



Golden Gate Chapter

Agenda

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

CHAPTER MEETING MINUTES

Call to Order

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

Minutes

The June 4, 2020 minutes were reviewed and approved as read.

OFFICER REPORTS

President – DeAnna Ouderkirk

- Chapter bylaws are ratified.
- Chapter is registered for CLI. Every Board member is eligible to attend. Cannot send to the whole chapter or anyone outside of chapter.
- ABA 21-Day challenge

Vice President – J. Ellen Pace

- Updating calendar
- Possible virtual wine event in July 18 @ 4 pm – CBC Collaborative Series via Zoom. Finance Committee focus.

Secretary - Antonia Bereal-Lee

- Next EC August 3, 2020 via Zoom
- Board/Leadership Meeting is August 6, 2020 via Zoom
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer/Vice Treasurer – Jeff Johnson/Betty Smith

- Received another \$2k in salary survey report. Slightly ahead.
- Income from job bank, but we are about \$1500 under.
- Net \$6k ahead of where we were last year.
- Budget projections are on track. Budget has not changed.
- Changes to BP budget. Want to increase the revenue and decrease expense for vineyard event
- Need to have an approved budget by August meeting.

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- 148 members.

- 3 new members: Whitney Forbes (Mayer Brown); Andy Hoedt (Miller Starr Regalia); Javier Morelos (Hersch Family Law)
- New Member session to be planned.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- No report

Human Resource -Linda Belcher

- Follow up with DeAnna re speaker for sessions. Want to include other chapters.
- L. Belcher talked to partner in her firm re COBRA and how it interfaces with the Cares Act.

Leadership & Management -Hannah Lincecum

- First meeting of the board year held on June 24, 2020 at 10 am via Zoom. The topic was Leading During a Crisis: Lessons Learned from a Pandemic and the meeting was facilitated by three panelists, DeAnna Ouderkirk, Hannah Lincecum and Steve Morris.
- Working on next session.

Ops & Tech – Mike Lewis

- Continue researching ideas for session topics. Currently considering:
 - How to protect law firm from cyber threats
 - Managing support staff remotely
 - ALA National has been putting out a lot of webinars. Also looking at this platform.

Certifications – Linda Belcher

- Will create general cheat sheet for section leaders to obtain certifications.
- Cannot get certifications after a session has occurred. Please provide info before session/event.

Newsletter – Sue Stratton

- Searching for content for newsletter.

Diversity Committee – Carolina Altamirano

- Researching possible speakers and events that can be held during this Board year.

Events – Linda Republicano

- Working on event installation.

Business Partner Committee – Jennifer Connon

- Currently tweak budget.
- Planning possible virtual wine tasting.
- August – Mid-year package for October 1 through December to increase revenue.

Small Firm Quarterly Roundtable – Kira Hansen

- Next meeting scheduled for August 12.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Roundtables are held biweekly.
- Session covers returning to office, latest developments and returning to office.

Community Connection Committee – Kira Hansen/Charity Woodward

- Fine tuning for events for the rest of the year.
- Not sure to about coastal clean ups, but beach clean ups are schedule for every Saturday.
- Still testing dates that can be offered to members for cleaning in neighborhoods.
- Virtual races for October Breast Cancer Awareness. Can log and track results .

Job Bank – Mike Lewis

- Three jobs posted. Going back to pre-pandemic levels.

Salary Survey – Michael Koehne

- We have launched the 2020 Golden Gate Chapter Salary Survey as of July 1.
- Though it is premature to gauge the effect of the Corona virus shutdown on the Salary Survey participation, we do know that the invited early participation prior to July 1 was about equal as measured to last year.
- So far, though we are only 9 days into the data gathering phase and including pre-orders, we have sold \$10,869.00 orders. The purchase response seems to be on trend to last year—but it is early yet. More to come.
- By the way, these are all credit card orders so far. We haven't seen any check payments as yet—the message to pay electronically, wherever possible, seems to be one that is being heeded by survey participants. Hopefully, this will continue.
- We are looking at early bird pricing to end next week July 15.
- Would recommend that we extend the early bird pricing another week, to July 22, to incentivize more participation.

Webmaster – Ingrid Hester

- No report

New Business/Discussion

- Encourage everyone to join the ABA 21-Day Challenge.

Meeting adjourned at 1:04 pm

In attendance:

Executive Committee

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

Board/Leadership

Linda Belcher
Kim Coates
Penny Graves
Kira Hansen
Ingrid Hester
Mike Lewis
Amie Morelli
Steven Morris
Matt Ogden
Pamela Villarin

Respectfully submitted,

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