next few months since the Chapter is no longer using its current budget in the conventional way during the pandemic (no lunches, speaker fees, etc). Anticipate a lean year.
- Hoping to get a good amount of BP payments this month. Checks are still going to Matt Ogden. Holding checks for BP. Have commitments from other BPs. (get list from Matt)

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- There are 142 members. May be more, as some people are still in the process of renewing. Due to pandemic, some firms have cut expenses for their firms, including organizational memberships. 140 members is a good and normal number. The chapter lost about 30 ppl.
- Our Chapter is now on the ALA forum. Listserv account through STAR Chapter platform is now closed. ALA forum is a much better platform because you can go back and see the message threads.

Education – J. Ellen Pace

- A separate meeting will be schedule to discuss transition so that committee can communicate plans back to the BPs and chapter members.

Community Connection Committee – Charity Woodard

- Charity sent out blast for Food from the Bar. The committee is meeting later today to set up virtual activities and for the rest of the year. Several hundred dollars raised.
- SF Food Bank is looking for more volunteers.

Newsletter – Sue Stratton

No committee report.

Events – Linda Republicano

- No committee report, but would like to discuss some form of installation.
- June 11 – tentative date for BP Appreciation luncheon/Board Installation at Roy's. 11:45 am to 1:30 pm
- Linda Republicano will start the work in the background in the meantime.

Diversity Committee – Jacqueline Hughes

No committee report.

Business Partner Committee – Barrett Martinez

- Had a lot of BPs in touch and concerned about how their businesses are operating. Extended EB deadline through April 30. Have share of faithful vendors that will be with us again this year. Want to make sure they are getting value. Think outside of the box. They will depend on our reciprocity. Might be a good idea to showcase BPs, banners, etc. via Zoom.

Small Firm Quarterly Roundtable – DeAnna Ouderkirk

- Kira Hansen has agreed to lead this committee. She will put dates on the calendar tentatively.

Large Firm Quarterly Roundtable – DeAnna Ouderkirk

- Ellen would like to take this on.

Job Bank – DeAnna Ouderkirk

New member, Mike Lewis will take this over. It has been slow with very few positions.

Salary Survey – DeAnna Ouderkirk

- Michael Koehne would get on the contract for data vendor.

Webmaster – Ingrid Hester

- Most of the Board roster updated.
- Worked through 85% of the forwarders.
- Updating passwords for Star Chapter. Ingrid will update and email out new information. If you are new to a role, Star chapter has a training.
- The platform sent out its own information on its platform.

Meeting adjourned at 12:40 pm

Attachment: Board Meeting Attendance Sheet. Attendance recorded via Zoom



Association of Legal Administrators - Golden Gate Chapter
Board of Directors/Chapter Leadership Meeting
 April 9, 2020 – via Video Conference

	Name	Signature	Firm name
1	Altamirano, Carolina	X	Jeffer Mangels LLP
2	Belcher, Linda	X	Trucker Huss, APC
3	Bereal-Lee, Antonia	X	Sheppard Mullin LLP
4	Coates, Kim	X	Munger Tolles LLP
5	Connon, Jennifer	X	Kirkland & Ellis LLP
6	Evans, Penny	X	Bryan Cave
7	Granelli, Sue		Ropes & Gray
8	Hansen, Kira	X	RBGG
9	Herndon, Ceanne		Beveridge & Diamond, PC
10	Hester, Ingrid	X	Farella Braun & Martel LLP
11	Hughes, Jacqueline	X	Mintz
12	Johnson, Jeff	X	Hersh Family Law Practice, P.C.
13	Koehne, Michael		Goodin, MacBride, Squier, Day & Lamprey LLP
14	Lathram, Annie		Reed Smith LLP
15	Lawler, Suzanne	X	Consultant
16	Lincecum, Hannah	X	Reed Smith LLP
17	Martinez, Barret	X	Kirkland & Ellis LLP
18	Mellity, Mohammed		Coblentz Patch Duffy & Bass LLP
19	Millette, Yvonne		Sidley Austin LLP



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	Name	Signature	Firm name
20	Morelli, Amie	X	Jackson Lewis
21	Morris, Steve	X	Cooley LLP
22	Murov, Jennifer		Rosen Bien Galvan & Grunfeld LLP
23	Ogden, Matthew	X	Duane Morris LLP
24	Ouderkirk, DeAnna	X	Sheppard Mullin LLP
25	Pace, J. Ellen	X	Morrison & Foerster LLP
26	Republicano, Linda	X	Carlson, Calladine & Peterson LLP
27	Smith, Betty		Arent Fox LLP
28	Stratton, Sue	X	Johnston, Kinney & Zulaica LLP
29	Walrod, Cynthia		Adler & Colvin
30	Woodward, Charity	X	Perkins Coie LLP
31			
32			
33			