



Golden Gate Chapter

Minutes

Board/Leadership Meeting

January 10, 2024 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

Kira Hansen called the meeting to order at 12:04pm.

Minutes & Agenda

It was moved and seconded that the December 13, 2023 minutes be approved as read. Motion carried.

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

President – Kira Hansen

- The Election Committee collected all bios and pictures of accepted nominees for the EC election. The committee met on 1/8/24 to review the StarChapter survey and ballot template. On 1/9/24 the election ballot survey was launched. Votes by the membership are due by the end of February 8th.

Vice President – Sue Stratton

- Updated Calendar circulated to the board.

Secretary – Sarah Spry

- Next EC meeting is February 5, 2024 via Zoom
- Next Board/Leadership meeting is February 14, 2024 via Zoom

Treasurer – Javier Morelos

- No report.

Vice Treasurer – Ryan Hill

- Report re banking options for the chapter circulated via separate document.

Director-at-Large/Newsletter – Julie Burke

- Last issue of the Bridge was 12/29. Next issue due on 1/16 following MLK Day.

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

- Third section meeting will be on February 29 at Cooley with John Loftus, Director of Safety and Security for Boston Properties speaking on Emergency Preparedness

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. 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 next Ops and Tech session is on Tuesday, January 23 from 11:30am - 1:00pm at Morrison Foerster, 425 Market St. Epiq will be discussing outsourced services, current trends in roles and resources, as well as how to identify when is a good time to outsource a service. Lunch will be provided.

Membership Report – Kim McDade/Antonia Bereal-Lee

- GGC has 77 active members and 85 expired members within the two-month grace period. Kim will send weekly targeted reminders to these members to renew starting on February 1. Chapter membership levels will steady by end of February, as most renewals will have been completed

Certifications – Linda Belcher

- I submitted a spreadsheet of the 2023 educational offerings to ALA HQ in the application for the chapter to continue as CLM certification provider. It was approved and the 2024 badge is now loaded into Star Chapter's image library. We've also received the new badge for HRCI. The K2L presenters/speakers page was revised and is now published.

Diversity Committee – Kira Hansen/Helen Miranda

- No report.

Events – Laura Knight/Cynthia Walrod

- No report. Waiting for info regarding the installation.

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

- Preparations for new BP offerings underway.

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

- K2L Planning Committee meets on 1/12 to kick preparations into higher gear now that we're one month away from the conference.

Small Firm Quarterly Roundtable – Javier Morelos

- No report.

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

- I will give an update on monies brought in for 2023.

Webmaster – Ingrid Hester

- No report.

MEETING AGENDA DISCUSSION

Review of Committee Reporting Deadlines

Sarah Spry reviewed reporting deadlines. Kira Hansen reminded the board to submit reports and anything they would like to add to the agenda.

Banking Review Update

Javier Morelos and Ryan Hill has received information from Citizen's Bank and is in the process of submitting requested tax information so that Citizen's Bank can provide us with a possible credit card limit should we choose to bank with them. The treasurers expect to have an updated report to the board before the next meeting for review.

Salary Survey Income Report

Jennifer Murov updated the board that at ~\$37k we are pretty close to the ~\$40k of income generated last board year for the salary survey. Invoice is the same price as last year's \$22k, if not a couple hundred dollars less.

Uploading Documents in Box.com

Sarah Spry reminded the board about Box.com and let the board know they should upload any relevant documents before the end of the board year. Sue Stratton stressed the importance of being able to share documents if there are changes to the board.

Election Committee Report

Kira Hansen updated the board that the election committee launched the ballot. Voting closes on February 8th.

Membership Survey

Kira Hansen raised that she would like to send out a membership survey and requested that the board send her any suggestions to include on the membership survey. Jennifer Murov raised that we should ask again if hybrid sessions are still preferred. Kira hopes to have a draft by the next board meeting to present for review and comments.

Crossover Prep and Teambuilding Retreat

Sue Stratton is currently planning the crossover events and thinking about board members for next year. She will reach out to all current board members asking about their experience this year and what they're interested in for the next term. March 19th is the targeted crossover event and will be hybrid/recorded.

K2L Update

Kira Hansen updated the board that the planning committee meets this coming Friday and is currently finalizing menus and beverages. The group is considering extending the early bird price deadline by two weeks to January 22nd. Kira reminded the board to register and to reach out to colleagues who might be interested in attending.

Other Updates

Amie Morelli from the HR Committee reminded the board about the Labor Law Update educational event on January 30th.

Kira Hansen shared that the membership committee would like to update the retired member registration amount to \$25. Sue Stratton asked if retired members benefits are the same as active members and if they can serve on the board and asked how many retired members we have. Laura Knight raised that some retired members are now vendors and we should make a distinction at events.

Steve Morris from the Leadership and Management committee asked if a session on the new emergency preparedness laws would be well attended. The board agreed it would be a good topic.

Kira Hansen raised that Cirque Du Soleil reached out to provide discounts again to GGALA members and that we will provide the discount code on the next newsletter.

Ryan Hill raised that Star Chapter will be integrating with Quickbooks and that we would need to upgrade our plan if we want to utilize that integration. He asked Star Chapter for a comparison in plans and will circulate to a larger group to consider upgrading.

Meeting adjourned at 12:31pm.

In attendance:

Executive Committee*

Kira Hansen
Sue Stratton
Sarah Spry
Javier Morelos
Ryan Hill
Julie Burke

Board/Leadership

Traci Staggs*
Steven Morris*
Gabriela Takahashi
Rosario Greenbaum
Laura Knight
Jennifer Murov
Carolina Altamirano
Linda Belcher
Dom Manuel
Matthew Ogden
Amie Morelli

* 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