



Golden Gate Chapter

Agenda

Board/Leadership Meeting

January 7, 2021 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

DeAnna Ouderkirk called the meeting to order at 12:03 pm.

Minutes

It was moved and seconded that the December 3, 2020 minutes be approved as amended. Motion carried.

OFFICER REPORTS

President – DeAnna Ouderkirk

- Congratulations to new CLMs: Linda Belcher, Andrea Everage, Sue Stratton
- Anyone interested in taking the exam are encouraged to join the Chicago Study group for all members interested in obtaining CLM.
- CALM conference January 29 – 90 registrants so far. Orange County has decided to make it fully virtual.
- BP top tier gets a sound bite. For our chapter it is Adams & Martin only. Ellen has sent them the info – has not heard back.

Immediate Past President – Linda Belcher

- No report.

Vice President – J. Ellen Pace

- Potential speaker: Jerry Teplitz.
- Information has been shared with Executive Board.
- He covers topics on stress management during difficult times.
- Mr. Teplitz has been presenting to ALA chapters around the country.

Secretary - Antonia Bereal-Lee

- Next EC January 26, 2021 via Zoom.
- Board/Leadership Meeting is February 4, 2021 via Zoom.
- Please review the meeting minutes for accuracy before the Board meetings.

Treasurer – Jeff Johnson

- We are ahead of our salary survey budget with a few last minute orders by about 5%.
- Anticipating most membership dues collected this month, I anticipate we will be approximately \$10K ahead of our 1/31/20 bank balance.

COMMITTEE REPORTS

Membership Report – Kim Coates and Antonia Bereal-Lee

- Membership at 153.
- 84 members to renew membership.
- Working on organizational pricing for 2021 membership. There seems to be no good financial outcome for this organization pricing this Board year.
- Committee will come up with dates for new members virtual meeting.

EDUCATIONAL COMMITTEE REPORTS

Finance – Pamela Villarin/J. Ellen Pace

- No report.

Human Resource -Linda Belcher

- The HR section's second meeting was held on December 16, 2020.
- Approximately 30 people were in attendance.
- Speaker Chris Mead, an employment attorney at Cooper, White & Cooper presented and provided a wide, but detailed, range of information pertaining to employment law compliance in the pandemic environment. Along with his slides, which were emailed to all attendees, he also responded to attendees' questions in real time.
- There were many favorable comments after the meeting as to the usefulness of his presentation.
- Our next, and last, meeting of this board year will be the Employment Law Update, to be presented again by Brooke Purcell of Sheppard Mullin.

Leadership & Management -Hannah Lincecum

- 3rd Leadership Session of this Board year takes place February 10th 2021 – panel discussion re BLM Movement.
- Black Lives Matter – Panel Discussion on how firms have incorporated this message at the firmwide, office, small group and individual level. Multiple 2020 events raised awareness around Black Lives Matter to a level that created more discussion at law firms than ever before. Attendees at this session will hear from panelists regarding how this topic was discussed and preparations that were involved in preparing leaders for these discussions.
- Email Hannah or Steve in advance of the meeting if you have questions or topics you would like specifically addressed during this meeting.
- Panelists:
- Iveliz Crespo, Global Diversity, Equity and Inclusion Advisor, Reed Smith
- Hannah Lincecum, Human Resources Manager, Reed Smith
- Reham Fared, Diversity, Equity & Inclusion Manager – Professional Staff, Cooley LLP

Ops & Tech – Amie Morelli/Mike Lewis

- Working on next session and searching for a good topic.
- Another session will be scheduled over the coming months.

Certifications – Linda Belcher

- No report.

Newsletter – Sue Stratton

- Please make sure the update the website with events.
- Send content or valuable info to share in the newsletter.

Diversity Committee – Ellen Pace/Antonia Bereal-Lee

- Working on job description for the Director of Equality, Inclusion and Acceptance position with the chapter.
- There will be a Diversity topics covered during the CaLM conference. All are encouraged to attend.

Events – DeAnna Ouderkirk

- Had great turnout at the Holiday Party.
- We raised \$1120 which was donated to the SF Firefighters.
- No other events plan just yet, though we are thinking of ideas for virtual Board installation and transition.

Business Partner Committee – Hannah Lincecum

- Working on the 2021-2022 BP package.
- December 18 – idea exchange with BPs. Feedback was positive. Gave ideas on how to connect in the virtual environment.
- BPs are hopeful for more opportunities to interact with chapter members.
- March 11, 2021- 4—5 pm. Around the World in 90 minutes. Travel Theme. Registration to go out tomorrow.

Small Firm Quarterly Roundtable – Kira Hansen

- First meeting of the year, which had 7 people in attendance.
- 30 minute meeting.
- A new member joined us, Rafael Araujo of Hanna Brophy, who moved from the Houston Chapter. This was his first meeting with GGALA.

Large Firm Quarterly Roundtable – J. Ellen Pace

- Meeting will occur on Monday, January 11 and will be bi-weekly.

Community Connection Committee – Kira Hansen/Charity Woodward

- No report.
- Committee will meet to talk about the 2021 schedule.

Job Bank – Mike Lewis

- Two job postings in the last month:
 - o Administrative Manager – Secretarial Services at MoFo; and
 - o Director of Administration at Arnold & Porter.

Salary Survey – Michael Koehne

- 4 purchases in the last month.

Webmaster – Ingrid Hester

- No report.
- Committee Chairmen are asked to consider posting your ALA committee email address so that members can respond to your committee notifications

Social Media – Kira Hansen

- No report.

New Business/Discussion

- All Board members are asked to turn our attention to Mental Health & Wellness as a chapter.

Meeting adjourned at 12:43 pm

In attendance:

Executive Committee

**DeAnna Ouderkirk
J. Ellen Pace
Jeff Johnson
Antonia Bereal-Lee
Sue Stratton**

Board/Leadership

**Linda Belcher
Penny Caves
Kim Coates
Kira Hansen
Ingrid Hester
Suzanne Lawler
Mike Lewis
Hannah Lincecum
Amie Morelli
Steve Morris
Matt Ogden
Pamela Villarin
Charity Woodward**

Respectfully submitted,

**Antonia Bereal-Lee
Golden Gate Chapter Secretary
2020-2021**