



Golden Gate Chapter

Minutes

Board/Leadership Meeting
September 9, 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 August 5, 2021 minutes be approved. Motion carried.

It was moved and seconded that the September 9, 2021 agenda be approved as read. Motion carried.

OFFICER REPORTS

President – J. Ellen Pace

- Ellen will not attend annual conference for ALA due to the issues in Texas and issues with safety regarding Covid and Open Carry laws. Several other GGALA members have canceled as well.
- Request to education committees to get sessions on calendar and/or reach out to Ellen and Hannah if help is needed in coming up with ideas/speakers.

Vice President – Hannah Lincecum

- Right now we will need have two education sessions per month, minimum, if everyone still completes all the sessions we expect per year.
- Please be thinking about what would entice you to pause your day and attend a GGALA education session.

Secretary – Kira Hansen

- Next EC September 30, 2021 via Zoom.
- Board/Leadership Meeting is October 7, 2021 via Zoom. This meeting will be pushed to October 14, and Kira will enact the change following this meeting.
- 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/Vice Treasurer – Vani Singleton/Julie Burke

- *Balance sheet has been circulated.*
- *In the process of meeting with City National Bank to improve AP process, either through bill pay or some other solution.*
- *CNB used to be a business partner, and CA Bank of Comm is now a business partner. We may want to consider switching banks if we are not getting the services that we need. We had moved to CNB in approx. 2008. We have a new rep at CNB who has been responsive so far. Will continue to monitor.*

Director-at-Large – Jeff Johnson

- See newsletter report below.

COMMITTEE REPORTS

Knowledge to Leadership (K2L) – Hannah Lincecum

- We have confirmed our keynote speakers: Glen, Smiley and Lesli
- This year we have a theme of “Back to Basics” and are gearing our breakouts primarily to those topics. Some breakouts includes a legal assistant panel, two sessions by Judy, wellness, personal retirement, Path to CLM session.
- ALA President Michael Bumgarner will be at the conference, and may be able to provide a finance session for us as well.
- Early bird is extended into January 2022. Plan to get another Save the Date out this month.

Membership Report – Kim Coates and Antonia Bereal-Lee

- Membership is at 151 as August 31, 2021:
 - Kevin Lee – Building Management Administrator at City of San Jose
- Pending status and not included in the membership count:
 - Darren Lee – Office Manager at BRB Law, LLP (pending payment)
- Kim working on a proposal for organizational pricing at the chapter level and will submit it at the October meeting.

EDUCATIONAL COMMITTEE REPORTS

Finance – Jeff Johnson/Rachel Hickey

- We have confirmation that we can move forward with a CBC moderated panel. We will announce and start marketing this week for a September session.
- Talking through topics with another speaker lead.

Leadership & Management – Steven Morris/Michael Shuff

- On September 1 at 12 pm, the Leadership & Management Section Meeting presented an Active Listening Skills meeting featuring Dave Collins, a nationally recognized trainer, facilitator and speaker. He is the founder and CEO of Oak and Reeds. He guided the group through a series of exercises and discussions designed to practice and apply techniques for active listening in a virtual setting. We had the opportunity to learn new techniques and tools for better listening and engagement in virtual and hybrid meetings.
- Working on getting next session of this series solidified and advertised.

Human Resource – DeAnna Ouderkirk/Sarah Spry

- 3rd session planned in spring 2022 in addition to L&E session with Brooke Purcell in January.

Ops & Tech – Amie Morelli/Mike Lewis

- Our planned 2-3 part series on best virtual meeting tools came up short as we weren’t able to secure the speaker we were hoping to. We will hold our first session in November with Hannah Lincecum as host, regarding distributed learning tools. Date TBD shortly.

Certifications – Linda Belcher

- No report.

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

- *Working on a speaker in Philadelphia and seeing if we can partner.*

Events – Linda Republicano/Yvonne Millette/Annie Lathram

- No report.

Newsletter – Jeff Johnson

- Plan to get a newsletter out on 9/13. Please send any content you may have.

Business Partner Committee – Antonia Bereal-Lee.

- 1 new BP this month.
 - We have received and processed California Bank of Commerce registration.
- The K2L registration opened for BPs on September 1.
 - Non-BPs can register beginning October 1.
- The BP Committee has decided to postpone the Page Mill Winery and the Livermore Wine Trolley event until Spring 2022 due to the Delta surge.
 - The winery will refund our \$2k deposit. The trolley company will hold our non-refundable deposit of \$415 for our new date.
- The BP committee still plans to hold a virtual event on October 21, 2021 to honor our BPs. We will survey the BPs to determine what kind of virtual event they would like.

Small Firm Quarterly Roundtable – Javier Morelos

- *The Small Firm Roundtable met on September 8 for 45 minutes. There were 6 people in attendance. The next meeting is scheduled for October 6. Focus is still on Covid, but are branching out on accounting software, remote work policies, etc.*

Large Firm Quarterly Roundtable – J. Ellen Pace

- *No meeting this week due to the Labor Day holiday.. Next meeting September 20. Still talking about hybrid schedules and Covid as well.*

Community Connection Committee – Kira Hansen/Charity Woodward

- STEPtember is off to an amazing start. We are well over our fundraising goal.
- Coastal Cleanup is this weekend on 9/11 @ 9am.

Job Bank – Mike Lewis

- *The following are the job postings we have had in the last month.*
 - **Assistant Office Administrator, SF - Sheppard, Mullin, Richter & Hampton LLP**
 - **Office Administrator, Silicon Valley - Sheppard, Mullin, Richter & Hampton LLP**
 - **Paralegal / Paralegal Clerk - Rosen, Bien, Galvan & Grunfeld, LLP**
 - **Legal Assistant - Jenner Block LLP**
 - **Real Estate Paralegal - Seyfarth Shaw LLP**
 - **Real Estate Case Assistant - Seyfarth Shaw LLP**
 - **COO or Executive Director - Walkup, Melodia, Kelly Schoenberger**
 - **Office Coordinator - Munger, Tolles Olson LLP**
- *Continuing the practice of reposting to LinkedIn. That is going well. The most recent five positions are in the process of being reposted this week and next.*

Salary Survey – Michael Koehne

- *I am reviewing the draft survey results and we will be releasing to participants the 2021 Salary Survey next week.*
- *We received 81 completed Surveys from participants this time—up from last year by 5, but still down from prior years.*
- *Revenue generated to date: \$27k +/- . Just received 6-7 checks today and will forward to the Treasurer next week upon my return.*
- *If past years are any indication, we should see additional revenue into the fall and spring.*

Webmaster – Ingrid Hester

- No report.

Social Media – Kira Hansen

- No report

New Business/Discussion

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Meeting adjourned at 12:41 pm

In attendance:

Executive Committee

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

Board/Leadership

Antonia Bereal-Lee
Amie Morelli
Ingrid Hester
Charity Woodward
Javier Morelos
Matt Ogden
Michael Shuff
Pamela Villarin
Rachel Hickey
Sarah Spry
Steve Morris
Sue Stratton
Suzanne Lawler

Respectfully submitted,

Kira Hansen
Golden Gate Chapter Secretary
2021-2022