



Golden Gate *Chapter*

Agenda

Board/Leadership Meeting

November 5, 2020 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

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

Minutes

It was moved and seconded that the September 3, 2020 and October 1, 2020 minutes be approved as read. Motion carried.

OFFICER REPORTS

President – DeAnna Ouderkirk

- CA ALA Chapters event for January 29, 2020.
- Next meeting is November 12 for BOD members that want to participate. Orange County chapter is heading up the meeting.
- Concentrate on D&I, change management and Labor law updates
- \$1600 for chapters to attend.

Immediate Past President – Linda Belcher

- The nominations committee will contact nominees and finalize the slate for the 2021-2022 GGALA Executive Committee.
- Need 3 non-voting board members
- Elections committee will send request for bios and info nominees and prepare the ballot
- There will be a 25-day voting before the elections committee tallies the votes.

Vice President – J. Ellen Pace

- Review of event dates for the 2021-2022 Board year

Secretary - Antonia Bereal-Lee

- Next EC November 19, 2020 via Zoom.
- Board/Leadership Meeting is December 3, 2020 via Zoom.
- Please review the meeting minutes for accuracy before the Board meetings.
- Downloaded the 2018-2019 binder and will update.

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

- Membership at 151.
- Working on organizational pricing for 2021 membership.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- Next session on December 8th (previously scheduled for November 5th and Sept. 23rd).
- This will be a joint session with CA Bank of Commerce and Armanino. iSolve will be the sponsor.

Human Resource -Linda Belcher

- HR Section meeting scheduled for December 16th.
- The topic will be *Hot Topics in Pandemic Employment*, including remote working, screening, whether employers can compel employees to get vaccinated, employee travel, the use of leaves, SB1159.
- The speaker will be Chris Mead, an employment attorney at Cooper White & Cooper.
- First Legal to be business partner sponsor.

Leadership & Management -Hannah Lincecum

- No report.
- Aiming to do something in early 2021
- Part 2 session regarding Zoom. Zoom is updating to provide add-ons.

Ops & Tech – Amie Morelli/Mike Lewis

- Our next session is a Roundtable scheduled for Wednesday, November 18.
- *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”).

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- Please make sure the update the website with events.
- Send content or valuable info to share in the newsletter.

Diversity Committee – Ellen Pace/Antonia Bereal-Lee

- Consider D&I position in chapter. Other chapters have this position

Events – Linda Republicano

- December 17 – Murder Mystery virtual event
- Want to add silver BPs to attend virtual event this year

Business Partner Committee – Hannah Lincecum

- No new BPs.

- Expos planning is underway
- BP rep, Steve Tefler, has agreed to be on the committee.
- March 11, 2021 – virtual event. Working on a marketing strategy.

Small Firm Quarterly Roundtable – Kira Hansen

- Last quarterly meeting was November 4. 14 people registered.
- Change number of sessions for 2021
- Gong to do monthly meetings for a half-hour

Large Firm Quarterly Roundtable – J. Ellen Pace

- Had regular bi-weekly meeting.
- Continued discussion on remote working.
- Averaging 12-15 participants every meeting.

Community Connection Committee – Kira Hansen/Charity Woodward

- Taking a breather after Steptember and Coastal Cleanup activities.
- Kira is helping with Holiday party planning, and we may be participating in an online gift drive for the SF Firefighters for the Dec 17th holiday party (Announcement pending).

Job Bank – Mike Lewis

- October was a fairly busy month with the Job Bank. We had a total of 7 ads placed. Job titles as follows:
 - o HR Specialist – Law Firm Administrator
 - o Part-Time Office Administrator
 - o Litigation Secretary
 - o Firm Administrator
 - o Family Law Paralegal
 - o Director of Administration
 - o Legal Accounting Coordinator
- A total of 4 administrator positions; 1 legal secretary position; 1 paralegal; and 1 accounting.

Salary Survey – Michael Koehne

- Will need to advertise the survey to make up for any loss as sale numbers are low due to pandemic.

Webmaster – Ingrid Hester

- No report.

Social Media – Kira Hansen

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New Business/Discussion

- Past president's event was last month and honored Ceanne's retirement.

Meeting adjourned at 12:45 pm

In attendance:

Executive Committee

DeAnna Ouderkirk

J. Ellen Pace

Jeff Johnson

Antonia Bereal-Lee

Board/Leadership

Linda Belcher

Kim Coates

Jennifer Connon

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