



Golden Gate Chapter

Minutes

Board/Leadership Meeting
August 5, 2021 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

J. Ellen Pace called the meeting to order at 12:03 PM.

Minutes & Agenda

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

It was moved and seconded that the August 5, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Spoke with SV and EB chapter Presidents about a joint ALA National Conference get together.
 - Only two from EBALA attending national.
 - Will be reaching out to the concierges of the hotels the ALA is featuring/has special rates with for the conference to get ideas for venues.
 - Looking into the topic of firearms and open carry in TX for the Austin event.
- Looking to identify and share a date for our holiday party as compared with the dates for other chapters.

Vice President – Hannah Lincecum

- Congratulations to the HR committee on finishing both of their education sessions for the board year!
- Please help get the other education sessions on calendar so we can provide value to our BPs and not have all sessions in the same month.
- Let us know if you are swamped and need to pull from the ALA national recordings archive for one of your sessions.

Secretary – Kira Hansen

- Next EC August 26, 2021 via Zoom.
- Board/Leadership Meeting is September 2, 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.
- Want to take a moment to recognize the efforts this board has made both so far this year as well as last year to juggle entirely new sets of logistics, ways of doing business, etc., and I want to acknowledge that in the midst of keeping everyone else from burnout, you might all be experiencing a little of that yourselves. The EC is working on some steps to take the pulse of our board, and learn how we can better support you or assist with any self-care steps.

Treasurer – Vani Singleton

- Our accountant completed reviewing all the documents for fiscal year 2021 and the results are now posted on our website under Member, Financials. Next, we are working with our CPA firm to prepare the taxes. We are getting an extension to submit our taxes in Feb 2022. Summary of 2021 results: total income \$116,008.04, Expenses were \$63,339.67 ending in net income of \$52,668.37. It was a financially a good year, of course, less spent, due to the Pandemic.
- As of 8/4, total balance in our account is \$130,004. \$50,601 in our savings and \$79,403 in our checking.

Vice Treasurer – Julie Burke

- No report.

Director-at-Large – Jeff Johnson

- See newsletter report below.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- Started to reach out to speakers for availability, topics, and cost.
- Having difficulty identifying diverse speakers. We would greatly appreciate if board members could look in their own firm to see if there might a diverse person in leadership or with speaking chops who might be interested, or know someone in their network who might be interested, in participating in K2L as a speaker.

Membership Report – Kim Coates and Antonia Bereal-Lee

- The chapter membership audit is completed.
- Membership is at 150. This number includes renewed members, and new members, as of July 12, 2021:
 - Dorian Stocking – HR at Reed Smith
 - Michele Shepherd – Office Manager at Kessenick Gamma & Free, LLP
- Considering Organizational Pricing for next year now that National has gone through a year of it. Due by October.

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson/Rachel Hickey

- Possible August 18th education session, but we have a bottleneck with the sponsor because they are dragging their feet with renewing as a BP. Will need to change the session to be presented by the chapter instead and invite them as a guest on the panel rather than host. Identifying the new sponsor to host.

Leadership & Management – Steven Morris/Michael Shuff

- The new date for Active Listening with Dave Collins is September 1 at 12 pm. Sponsor is Ahern.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- “Vaccinations and Returning to the Office. Where are we now?” was presented this week on August 3rd. Over 50 people in attendance. Lively chat. Followed up by sending all attendees the slides and polling results. Sponsor was Pacific Office Automation. A follow-up session was requested.
- One more session to go, with the Labor Law Update in January, '22, as well.

Ops & Tech – Amie Morelli/Mike Lewis

- Last month, July 15, 2021, we had a videoconference with Hanna Lincecum to discuss possible presentations regarding **Microsoft Teams**. We discussed what is Microsoft Teams, some of its particular features, how it could benefit a Firm's practice and how it compares with the likes of Zoom and WebEx platforms. We proposed hiring a local expert (contact of Hannah's) to do at least two presentations. The first would be an overview of Microsoft Teams and the second would concentrate on using its most popular features. There was discussion about a possible third session. Proposed dates for the first session is October or November.
- Privacy and Data protection: does anyone know an attorney who speaks on this topic?

Certifications – Linda Belcher

- Progressed past the approval required status, so that means we're close to being able to say that sessions are pre-approved. Very exciting to be able to offer this soon.

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

- *continuing to brainstorm ideas for our next event and welcome any suggestions.*

Events – Linda Republican/Yvonne Millette/Annie Lathram

- Collaborating with the BP committee for upcoming October 21st winery event at Page Mill Winery.
- Working on meeting to start planning the holiday event. Contemplating an in-person event.

Newsletter – Jeff Johnson

- Most recent newsletter sent last week. Next Newsletter slated for Tuesday the 10th of August. Please keep events current on the website for inclusion. I have an article in the pipeline but otherwise I am reliant on the board to supply content

Business Partner Committee – Antonia Bereal-Lee

- No new BPs this month.
 - BP, The Agency (Raunn Ross and Amy Goldware), has dissolved. Though The Agency paid Gold Level Sponsorship (Loyalty Discount) for the 2021-22 BY, the BP committee has left it to Raunn and Amy to determine who will pick up sponsorship. For now, The Agency has been taken down from the BP Directory and will be removed from the home page of our website shortly.
- The K2L Save the Date has gone out to BPs on Monday letting them know that registration will open soon.
 - BPs can register beginning September 1
 - Non-BPs can register beginning October 1
- We are set with both Page Mill Winery and the Livermore Wine Trolley for the BP Appreciation Event on October 21, 2021 from 2pm to 6pm.

Small Firm Quarterly Roundtable – Javier Morelos

- *The Small Firm Roundtable met on August 4 for one hour. There were 9 people in attendance, including one new attendee, Korin B. The next meeting is scheduled for September 8, moved from September 1.*

Large Firm Quarterly Roundtable – J. Ellen Pace

- *Last meeting on July 26th. Next meeting August 9. Extended the calendar invite, which stopped recurring on July 31st.*

Community Connection Committee – Kira Hansen

- 1st Quarterly Winner for Community Service Challenge announced, Kat Jen.
- Sent STEPtember blast with details on how to register, and new collaboration with EBALA this year.
- Charity working on communications plan for STEPtember for remainder of challenge. Discussing a Zoom in Second week of October with EBALA to celebrate top finishers.
- Coastal Cleanup being coordinated with EBALA and SVALA chapters. Considering date change to September 11th.

Job Bank – Mike Lewis

- *The following are the job postings we have had in the last month.*
 - **Accounting Department Manager - Miller Starr Regalia**
 - **Human Resources and Office Manager - Vinson & Elkins**
 - **Chief Operating Officer - Farella Braun + Martel LLP**
- *In addition, we have started the practice of reposting these job announcements to the Chapter's LinkedIn page.*

Salary Survey – Michael Koehne

- *To date we have received 61 completed surveys—about 21% below last year's response rate. Last year we had received 77 completed surveys at this point. We have extended the data gathering deadline for the second time to conclude next Friday, August 13. We expect to see more completed surveys this next week.*
- *To date, we have collected \$21,812.00 from survey purchases—which is \$2,812 above breakeven (the primary cost being RSM's fee of \$19,000).*

Webmaster – Ingrid Hester

- Will make the website change to reflect the BP update.
- StarChapter Website Redesign is being offered, and we are looking into the details on what that would involve. New features may include tools to keep people engaged virtually. Reviewing what some other chapters are doing.

Social Media – Kira Hansen

- Posted K2L Save the Date to LI/FB/Twitter.

New Business/Discussion

- Kim Coates has an office coordinator position. Needs to be interested in law firm management and is looking to grow. on-site required.

Meeting adjourned at 12:48 pm

In attendance:

Executive Committee

J. Ellen Pace

Hannah Lincecum

Kira Hansen

Jeff Johnson

Julie Burke

Board/Leadership

Antonia Bereal-Lee

Ingrid Hester

Kim Coates

Javier Morelos

Jennifer Connon

Linda Belcher

Matt Ogden

Michael Koehne

Mike Lewis

Sarah Spry

Sue Stratton

Suzanne Lawler

Respectfully submitted,

Kira Hansen

Golden Gate Chapter Secretary

2021-2022