



## **Golden Gate** Chapter

### **Agenda**

Board/Leadership Meeting  
June 4, 2020 – via Zoom Meeting

#### **CHAPTER MEETING MINUTES**

##### **Call to Order**

DeAnna Ouderkirk called the meeting to order at 12:04 pm.

##### **Minutes**

The May 7, 2020 minutes were reviewed and approved as read.

#### **OFFICER REPORTS**

##### **President – DeAnna Ouderkirk**

The chapter is planning to do all virtual meetings throughout the rest of the year. We hope to schedule in-person meetings later in the latter part of year, if possible.

##### **Vice President – J. Ellen Pace**

- June 11 – Armanino presentation on PPP Forgiveness
- June 24 – 10-11:30 – Crisis in Leadership Management
- Quarterly Large Firm Roundtable has become bi-weekly. Topic centered around RTO.
- Possible virtual wine event in July 18 @ 4 pm – CBC Collaborative Series via Zoom. Finance Committee focus.

##### **Secretary - Antonia Bereal-Lee**

- Next EC June 26, 2020 via Zoom
- Board/Leadership Meeting is July 2, 2020 via Zoom.

##### **Treasurer/Vice Treasurer – Jeff Johnson/Betty Smith**

- Income shortfall, largely from BP
- Goal is to avoid dipping in the reserves
- A lot of our events are going to be virtual, including Board meetings.
- Reduce income by 20%.
- BP Expenses are untouched. Still hoping to have BP Expo.
- Not going to have Installation and Summer D&I event in-person
- Will wait until next meeting to approve the 2020-2021 budget

#### **COMMITTEE REPORTS**

##### **Membership Report – Kim Coates and Antonia Bereal-Lee**

- Following up with chapter members who have not renewed.
- Make sure that folks are members are in good standing before inviting them to an event.

- Membership Committee can provide current roster to the Board.
- We have about 30 chapter members who have not renewed and may wait until June for discount.
- Headquarter is offering discount for renewal.
- Listserv only includes current members.
- Will review Golden Nugget program to bring current.

## **EDUCATIONAL COMMITTEE REPORTS**

### **Finance – Pamela Villarin**

- Session sponsored by Adams & Martin group

### **Human Resource -Linda Belcher**

- Committee will meet and provide information soon.
- Working on several topics regarding Keeping Communication and Morale Good during SIP.

### **Leadership & Management -Hannah Lincecum**

- Leadership During Crisis Panel scheduled for June 24
  - Focusing on Leadership aspects during crises

### **Ops & Tech – Mike Lewis**

- Currently researching speakers and topics for our upcoming Board Year. No set session planned just yet but, would like to get some Board Member feedback on speakers on these possible topics:
  - Managing staff working remotely:
    - Considering having large, medium and small sized firm representatives on a roundtable to discuss.
    - Would like to get some Board Member volunteers that may be interested in participating, representing each sized firm.
  - Conducting presentations/trainings remotely:
    - We want to find a speaker that could do a training on preparing for and giving effective presentations/training remotely using video conferencing and presentation software.
    - It requires a different set of skills compared to speaking in public and will be a more frequently required skill in the future.
    - Would like to open it up to the Board Members to see if anyone has any recommendations for a speaker such as this

### **Certifications – Linda Belcher**

- No report, but still needs to be included regarding notification of sessions so that we can offer CLM credits.

### **Newsletter – Sue Stratton**

- Searching for content for newsletter.

### **Diversity Committee – Carolina Altamirano**

- No meetings held yet.
- Working on Allyship program

### **Events – Linda Republicano**

- Currently on hold with Roy's due to pandemic.
- Working with BP group re Installation

### **Business Partner Committee – Jennifer Connon**

- There have been 11 BP signed up for a total of \$28,400 in revenue.
- May consider offering holiday party as a la carte option.
- In August, planning to present BP option at discounted rate.
- Education sessions provided by BPs v. non-BPs. No charge to provide the session, but be sure to handle properly.
- Plans to audit our business partner directory.
- Begin planning the BP expo. Hannah Lincecum will be pulling a team together.

### **Small Firm Quarterly Roundtable – Kira Hansen**

- There has been meeting held.

### **Large Firm Quarterly Roundtable – J. Ellen Pace**

- Moved from quarterly to biweekly during the RTO.
- Very well received

### **Community Connection Committee – Kira Hansen/Charity Woodward**

- Successfully raised funds from virtual bingo.
- Munger Games
- Focus on other events that can be done virtually and raising funds for Family support services.
- Need to raise funds to buy computers for high school students. More information by next meeting.

### **Job Bank – Mike Lewis**

- One new ad for a litigation paralegal has been posted to the Job Bank.
- Most firms have hiring freezes in place, hence to slow activity.

### **Salary Survey – Michael Koehne**

- The 2020 Salary Survey will begin July 1 to gather data. Early bird participants will be invited to pre-order starting next week. An email blast will kick it off with a notice appearing on the website inviting participation with the official July 1 start. The early bird pricing will extend to mid-July. Full pricing thereafter until close of data gathering August 1. As per last year, a 10% discount will be available to first time non-participants after August 1.
- Unless the board feels otherwise, it is recommended, given the current economic situation, that pricing remain the same as 2019.
- Job descriptions will remain the same. In the last two years all positions have now been vetted and edited.
- Once again RSM will conduct the survey. An agreement is now in place. Their fee has been discounted to \$18,500 down from \$17,500 last year.

### **Webmaster – Ingrid Hester**

- Will update the Board of Directors on external website

### **New Business/Discussion**

- National Chapter is looking for new Executive Director. Interim Executive Director currently serving.
- All events have been virtualized – CLI is upcoming.

**Meeting adjourned at 1:04 pm**

In attendance:

**Executive Committee**

DeAnna Ouderkirk  
J. Ellen Pace  
Antonia Bereal-Lee  
Jeff Johnson  
Sue Stratton

**Board/Leadership**

Carolina Altamirano  
Linda Belcher  
Kim Coates  
Jennifer Connon  
Ingrid Hester  
Michael Koehne  
Suzanne Lawler  
Hannah Lincecum  
Mike Lewis  
Amie Morelli  
Matt Ogden  
Pamela Villarin  
Charity Woodward

**Respectfully submitted,**

**Antonia Bereal-Lee  
Golden Gate Chapter Secretary  
2020-2021**