



Golden Gate Chapter

Minutes

Board/Leadership Meeting

December 13, 2023 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

Kira Hansen called the meeting to order at 12:03pm.

Minutes & Agenda

It was moved and seconded that the November 8, 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

- No report.

Secretary – Sarah Spry

- Next EC meeting is January 9, 2024 via Zoom
- Next Board/Leadership meeting is January 10, 2024 via Zoom

Treasurer – Javier Morelos

- No report.

Vice Treasurer – Ryan Hill

- Javier & Ryan are in discussions with another bank to discuss the Chapter's banking relationship, including the chapter's credit card. Citizens Bank (based in Providence RI) is building a Private Banking business unit with many past employees from First Republic Bank. The model will be structured similar to how First Republic was (low/no fees, service first, etc.). While they currently do not have physical offices in San Francisco, they will as they continue to build. The concern about other options was the lack of a physical presence in SF. Once we complete our evaluation, we will circulate the comparison spreadsheet to the board.

Director-at-Large/Newsletter – Julie Burke

- No report.

Finance Educational Committee – Ryan Hill/Traci Staggs

- We will be holding our 3rd and final session regarding Business Continuity on February 27, 2024 at Cooley LLP.

Leadership & Management Educational Committee – Steven Morris/Maryann Barth

- No report.

Human Resources Educational Committee – Kit Fong/Amie Morelli

- The Labor Law Update will be held January 30 at 8:45 at Sheppard Mullin. Brooke Purcell returns with Associate Amanda Beckwith. Look for it to be posted by end of week! After this, our next session on Difficult Conversations will be held February 20 with speaker Jody Bagno-Dill. More info to follow

Ops & Tech Educational Committee – Rachel Hickey/Rosario Greenbaum

- The Ops and Tech Education Committee is working on programming for January 23 in the area of outsourced service providers. Epiq will present on trends in outsourcing for law firms and guidance on how or when, to identify it is time to outsource various services, or departments.

Membership Report – Kim McDade/Antonia Bereal-Lee

- Membership: 156 members
New Members since October 2023:
Jonathan Apodaca – Assistant Office Administrator, Sheppard Mullin
Allison Gouker – Director of Compliance & Staff Development, Willkie Farr & Gallagher LLP
Julie Li – Office Manager, Jenner & Block
Yvonne Mills – Director of Administration, Jenner & Block
Diane Raithel – Office Administrator, Akin
- As of December 1, 2023, the Membership renewal notice was released to all active memberships expiring on December 31, 2023. Early Bird rate expires on February 29, 2024.
- Antonia, Ingrid, and Kim met to attempt to set up organizational pricing, but it wasn't straightforward. This team will need more time to work with StarChapter, determine the best pricing structure, and how organizational pricing might affect the chapter's overall membership income. Kim will have time in late January to focus on this task. In addition, from what we know about StarChapter, organizational pricing will burden the membership committee to administer. We must also ensure we have the right team to handle the process, as it will be time-consuming. With that said, we pushed the membership renewal out as is for this year to avoid holding up the renewal process.

Certifications – Linda Belcher

- The Chapter's annual CLM provider status must be renewed for 2024. I am currently creating the database of GG-ALA's 2023 education offerings for the renewal application. For K2L in February, ALA HQ worked with Kira and me to determine the credits in all 3 CLM categories. I will process the HR certs for that conference as well as for the annual Employment Law Update to be presented by Amie and Kit at the end of next month.

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

- No report.

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

- We have contacted Mario Preciado Williams Lea (mario.preciado@williamslea.com) regarding our poster boards. QTY: 7 Size: 28x22 Color print - mount on foam core Quote: \$579 + delivery charges

Small Firm Quarterly Roundtable – Javier Morelos

- SFRT will be meeting via Zoom on Tuesday, 12/12/23.

Large Firm Quarterly Roundtable – Kim McDade

- 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 & Board Meeting Attendance

Sarah Spry reviewed reporting deadlines. Kira Hansen reminded the board of the importance to the chapter of attendance at board meetings, and thanked those in attendance for everything they juggle in order to maintain their commitment throughout the board year.

Banking Review Update

Ryan Hill and Javier Morelos have another meeting scheduled with Citizen's Bank. Will have an updated report to the board shortly after.

Nomination Committee Update

Hannah Lincecum presented the board with the slate of candidates for open executive committee roles for the 2024-2025 board year. Vice President- Javier Morelos, Vice Treasurer- Traci Staggs, Brian Nervis, Rosario Greenbaum. Secretary- Julie Burke, Katrina Combs. Director at Large- Sarah Spry, Gabriela Takahashi.

was moved and seconded that the nomination slate be approved. Motion carried.

Kira Hansen to put together election committee and carry out the elections process.

Holiday Party Re-Cap

Holiday party was very well attended, however, went over budget. Discussion was held regarding how the contract was set up and what bar levels were allowed. No members of the events committee were in attendance to comment. It was raised that in future, the chapter appears not to need to worry about attendance levels due to the pandemic, and should be open to re-evaluating the format and timing of this event. Could return to a lunch timeframe, should return to charging for attendance, could consider drink tickets. Feedback was good about the food, but that it was placed too close to the raffle and commentary area for some people to find it. A big thank you to the events committee for sourcing donated sound system and poster resources, etc.

K2L Update

Kira Hansen raised that the K2L registration is lower than desired at this stage (29 in person and 3 virtual) and many registrations for in person are committee members. Registration is lower than desired for exhibitors as well at about 12-15. Sue Stratton to send information to Sarah Spry for circulation. Kira will pull registration names. The board was challenged to sign up and convince at least one other person to attend. If board members can speak with their business partner relationships not already on the exhibitor list to sponsor, they are challenged to do that as well. It was noted that in January there may be an influx of people waiting for a new financial year in which to register. It is still a good idea to start having conversations now, since by the time communications spread out, it will likely be 2024. This is the first K2L since before the pandemic, and all eyes are on it to see if a) the event can be successful (and continued) in future years, and b) that the new format is compelling and enjoyable for both members and exhibitors. Especially given the cost overrun of the holiday party, please do what you can to ensure K2L is a success!

Other Updates

Membership, Certifications and Small Firm Roundtable report read by Sarah Spry.

Kit reminded the board about the Labor Law Update and announced another HR Section session: Difficult Conversations, that will be held February 20th, 2024.

Charity Woodward updated the board on community efforts and that she purchased the gift cards for the Head Start holiday gift program.

Kira Hansen suggested having the March board meeting in person and will poll the full board to find the best time and place to host it, as close to the normal date and time as possible.

Meeting adjourned at 12:32pm.

In attendance:

Executive Committee*

Kira Hansen
Sue Stratton
Sarah Spry
Javier Morelos
Ryan Hill
Hannah Lincecum

Board/Leadership

Traci Staggs*
Ingrid Hester
Steven Morris*
Gabriela Takahashi
Charity Woodward
Rosario Greenbaum
Kit Fong*

* 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**