



Golden Gate *Chapter*

Agenda

Board/Leadership Meeting
September 3, 2020 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

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

Minutes

The August 13, 2020 minutes were reviewed and approved as read.

OFFICER REPORTS

President – DeAnna Ouderkirk

- Discussion re Lemonade for Legal.
- 10% discount and for every 10 registrations, we receive a free registration.
- All day program. There is a cost to register. Proposed to get registrants and ask for a dollar amount for those that would like to attend.
- Date of event: September 23, 2020.
- Email Jeff if you are interested in attending.

Vice President – J. Ellen Pace

- Review of updated calendar.
- HR Committee expected to schedule educational session on September 18, 2020.
- Possible Coastal Clean up dates, but unsure due to air quality.
- Ops and Tech session is upcoming.

Secretary - Antonia Bereal-Lee

- Next EC September 24, 2020 via Zoom.
- Board/Leadership Meeting is October 1, 2020 via Zoom.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer/Vice Treasurer – Jeff Johnson/Betty Smith

- We continue to meet budget; we have lower income, but dramatically lower expenses, making our net income very high for the year-to-date.
- Salary survey income is at approximately 80% of last year's purchases to-date as expected; hoping to continue tracking at 80% with additional purchases once the survey is published.
- Cash balance is healthy and just slightly lower than last year.
- Modified budget with slightly higher BP income than proposed, slightly lower BP expenses.
- Motion to approve the 2020-2021 budget made and motion carried. The Board unanimously approved the budget.

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- Hardship dues offered through HQ.
- Have to be in good standing as a chapter member and national for 3 consecutive years go align with HQ.
- Do we open to all members who did not renew? Would not send out to membership, as a whole.
- Motion to approve hardship dues and carried. Membership request for organizational pricing for firms to model after HQ.
- If HQ has approved, then firms can sign up.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- Wine tasting event on September 23, 2020 with California Bank of Commerce.
- Lemonade event virtual cocktail may conflict with wine tasting.
- Plan to promote chapter event, but will check with vendor to decide if changing date is viable.
- Save the date will go out today or tomorrow.

Human Resource -Linda Belcher

- The HR Committee plans to present on COBRA Compliance in the COVID-19 Legal Environment on September 18, 2020. The speaker is Tiffany Santos. The event is sponsored by the California Bank of Commerce.

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.
- Registration is active as of today.

Ops & Tech – Amie Morelli/Mike Lewis

- Webinar on Cyber Security sponsored by Ahern Insurance Brokerage is set for Tuesday, September 15 at 11:30AM PT. Robert Half is the BP sponsor. We encourage Board Members to sign up as we are a bit low on attendance at this point. Blast was sent 9/2.
- The Roundtable on “Managing/Supervising Support Staff Working Remotely” is planned for late October/early November. The designated BP sponsor for this roundtable is Innovative Computing Systems (“ICS”). We have contacted Amy Kosey and William Pate of the ICS and they have agreed to be sponsors. We are still in the process of soliciting more volunteer speakers and nailing down a specific date in late October/early November.

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- Please post events on the website that it will be included in the newsletter.
- Next newsletter will be sent out on September 14, 2020.

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 Republican

- Considering holiday event for December 10, 2020
 - Checking with other chapters to ensure no conflict
 - BP committee member to include in event planning
- Linda will reach out to Fire Department regarding the toy gathering to see how collection will occur this year.
- May want to do the Adopt A Family for the holidays. It is still in the budget.

Business Partner Committee – Hannah Lincecum

- We have a total of 16 BP (64% of last year) and revenue of \$35,400.
- We have three mid-year returnees: Pathways Personnel, EPIC Insurance Brokers and The Agency Staffing.
- We are waiting for a check from Corodata.
- Currently, we have brought in \$33,900 in revenue (\$3k of which was collected at part of K2L).
- A mid-year invite will be sent to prospective BPs next week.
- We had a very successful “Bocce with the Board,” which happened to be a virtual wine tasting instead. We have received rave reviews from the BPs who are eager to do something similar with our members.
- Suzanne Lawler had lengthy conversation with Dave Roberts at Armanino who would like the ear of our EC to discuss Armanino taking over our salary survey for next year.
 - The Armanino issue has been punted to EC.
- BP Expo planning meeting – September 17.

Small Firm Quarterly Roundtable – Kira Hansen

- Next meeting in November.

Large Firm Quarterly Roundtable – J. Ellen Pace

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

Community Connection Committee – Kira Hansen/Charity Woodward

- Plant & Sip award night for Clean Cleanup and Step-tember is October 6, 2020.

Job Bank – Mike Lewis

- Just one new job posting since the last meeting. “Chief Diversity, Equity and Inclusion Officer” at Hanson Bridgett LLP, posted on August 28, 2020. The position was filled quickly.

Salary Survey – Michael Koehne

- We will release the Salary Survey results next week to all participants who have ordered.
- We have had only one new paid customer since the last board meeting. Our total Salary Survey receipts fiscal YTD: \$27,275.49. About 18% below last year at this time.
- We will see additional sales after the Survey release. In past years we have seen as much as 40% of total sales for the year occur after the release. No bets on this year though.
- I’ve asked RSM for an invoice for the project so far. Total fees contracted for the entire project are \$18,500.

Webmaster – Ingrid Hester

- No report

New Business/Discussion

- No new business.

Meeting adjourned at 1:42 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
Ingrid Hester
Suzanne Lawler
Mike Lewis
Hannah Lincecum
Amie Morelli
Steve Morris
Matt Ogden
Linda Republicano
Pamela Villarin
Charity Woodward

Respectfully submitted,

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