



Golden Gate Chapter

Agenda

Board/Leadership Meeting
December 3, 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 November 5, 2020 minutes be approved as amended. Motion carried.

OFFICER REPORTS

President – DeAnna Ouderkirk

- Flowers sent to L. Republican for post surgery well wishes.
- President's message regarding the Holiday party will go out next week.
 - Bar Association plea for adopt a child for gifts. Will be part of President's message.
- Meeting with L. Belcher regarding the Toy drive
- Adopt a Family completed.
- 3 positions to consider adding to Board of Directors:
 - Director of Equality, Inclusion and Acceptance
 - Director of Public Relations and Social Media
 - Director of Technology
- Upcoming ALA Annual Conference: Live or virtual event is still being determined. If you have any ALA story, please share in response to recent email from ALA nationals.
- Award nominations are coming up. Will highlight in the next newsletter.
- Chicago CLM study group is ongoing. Need to consider if we'd like to have one for SF. \$100 may be charged going forward for these study sessions. Sessions to start at 6 am.
- All California event in January 2021.
 - Will cost chapter \$1600. Includes CA Labor Law Update. More information forthcoming.

Immediate Past President – Linda Belcher

We are close, but not ready to present the 2021-2022 slate before it goes to the Election Committee. DeAnna will select a smaller subgroup to help prepare the ballots.

- The current Vice-Treasurer has officially resigned from the post, so the position is included on the slate, as well.

Vice President – J. Ellen Pace

- Discussed upcoming event for Finance Committee and HR Committee.

Secretary - Antonia Bereal-Lee

- Next EC December 17, 2020 via Zoom.
- Board/Leadership Meeting is January 3, 2021 via Zoom.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer – Jeff Johnson

- Continuing to track to budget
- Job bank posting slowed down in November compared to October, 1 posting, but that's to be expected
- BP and Salary Survey income continues to track to approximately 80% (just over)
- Paid the Salary Survey consultant, \$1K-\$3K left to spend depending on how that is reconciled
- \$36,500 in the bank in checking, \$50K in Money Market

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- Membership at 151.
- There are 3 to 4 individuals who have joined ALA nationals, but have not joined GGC. Email responses are outstanding, but we remain hopeful that prospectives will choose GGC.
- Working on organizational pricing for 2021 membership.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- Next session is scheduled for December 8th: *Time for Change: Re-Imagining the Office Workplace*.

Human Resource -Linda Belcher

- Section session scheduled for 12/16: *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.
- CA Labor Law update – Brooke Purcell to be scheduled in January 2021.

Leadership & Management -Hannah Lincecum

- Meeting next week to discuss 3rd Leadership Session in February 2021.

Ops & Tech – Amie Morelli/Mike Lewis

- Roundtable session was held on Wednesday, November 18.
- *Managing/Supervising Support Staff Working Remotely*. The committee would like to thank panelists, Ellen Pace, Sue Stratton and Karin Wiborn, for helping to make the event a success.

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- Please make sure to 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
- \$45 registration fee. \$30 Doordash will go to attendees and \$15 to cover cost of Murder Mystery

Business Partner Committee – Hannah Lincecum

- Extended invitation to BPs for holiday event.
- Gift card raffling giveaway from BPs for Holiday event.
 - o Discussion about how raffle and drawing would be done.
 - o Treasurer will separate raffle money for donating to firefighters.
- BP committee will meet on Wednesday. Looking for new ideas to draw in more BPs.

Small Firm Quarterly Roundtable – Kira Hansen

- No report.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Meetings are still on a bi-weekly schedule.
- Meetings are regularly attended and have been beneficial to the group.

Community Connection Committee – Kira Hansen/Charity Woodward

- No report.

Job Bank – Mike Lewis

- 2 new job posting: secretary and paralegal positions.

Salary Survey – Michael Koehne

- No report.

Webmaster – Ingrid Hester

- No report.
- Can set up coupon feature for BPs to register for events in the future.

Social Media – Kira Hansen

- No report.

New Business/Discussion

- None

Meeting adjourned at 12:43 pm

In attendance:

Executive Committee

DeAnna Ouderkirk

J. Ellen Pace

Jeff Johnson

Antonia Bereal-Lee

Sue Stratton

Board/Leadership

Linda Belcher

Kim Coates

Jennifer Connon

Kira Hansen

Ingrid Hester

Suzanne Lawler

Mike Lewis

Hannah Lincecum

Matt Ogden

Pamela Villarin

Charity Woodward

Respectfully submitted,

Antonia Bereal-Lee

Golden Gate Chapter Secretary

2020-2021