



Golden Gate *Chapter*

Agenda

Board/Leadership Meeting
August 13, 2020 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

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

Minutes

The July 9, 2020 minutes were reviewed and approved as read.

OFFICER REPORTS

President – DeAnna Ouderkirk

- CLI was two weeks' worth of sessions. Sessions are recorded. All Board members can watch the videos if you registered.

Vice President – J. Ellen Pace

- Added a Leadership Management session of September 30, hosted by Lexis Nexis.
- Ops & Techs scheduled for September 15, sponsored by Robert Half.
- Virtual Wine Tasting on August 27
- Finance Committee to schedule wine tasting event for September 23 and facilitated by a business partner.
- Checking to see if any other firm is doing Step-tember events that benefits cerebral palsy.

Secretary - Antonia Bereal-Lee

- Next EC August 27, 2020 via Zoom
- Board/Leadership Meeting is September 3, 2020 via Zoom
 - Board meetings will resume the 1st Thursday of the month beginning in September.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer/Vice Treasurer – Jeff Johnson/Betty Smith

- The chapter continues to have lower than projected expenses so far this year
- We are positioned with \$7,000 less cash than we had at this point last year, and net \$39,000 more this year than last; we continue to be financially stable
- Salary survey income, 20% less than this time last year, and we are budgeting for \$38,000 total survey income, which will be 20% less than last year

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- Congrats to DeAnna, Jeff and Hannah on ALA awards.
- Congrats to Kira Hansen on scholarship award.

- 1 returning member: Susan Brownell (Winston & Strawn)

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- Wine tasting event on September 23, 2020 with California Bank of Commerce

Human Resource -Linda Belcher

- Planning a session on COBRA. Details are pending.

Leadership & Management -Hannah Lincecum

- The second Leadership & Management section meeting will be on September 30 at 12 pm via Zoom. The topic is *Zooming Your Presentation to Success* and our speaker will be Dr. Sharon Meit Abrahams.
- Lexis Nexis will sponsor this meeting.

Ops & Tech – Mike Lewis

- September 15
- Sign ups will begin
- Plan for late October/early November – Innovate Computing Systems to sponsor

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- Searching for content for newsletter.

Diversity Committee – Ellen Pace/Antonia Bereal-Lee

- No report.
- If you have any speaker recommendations or new committee member recommendations, please let us know.

Events – Linda Republicano

- No reports

Business Partner Committee – Hannah Lincecum

- 13 business partners with the newest partnership being Allsteel (thank you DeAnna!).
- A mid-year business partner package was released today. That program will begin 10/1. The deal is 50% of the regular sponsorship cost, and we will continue to offer as much as we possibly can (at least a half year of events and education) under the circumstances.
- Business Partner Expo committee has been established! Special thanks to Linda Republicano and Jeff Johnson who have agreed to serve on the Expo committee. Nothing is off the table regarding format—we will look into a virtual event, a socially-distanced event, etc.
- This is a friendly reminder to update the calendar with your educational sessions so that we can assign a business partner sponsor.

Small Firm Quarterly Roundtable – Kira Hansen

- Had meeting on August 12. About 17 attended.
- Next meeting planned next quarter.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Had regular bi-weekly meeting – 17 attended.
- Continued discussion on remote working.

Community Connection Committee – Kira Hansen/Charity Woodward

- Virtual Coastal Clean Up that can convert for other challenges.
- Communications are drafted and ready to be sent later this month.
- Reach out to other chapters in the area if they want to participate.
- Use an app called Clean Flow.
- Celebratory awards/virtual awards for coastal cleanup.
- Want to do plant & sip.
- Would like to use budget (\$600) to cover the cost of the kits that would need to be mailed out.
- For September/October, a wellness theme. Set an amount of miles to walk/run as a chapter.

Job Bank – Mike Lewis

- 1 job posting which was filled quickly.

Salary Survey – Michael Koehne

- To date we have received 79 completed surveys from 53 customers.
- Revenue is currently \$24,383 including credit card and cash purchases.
- Last year we saw 96 completed surveys by this time. So, we are down about 18% from last year. We should still see a number of purchases of the surveys between now and into the Fall.
- Credit card purchases far outnumbered checks, only 9 of the purchases were completed by check.

Webmaster – Ingrid Hester

- No report

New Business/Discussion

- No new business.

Meeting adjourned at 12:42 pm

In attendance:

Executive Committee

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

Board/Leadership

Linda Belcher
Kim Coates
Kira Hansen
Michael Koehne
Suzanne Lawler
Mike Lewis
Hannah Lincecum
Amie Morelli
Steve Morris
Matt Ogden
Pamela Villarin
Charity Woodward

Respectfully submitted,

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