



Golden Gate *Chapter*

Agenda

Board/Leadership Meeting
October 1, 2020 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

DeAnna Ouderkirk called the meeting to order at 12:01 pm.

Minutes

The September 3, 2020 minutes will be approved in next month's meeting.

OFFICER REPORTS

President – DeAnna Ouderkirk

- Member Needs Survey
- Practice analysis

Vice President – J. Ellen Pace

- Halloween theme trivia.
- We can have BPs participate. Sending out a cocktail/mocktail recipes in advance.
- 2nd Ops & Tech session – Roundtable format.

Secretary - Antonia Bereal-Lee

- Next EC October 30, 2020 via Zoom.
- Board/Leadership Meeting is November 5, 2020 via Zoom.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer – Jeff Johnson

- Continuing to track on budget for income, just below 80% on Salary Survey income to-date and just over 80% of BP income to-date.
- Expenses are still very low. We are starting to invest in virtual events for engagement and speaker fees but we are at budget with both.
- Our current cash balance is \$52,855.37, which is over \$16,000 from where we were on this date last year.

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- Awaiting 3 pending emails for new national members.
- Working on organizational pricing for 2021 membership.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- The Finance Committee is scheduled to have its next session on November 5th (previously scheduled for Sept. 23rd). This will be a joint session with Armanino. iSolve will be the sponsor.
- Will no longer be a wine tasting event, but an educational session.
- Invites and Save the Dates will be created.

Human Resource -Linda Belcher

- No report

Leadership & Management -Hannah Lincecum

- The Leadership and Management section meeting was held on September 30 at 12 pm with 13 people attending the session.
- The topic was Zooming your Presentations & Meetings to Success with Dr. Sharon Meit Abrahams.
- Favorable comments were received by attendees.

Ops & Tech – Amie Morelli/Mike Lewis

- Our 9/15 session on Cyber Threats – *How to Make Your Law Firm Resilient to Cyber Risk*, hosted by Ahern Insurance and Acrisure and sponsored by Diamond Level BP Robert Half Legal, was a great success. We had 24 participants. Thanks to all that attended. Please be sure to turn in your Evaluation if you haven't yet done so.
- Our next session is a Roundtable set for Wednesday, November 18. It is titled *Managing/Supervising Support Staff Working Remotely*. Roundtable participants will be Ellen Pace, Sue Stratton and Karin Wiborn, representing various firm sizes. The sponsor is Gold Level Sponsor BP Innovative Computing Systems ("ICS"). We will be posting it to the website soon. Please sign up!

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- No report.

Diversity Committee – Ellen Pace/Antonia Bereal-Lee

- Discussion on Puget Sound event
- The committee met on Sept. 28 to discuss ideas for events and speakers.
- Discussed ideas for chapter to partnering with local organizations.
- Discussed ideas for supporting Black-owned businesses, as well as other minority owned businesses.
- Plan to partner with other chapters to co-host and split speaker costs.
- Review options and resources at the national level that can be presented to the chapter.
- Possibly present a session on Allyship.
- Hannah Lincecum recommended volunteering opportunity for senior citizens.

Events – Linda Republicano

- Considering holiday event for December 10, 2020
 - SV party is December 9, 2020
 - Checking on EB chapter holiday event
 - Murder Mystery Theme Holiday Party

Business Partner Committee – Hannah Lincecum

- No new business partners since our last report. We have 16 BPs and total revenue to date is \$35,400.00
- The mid-year program was successful in gaining 4 more BPs. There is also interest from a new BP, Netgain Technology, LLC, cloud-based solutions provider. Also good to see our BPs being promoted on the Listserv. Great shout out to iSolve this week.
- It will be time soon for the 2021-22 program to go out and we are working on that.
- We held our BP Expo kick off meeting on 9/17. We discussed the options and all agree that this event should be virtual. We talked physical spaces, social distancing guidelines, interest, etc. and all agree that a live, in-person event is just not feasible in this environment and we should focus our brainpower and resources on a virtual event. Also happy to announce that Steve Tessler of California Bank of Commerce has agreed to be our BP rep on the Expo Committee! If you have attended a virtual expo or have any ideas, please let us know. We'll be holding monthly planning meetings through the end of the year and then will step it up after January. Aiming for March 2021.

Small Firm Quarterly Roundtable – Kira Hansen

- No update, next quarterly meeting is 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

- STEPtember wrapped really well with just over \$2875 in raised funds for Cerebral Palsy Research. Coastal Cleanup lagging behind in participation likely due to bad air quality and excessive heat.
- Plant and Sip Awards Night is next week on the 6th and has good registration numbers. Should be a great event.

Job Bank – Mike Lewis

- One paid job posting for a paralegal received. One other job posting request is pending payment.

Salary Survey – Michael Koehne

- No report.

Webmaster – Ingrid Hester

- No report.

Social Media – Kira Hansen

- Dozen items in September on FB and LinkedIn.
- Awaiting reschedule of the wine tasting sponsored event.

New Business/Discussion

- Discussion on standard format for electronic evaluations.

Meeting adjourned at 12:41 pm

In attendance:

Executive Committee

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

Board/Leadership

Kim Coates
Jennifer Connon
Penny Graves
Kira Hansen
Ingrid Hester
Mike Lewis
Hannah Lincecum
Amie Morelli
Matt Ogden
Pamela Villarin

Respectfully submitted,

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