



Golden Gate Chapter

Minutes

Board/Leadership Meeting
May 6, 2021 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

J. Ellen Pace called the meeting to order at 12:07 PM.

Minutes & Agenda

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

It was moved and seconded that the May 6, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Please let Ellen know if you plan to attend Lemonade II, as we may get a discount on group registration.
- Raised the thought to reschedule the July meeting, but the board determined to leave as is on July 1.

Vice President – Hannah Lincecum

- Please use my VP role to assist with any speakers for the educational sections.

Secretary – Kira Hansen

- Next EC May 27, 2021 via Zoom.
- Board/Leadership Meeting is June 3, 2021 via Zoom.
- Thank you for giving me your committee reports in advance of the Board Meetings. If you haven't yet submitted a report, you are welcome to still send that to me following the meeting.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer – Penny Evans

- Transition from previous EC members on bank accounts is continuing.

Vice Treasurer – Vani Singleton

- No report.

Director-at-Large – Jeff Johnson

- No Report.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- Held initial meeting and are exploring both virtual and in-person conference options.
- Assigned tasks to initial committee members.
- Looking for a couple more members to add to the committee.

Membership Report – Kim Coates and Antonia Bereal-Lee

- The chapter has 142 members. Membership should increase to 145 next month. Since the April Board meeting, new members:
 - Barbara Ingram – Not firm affiliated (checking transaction)
 - Rachel Hickey – Morrison Foerster
 - Michele Walker – Murphy, Pearson, Bradley & Feeney
- We also have 4 new members pending processed payments and will be listed in the June Board report.
- The membership committee will plan for a new members welcome breakfast sometime in June 2021.

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson

- No report.

Leadership & Management – Steven Morris/Michael Shuff

- No report.
- Would like input on timing of when three meetings should be planned.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- Planning the Employment Law update for 2022.
- Hosting May 12th panel discussion on Vaccinations and Return To Office - Are You Ready?

Ops & Tech – Amie Morelli/Mike Lewis

- Preparing for our board year's sessions and hope to have something to report soon!
- Send any suggestions our way.

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

- No report.

Events – Linda Republican/Yvonne Millette/Annie Lathram

- No report.

Newsletter – Jeff Johnson

- Plan to put out several newsletters in May.
- Please send along any articles you would like to be included.

Business Partner Committee – Jennifer Cannon

- There have been 19 BP renewals which total revenue of \$54,075, we are still waiting for checks from 4 BP. This is 3 more than we had in 2020.
- The renewals are as follows:
 - Platinum: Adams & Martin, Pacific Office Automation
 - Diamond: Ahern Insurance, Robert Half, Global Office, EPIC Insurance

- Gold: The Agency, Pathways, People Connection, First Legal, SurePoint Technologies, ICS, iSolved
- Silver: ABA Retirement Funds, MacroPro; Corodata, Nationwide Legal, Epic Global; Element Staffing
- 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.
- Suzanne has prepared a draft of the budget and can answer any questions.
- The Chocolate tasting event with the Board is happening 5/6/21 at 4 pm. Hope to see everyone there.

Small Firm Quarterly Roundtable – Kira Hansen/Javier Morelos

- Roundtable met on May 5, 2021 for a lively discussion with eight people.
- Focused poll on return to work conducted across people who registered, regardless of meeting attendance.
- Next meeting is scheduled for June 2, 2021.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Large firm Roundtables meetings will continue on bi-weekly schedule.

Community Connection Committee – Charity Woodward

- Community Service Challenge – 14 responses to the Form that was circulated. Will circulate again soon.
- Donation Bingo! - 21 registrants! 16 members and 5 guests. \$560 raised thus far. With the chapter's \$400 match, we are on pace to raise \$1,000 with this event
- Community Connections meets tomorrow to review Bingo Night flow.
- Munger Games – 2 teams registered on behalf of the Golden Gate Chapter!
- \$306 in donations through our fundraising page. Big thanks to the People Connection for their \$100 contribution and ABA Retirement for contributing \$100 to donation Bingo.

Certifications – Linda Belcher

- No Report.

Job Bank – Mike Lewis

- Ten job postings last month.
 - Patent Prosecution Paralegal -Jones Day (Palo Alto, CA)
 - Corporate Paralegal - Jones Day (Palo Alto, CA)
 - Office Coordinator - Chapman and Cutler LLP
 - Controller - CA Law Firm
 - Manager of Administration - Mintz Levin
 - Accounting Manager - Company: Confidential
 - Windows System Administrator - Murphy, Pearson, Bradley & Feeney
 - HR Supervisor - Seyfarth Shaw LLP
 - Paralegal - Hersh FamilyLaw Practice, P.C.
 - Legal Secretary - Hersh FamilyLaw Practice, P.C.

Salary Survey – Michael Koehne

- *We have again engaged RSM, LLP (and they have accepted the engagement) to conduct the 2021 Salary Survey on behalf of the Chapter.*
- *We are currently awaiting their engagement letter—should be here within the next week or so.*
- *Last year RSM charged us \$18,500 plus out of pocket costs not to exceed \$1,500 after I negotiated a discount of \$1,500 from their original proposed \$20,000.*
- *Attendant is a timeline based on last year's experience.*
- *Once the engagement letter is accepted by the executive committee, the board will want to discuss pricing as well as any changes in the survey questions that board members may wish to make.*

- *The survey questions have been vetted and revised over the previous 3 years by previous board sub-committees.*

Webmaster – Ingrid Hester

- No report.

Social Media – Kira Hansen

- Posted several upcoming events and ALA HQ notices

New Business/Discussion

- No new business.

Meeting adjourned at 12:57 pm

In attendance:

Executive Committee

J. Ellen Pace
Hannah Lincecum
Kira Hansen
Jeff Johnson
Penny Evans
Vani Singleton
DeAnna Ouderkirk

Board/Leadership

Amie Morelli
Antonia Bereal-Lee
Charity Woodward
Ingrid Hester
Javier Morelos
Kim Coates
Linda Belcher
Matt Ogden
Michael Koehne
Mike Lewis
Pamela Villarin
Sarah Spry
Sue Stratton
Suzanne Lawler

Respectfully submitted,

Kira Hansen
Golden Gate Chapter Secretary
2021-2022