



Golden Gate Chapter

Minutes

Board/Leadership Meeting

November 8, 2023 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

Sue Stratton called the meeting to order at 12:03pm.

Minutes & Agenda

It was moved and seconded that the October 11, 2023 minutes be approved as read. Motion carried.

OFFICER/COMMITTEE REPORTS (SUBMITTED PRIOR TO THE MONTHLY MEETING)

President – Kira Hansen

- No report.

Vice President – Sue Stratton

- Box.com. If you have not created a password for account please do so. Add documents to folder. Calendar is available for everyone to see.

Secretary – Sarah Spry

- Next EC meeting is December 4, 2023 via Zoom
- Next Board/Leadership meeting is December 13, 2023 via Zoom

Treasurer – Javier Morelos

- No report.

Vice Treasurer – Ryan Hill

- No report.

Director-at-Large/Newsletter – Julie Burke

- No report.

Finance Educational Committee – Ryan Hill/Traci Staggs

- The Finance Education Committee held its second session on October 24th at Cooley. Blane Prescott spoke with over 50 attendees on Partner Compensation, with about 40% in person and 60% joining via Zoom. The session provided an overview of the 5 types of partner compensation in use today, how and where each program excels or fails, and what firm leaders can do to improve the system. The session and discussion was lively and the overall feedback from the attendees reflected that. We're working on planning our third and final session in February, sometime after K2L.

Leadership & Management Educational Committee – Steven Morris/Maryann Barth

- No report.

Human Resources Educational Committee – Kit Fong/Amie Morelli

- No report.

Ops & Tech Educational Committee – Rachel Hickey/Rosario Greenbaum

- No report.

Membership Report – Kim Coates/Antonia Bereal-Lee

- No report.

Certifications – Linda Belcher

- No report.

Diversity Committee – Kira Hansen/Helen Miranda

- No report.

Events – Laura Knight/Cynthia Walrod

- No report.

Business Partner Committee – Hannah Lincecum/Gabriela Takahashi/Matt Ogden/Emily Fotiadi

- The BP Appreciation event was held on October 26th at Bar Via, and was well attended by business partners and members.

Knowledge to Leadership (K2L) – Kira Hansen/Andrea Everage

- The K2L planning committee and subcommittees continue to meet. Registration is up to about 20 people and 1 Zoom registrant. The committee expects a boost in registrants in the new year before early bird pricing closes on 1/9. Exhibitor registration opens to non-BPs Nov 1. Please refer interested potential exhibitors to conf@alASF.org.

Small Firm Quarterly Roundtable – Javier Morelos

- The next Small Firm Roundtable will be in a hybrid format and will be held on Wednesday, November 15. There will be a Thanksgiving holiday theme. Lunch will be served. Meeting will be held at Hersh FamilyLaw Practice.

Large Firm Quarterly Roundtable – Kim Coates

- No report.

Community Connection Committee – Charity Woodward/Carolina Altamirano/Gabriela Takahashi

- No report.

Job Bank – Mike Lewis

- No report.

Salary Survey – Jennifer Murov

- No report.

Webmaster – Ingrid Hester

- No report.

MEETING AGENDA DISCUSSION

Review of Committee Reporting Deadlines

Sarah Spry reviewed reporting deadlines. She will send additional reminder emails.

Nomination Committee Update

Kim McDade reminded the board that the call for nominations for the 2024-2025 Executive Committee went out and to send in nominations by November 27th. She reminded the board that nominees must have served on the board previously to hold an executive committee position. It was asked if nominations can be anonymous and this was confirmed.

Review of Changes to EC Job Descriptions

Sue Stratton reviewed the changes to Executive Committee job descriptions. She reviewed the suggestion for the EC to send two (2) articles per year for the Bridge, for the President to proof read the Bridge instead of Vice President, and for the Secretary to be in charge of the Box.com account. Reminder that job descriptions are on the website and on box.com.

Banking Review Update

Ryan Hill and Javier Morelos presented a comparison spreadsheet with the different banks they have interviewed. CBC does not have a physical bank in SF which could cause a potential issue with depositing checks. It was raised that they should look into additional banks (potentially ALA National associated banks) and table the conversation for a month. A written recommendation from Morelos and Hill to be included with next board meeting email.

Box.Com

Every committee should have log in information. It was raised that the BP committee should talk about moving information to Box.com from current document storage platform. Secretary to create folder for board meeting documents. It was raised that some companies may block Box.com and the issues with that.

Other Updates

Events- Laura Knight reminded the board to promote the holiday party. There are 44 registrations so far with a 50 person estimate at Waterbar. Should be close to original budget. It was raised to make sure past presidents who are not members get invites. It was raised that we need to purchase gift cards for the raffles. Gabriela Takahashi has the name badges and will send to Laura Knight. It was suggested to add name badge management to the Secretary job description. It was raised to make sure all BPs are eligible to attend who register.

Chapter Collaborations- Reminder to register for tomorrow's Zoom webinar on braving change, which is a collaboration with the East Bay and Silicon Valley chapters. More information on the potential collaboration with the Orange County chapter on legal admin training to come from Javier Morelos.

Meeting adjourned at 12:43pm.

In attendance:

Executive Committee*

Sue Stratton
Sarah Spry
Javier Morelos
Ryan Hill
Julie Burke

Board/Leadership

Matthew Ogden
Traci Staggs*
Kim McDade
Laura Knight
Dom Manuel
Ingrid Hester
Steven Morris*
Gabriela Takahashi

* Denotes a voting member, majority of the board's eleven voting members must be present to conduct business.

Respectfully submitted,

Sarah Spry
Golden Gate Chapter Secretary
2023-2024