



Golden Gate Chapter

Minutes

Board/Leadership Meeting
June 3, 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 May 6, 2021 minutes be approved with minor edits. Motion carried.

It was moved and seconded that the June 3, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Reminder, Chicago CLM study group starts July 15th. They are hosting an informational session on June 23. \$125 to sign up for the group.
- CLI agenda has been posted.
- Julie Burke has graciously offered to fill the vacancy in our Vice Treasurer role. Vani is stepping into Penny's role as Treasurer, following Penny's resignation. There is not a requirement to run a new election.

Vice President – Hannah Lincecum

- Latest version of calendar now includes suggested section dates.

Secretary – Kira Hansen

- Next EC June 24, 2021 via Zoom.
- Board/Leadership Meeting is July 1, 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.
- Please let Kira know if you plan to attend CLI or National conference. We are tracking so we can host a gathering.

Treasurer – Vani Singleton

- Balance sheet as well as profit and loss reports circulated prior to the meeting.
- Training still continuing with Jeff due to the additional changes in roles.
- Doing well with BP income.
- Trending well on expenses.
- Still working on the budget.
- K2L is submitting completed budget to Vani.

- Holiday party and summer event will be additional two big ticket items.

Vice Treasurer – Julie Burke

- Welcome to the group, Julie!

Director-at-Large – Jeff Johnson

- Newsletter should go out tomorrow at Noon.
- Adding in BP spotlights in coordination with sponsored sessions to highlight them even more in that time slot.
- Please add your meetings to star chapter even if the date will change so we can advertise.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- Sarah Spry, Julie Burke, and DeAnna Ouderkirk are on the committee now.
- K2L will be in person on March 24th. It will be held once again at the Palace.
- We are reviewing lessons learned from last K2L to improve attendance and BP participation in this coming event.
- Suggestion made to survey members and BPs who did NOT attend last year to learn why they did not.

Membership Report – Kim Coates and Antonia Bereal-Lee

- Membership count is 143:
 - Tonia Rivera – Wendel Rosen
- 1 Membership Renewal
 - Barbara Nielsen

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson

- Working with CA bank of commerce to create a session related to return to office.
- Reached out to Julie B regarding some ideas on topics.

Leadership & Management – Steven Morris/Michael Shuff

- Still working on a speaker, Robert Blazer on how to thrive in the virtual world. How to lead effectively and hold employees accountable. In order to get him we'd need to get \$1,500 (100 books at \$15 each). Session is recorded, and then he comes on live for Q&A. Electronic version of book is \$0.99.
- Hannah suggested negotiating a double session to include him in K2L.
- Another section speaker might be Dave Collins about interviewing tips and unconscious bias, local and costs \$500 and it's been a couple years since he last spoke. Actively listening is his new topic. Might be a good option for July 22nd or even end of June if possible.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- we held our first HR Education Session, "Vaccinations and Return to Office – Are You Ready?" on Wednesday, May 12th. We had over 70 attendees.
- We had a panel of speakers including a small, midsize and large firm.
- In the reviews received we were asked about doing a follow up session, so we are planning to do so in July after a few offices open up and as more guidance comes out.

- We have also scheduled our 2022 Labor Law Update for Thursday, January 13, 2022 at 9 am. We have scheduled this as a live in person update to be held at Sheppard Mullin. We will have a call in number as well for those that want to join virtually.
- That leaves one additional session that we still need to schedule for 4th quarter this year or 1st quarter next year.
- Kira mentioned that BASF is holding a session on June 9th regarding employer/employee rights around mandating vaccination in the workplace, in case it is of interest leading up to the next HR education session.

Ops & Tech – Amie Morelli/Mike Lewis

- Working on first session to be about Microsoft Teams as a possible conference platform for the office. Working on possible guest speaker.
- After the Microsoft Teams session, considering possible vendors to speak on latest technologies used by law offices. We are open to suggestions.

Certifications – Linda Belcher

- Propose a chapter-wide survey of who holds CLM, SHRM and HRCI certifications so that I can target them with information related to their re-certs.

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

- Met a month ago to review goals for the year.
- We hear a lot about diversity but have we clearly defined this in different contexts?
- Looking at speakers and budgets for them.
- Also working on Drag Queen Trivia with the BP committee.

Events – Linda Republican/Yvonne Millette/Annie Lathram

- Suggested a late summer outing for board and business partners potentially at a Livermore winery.

Newsletter – Jeff Johnson

- Please send along any articles you would like to be included.

Business Partner Committee – Jennifer Connon

- There have been 19 BP renewals which total revenue of \$54,075, we are still waiting for checks from 1 BP.
- The renewals are as follows and have not changed since the last board meeting.
- 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
- First BP Appreciation Event, we have secured Coursehorse to do a virtual Drag Queen Trivia contest on Thursday, June 24, beginning at 5:00.
- Second BP Appreciation Event will be live and most likely at a winery or brewery in the East Bay in January or February 2022.

Small Firm Quarterly Roundtable – Kira Hansen/Javier Morelos

- Roundtable met on June 2, 2021 for a lively discussion with a dozen people.
- Next meeting is scheduled for July 7, 2021.

Large Firm Quarterly Roundtable – J. Ellen Pace

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

- *Last Thursday was also the Facilities and Ops meeting which has emerged as a success*

Community Connection Committee – Charity Woodward

- Thus far, our team has raised \$3,029 – over \$1,000 more than our fundraising goal!
- We would like to extend a huge shout out to Jones Clifford LLP for donating \$1,000 to our campaign.
- The donation Bingo night was a ton of fun and a huge success, raising \$1,339 for our campaign.
- We are excited to have fielded 3 teams at the annual Munger Games fundraising event. While none of our teams cracked the top 3, we all had a great time.
- The Food From the Bar Campaign has been extended through June 15 – it's not too late to donate or volunteer.
- Committee will reconvene to work on next activities soon.

Job Bank – Mike Lewis

- 3 job postings in the last month are as follows:
 - Administrative Assistant - Company: Pranger Law PC
 - Regional Legal Recruiting Manager - Company: Seyfarth Shaw LLP
 - Facilities Manager - Company: Arnold & Porter

Salary Survey – Michael Koehne

- *We are scheduled to launch the survey gathering on July 1 with early bird pricing till July 15.*
- *We do not have a contract in place with RSM as yet—hopefully very soon. They sent us a proposal.*
- *Unless the board has other thoughts, we will not be raising prices this year.*

Webmaster – Ingrid Hester

- Question about ACH payments and whether we should include this as an option in the salary survey.

Social Media – Kira Hansen

- Posted several upcoming events and ALA HQ notices.

New Business/Discussion

- No new business.

Meeting adjourned at 1:02 pm

In attendance:

Executive Committee

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

Board/Leadership

**Amie Morelli
Antonia Bereal-Lee
Ingrid Hester
Javier Morelos
Jennifer Connon
Kim Coates
Linda Belcher
Matt Ogden
Michael Koehne
Mike Lewis
Sarah Spry
Steven Morris
Sue Stratton
Suzanne Lawler**

Respectfully submitted,

**Kira Hansen
Golden Gate Chapter Secretary
2021-2022**