



Golden Gate Chapter

Minutes

Board/Leadership Meeting
July 12, 2021 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

J. Ellen Pace called the meeting to order at 12:04 PM.

Minutes & Agenda

It was moved and seconded that the June 3, 2021 minutes be approved with minor edits. Dave Collins, not Gabe Collins in June's Leadership and Management report. Motion carried.

It was moved and seconded that the July 12, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Rachel Hickey will be joining Jeff on Finance – Welcome Rachel.

Vice President – Hannah Lincecum

- Latest Calendar has been circulated. Likely we'll be seeing more events added in soon.
- Reach out to Hannah for any speaker questions.
- Events are still virtual for the time being. Please don't hold off on your event with the hope that it can be in person, as we would like to get education out to our members sooner rather than later.

Secretary – Kira Hansen

- Next EC July 29, 2021 via Zoom.
- Board/Leadership Meeting is August 5, 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 National conference. We are tracking so we can host a gathering.

Treasurer – Vani Singleton

- Draft Budget has been circulated. K2L budget has been added to the budget.
- Ellen to circulate once more for any comments before the vote to approve the budget in July.

Vice Treasurer – Julie Burke

- *No report.*

Director-at-Large – Jeff Johnson

- See newsletter report below.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- K2L Budget has been finalized. We anticipate a loss, but a much lower one than two years ago.
- We anticipate a healthy turnout due to the return to the March date, as well as projected hunger for in-person events from membership.
- Theme will be “back to basics” to further encourage attendance.
- Save the Date has been created and will be circulated this week. Member version as well as BP and vendors version for sponsorship.

Membership Report – Kim Coates and Antonia Bereal-Lee

- In process of our chapter audit. Reconciling retirees, members who have not yet paid, and people who may have forgotten to renew.
- Overall membership is holding stable at 150.

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson/Rachel Hickey

- Tentatively planned something to 7/28, and will confirm very soon. This will be a continuation on reimagining office space.
- Meeting soon to brainstorm other sessions for the board year.

Leadership & Management – Steven Morris/Michael Shuff

- Rescheduling the active listening event for the week for August 16th.
- Tour of a new office space may be an additional session in September for people who may be going through or will be going through an office rebuild.
- Had considered a session on how to leverage working remotely, but may rethink that in light of many firms returning to the office.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- Reported after the meeting: had to postpone our second educational session because DeAnna is going to be a grandma any day now! We’re planning to reschedule for the first week of August.
- The title is: “Vaccinations and Returning to the Office. Where are we now?”
- sponsor is Pacific Office Automation.

Ops & Tech – Amie Morelli/Mike Lewis

- still planning on an upcoming Teams Training Session as a 3 part series with Hannah occurring in the fall. Meeting about the schedule this week.

Certifications – Linda Belcher

- No report.

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

- *Trivia Night was a great success!*
- *Will be meeting to discuss the remaining two events for the year.*

Events – Linda Republican/Yvonne Millette/Annie Lathram

- Working with the BP committee for an October 21st winery event.
- Transportation mode preference survey shows a preference in using the shuttle from the Dublin Bart Station.
- BP Committee is working on the Save the Date.
- Working on meeting to start planning the holiday event. Contemplating an in-person event.

Newsletter – Jeff Johnson

- Next newsletter is slated for today. Please keep events current on the website for inclusion.

Business Partner Committee – Jennifer Connon

- 21 BPs at this time.
- \$60,975 in revenue so far.

Small Firm Quarterly Roundtable – Kira Hansen/Javier Morelos

- *The Small Firm Roundtable met on July 7 for about 45 minutes. There were 8 – 10 people in attendance. The next meeting is scheduled for August 4.*

Large Firm Quarterly Roundtable – J. Ellen Pace

- *Not having today's large firm roundtable. Next meeting in two weeks on July 26th.*

Community Connection Committee – Charity Woodward

- Met last week.
- Planning blast announcement to members and BPs for first quarterly winner of the Community Service Challenge.
- Including in announcement a teaser for upcoming events, including Coastal Cleanup and STEPTember.
- Charity working on communications plan for STEPTember to be rolled out in August.

Job Bank – Mike Lewis

- Ellen Pace had made the suggestion that we repost our job bank postings on social media, namely LinkedIn. On that suggestion, conferred with Kira Hansen regarding the cost of reposting on the Local Chapter's LinkedIn page, to which she confirmed that there is no extra cost. My plan is to roll out reposting with the first job posting in July.
- Raised an additional question in the meeting regarding disclosure and clearance with the original poster before I reposted to LinkedIn. It was agreed that I would get clearance with the original poster during our initial email conversation.
- A total of 6 job postings in the past month are as listed below.
 - Real Estate Paralegal (Edit) - Company: Shartsis Friesen LLP
 - OFFICE MANAGER (Edit) - Company: HORTON, WEST & BOWMAN LLP
 - Law Firm HR & Payroll Coordinator (Edit) - Company: Wendel Rosen LLP
 - Human Resources Manager (Edit) - Company: Wendel Rosen LLP
 - Human Resources Manager (Edit) - Company: Seyfarth Shaw LLP
 - IP Litigation Secretary (Edit) - Company: Sheppard Mullin

Salary Survey – Michael Koehne

- *We are underway on collecting data, with the early bird pricing still in effect till July 21. We seem to be tracking with last year's response rate.*

Webmaster – Ingrid Hester

- No report

Social Media – Kira Hansen

- No Report

New Business/Discussion

- Antonia in search for a new assistant Ops administrator at SF SMRH.

Meeting adjourned at 12:39 pm

In attendance:

Executive Committee

**J. Ellen Pace
Hannah Lincecum
Kira Hansen
Jeff Johnson
Vani Singleton
Julie Burke**

Board/Leadership

**Antonia Bereal-Lee
Annie Lathram
Charity Woodward
Ingrid Hester
Kim Coates
Matt Ogden
Michael Shuff
Mike Lewis
Pamela Villarin
Rachel Hickey
Sarah Spry
Steven Morris
Sue Stratton**

Respectfully submitted,

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