



Golden Gate Chapter

Minutes

Board/Leadership Meeting
April 8, 2021 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

J. Ellen Pace called the meeting to order at 12:02 PM.

Minutes & Agenda

It was moved and seconded that the February 4, 2021 minutes be approved as read. Motion carried.

It was moved and seconded that the April 8, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Consideration of Director of Diversity Equity & Inclusion as member of the EC
- Consideration of Social Media & Tech as a possible new committee

Vice President – Hannah Lincecum

- There will be more items to add to the new board year calendar. Please reach out to Hannah for new events being planned.
- Installation Event on April 22, 2021 with The Second City. A raffle will be held for virtual improve classes at end of the session.
- ALA Gateway Chapter meeting “Lean and Sharp” being advertised to GGALA members.

Secretary – Kira Hansen

- Next EC April 29, 2021 via Zoom.
- Board/Leadership Meeting is May 6, 2021 via Zoom. Note: request to reschedule to avoid BP Welcome Event.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer – Penny Evans

- Vani and Penny met with Jeff to transition responsibilities.
- Focus will be on K2L and how that will impact the budget
- Considering cuts to the budget for speaker fees – committees please review what you anticipate needing.
- Will meet again in next week or two.

Vice Treasurer – Vani Singleton

- No report.

Director-at-Large – Jeff Johnson

- No report.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- K2L committee members being finalized. Seven members confirmed so far.
- Planning meetings will commence this month.

Membership Report – Kim Coates and Antonia Bereal-Lee

- The chapter has 138 members. In March we have 3 new members
 - Maggie Hodgins – Conrad Metlitzky Kane LLP
 - Patrick Postolka – Clyde & Co US LLP
 - Heather Holliday – Spaulding, McCullough & Tansil LLP
- We have 1 renewal: Pamela Dutra – Baker McKenzie
- New member fees are \$100 and chapter renewal fees re \$125, keeping the early bird rate.
- The membership committee hosted a virtual new members welcome meeting on March 12. Invites were extended to new members who joined between March 2020 to March 2021. Three new members attended this event: Heather Figueroa, Javier Morelos, Aileen Conolly

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson

- No Report

Leadership & Management – Steven Morris/Michael Shuff

- Meeting scheduled for 4/13 to brainstorm this year's events.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- No report.

Ops & Tech – Amie Morelli/Mike Lewis

- We held our final Ops & Tech Session on March 23. It was led by EC Members Kira Hansen and Jeff Johnson titled "Everything You (Wish You Didn't) Need to Know about Zoom. It was a great success with almost 35 participants
- Will regroup and discuss plan for this new year.

Diversity Committee – J. Ellen Pace/Pamela Villarin/Mike Lewis

- No report except to reference consideration of new Director or Committee positions.

Events – Linda Republican/Yvonne Millette/Annie Lathram

- No Report – will be meeting soon.

Newsletter – Jeff Johnson

- No Report.

Business Partner Committee – Jennifer Cannon.

- Request to check the P.O. Box in case of additional BP renewals.
- There have been 15 BP renewals. While the total revenue is \$39,500 we are still waiting for checks from 5 BPs. The renewals are as follows:
 - Platinum: Adams & Martin
 - Diamond: Ahern Insurance, Robert Half, Global Office
 - Gold: First Legal, Pathways, People Connection; The Agency, SurePoint Technologies, ICS
 - Silver: Nationwide Legal, ABA Retirement Funds, Corodata, MacroPro
 - The BP directory has been updated and as more BP register they will be added.
- Please send all BP communication to bp@alASF.org. Suzanne, Matt and me are training Sue Stratton and Antonia Bereal-Lee to handle various tasks so this way we can make sure it is covered.
- The BP Welcome to the Chapter event will be held on May 6, 2021 from 4-5 pm. It will be chocolatey delicious! The entire board is invited and is expected to attend. This is the same day as the board meeting so should that be rescheduled?
- Exposition Summary: We had 13 BPs registered and six non-BPs registered. Unfortunately, one BP and one NBP did not receive the log on info necessary for the event and were refunded. So, a total of 17 Exhibitors.
 - Total revenue from Exhibitors was \$2150.
 - Prizes were budgeted \$3000. Waiting for final spend.
 - There were 40 registrants including the BP committee.
 - We did get two non-BPs to sponsor the chapter for the new board year: Global Office (brand new) and ABA Retirement Funds (sponsor of other chapters).
 - One problem is that six people did not receive their gift cards from their Exhibitor hosts and the Chapter may have to purchase the gift cards on behalf of the Exhibitors.
 - The feedback was very positive. Sue Hammer from First Legal and John Dorning from People Connection thought it was a wonderful event. Patrick Conlon from ABA Retirement Funds said he told all the chapters on the East Coast about the great job we did.
 - If we were to do something similar in the future, we would not rely on the Exhibitors to follow through on providing gifts. We should build the cost of their gifts into the registration fee and have the Chapter purchase and issue the gifts on their behalf.

Small Firm Quarterly Roundtable – Kira Hansen/Javier Morelos

- Roundtable met on April 7, 2021 for a lively discussion.
- Next meeting is scheduled for May 5, 2021.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Large firm Roundtables meetings will continue on bi-weekly schedule. Met last Monday, March 29th.
- Next meeting is the 19th of April.

Community Connection Committee – Charity Woodward

- Community Service Challenge
- Community Connections met to start planning for the next board year and they have a roadmap of events for the year to come.
- Munger is May 20th.
- Approved Match for Bingo night.
- During the 2021-2022 board year, we would like to propose a chapter community service challenge. This would be run similar to the Gold Nugget program. All chapter members and business partners would be encouraged to do at least one thing per month in service to their community. This could include volunteering, or making a donation. We would develop a way to for folks to track their community service. Each quarter, we would recognize a chapter member who did the most community service. Additionally, we would recognize our Community Service Champion during the 2022 board crossover. Throughout the year, we will create community service opportunities. Additionally, we would use the

newsletter to help folks get inspired and to recognize some of the great things are chapter members are doing.

- FFTB – budget request for matching Bingo night.
- The next Community Connections event will be Food From The Bar. Team ALA Golden Gate will participate in Food From the Bar, raising money for the SF Marin Food Bank. In addition to blasts asking chapter members to donate, we plan to host at least one social fundraiser for members and business partners raising money for the SF Marin Food Bank, like donation Bingo. We will also put together a team for Munger Games.

Certifications – Linda Belcher

- A guide is being created for section leaders on certifications. Plan to have it circulated before the crossover meeting, which has yet to be scheduled.

Job Bank – Mike Lewis

- There has been lots of activity in the month of March for the Job Bank with a total of 6 job postings since our last meeting.
 - IP Paralegal – Weintraub Tobin
 - Director of Facilities – Farella Braun & Martel
 - Recruiter – Weintraub Tobin
 - Litigation Paralegal – Meyers Nave
 - HR Coordinator – Farella Braun & Martell
 - Legal Administrator – Hanson Crawford Crum Family Law Group

Salary Survey – Michael Koehne

- No Report.

Webmaster – Ingrid Hester

- Posted new board members in the website. Any members wishing to update their picture can do so in their profile.
- Set up forwarding for the different group email addresses to go to the new members.
- Kira learned you can use @alasf.org addresses in the Reply-To field of meetings and announcements.
- Request to BPs to send calendar lists for BP banners and any new logos.
- There is a max of 20 sets of credentials for the chapter. New passwords will be distributed soon.
- StarChapter has a knowledgebase with information and webinars you can access to answer any questions you have about the platform.

Social Media – Kira Hansen

- Posted several upcoming events and ALA HQ notices including the Susan L. French Emerging Leader Fellowship application information.

New Business/Discussion

- Ellen: Election of new members – plan to do via email to avoid spending time during Installation meeting which is virtual this year.
- Kim: Remo as virtual platform recommendation based on experiences in ALA Capital Chapter.
- Consideration to elect a director of Diversity, Equity & Inclusion, or a Social Media & Tech committee. Continuing discussion on justification, options and steps needed to enact these options.

Meeting adjourned at 12:51 pm

In attendance:

Executive Committee

J. Ellen Pace

Hannah Lincecum

Kira Hansen

Penny Evans

Board/Leadership

Amie Morelli

Annie Lathram

Ingrid Hester

Javier Morelos

Jennifer Connon

Kim Coates

Kira Hansen

Linda Belcher

Suzanne Lawler

Matt Ogden

Michael Shuff

Mike Lewis

Sarah Spry

Steve Morris

Sue Stratton

Respectfully submitted,

Kira Hansen

Golden Gate Chapter Secretary

2021-2022