



Golden Gate Chapter

Minutes

Board/Leadership Meeting
March 13, 2024 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

Kira Hansen called the meeting to order at 1:05pm.

Minutes & Agenda

It was moved and seconded that the February 14, 2024 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

- Retreat was a success - thank you to everyone who came. Next up - Crossover Meeting on March 19. Please register for this Zoom meeting. Installation on April 3. Education sections had a big month of successful sessions!

Secretary – Sarah Spry

- Transition to incoming Secretary Julie Burke in progress

Treasurer – Javier Morelos

- No report.

Vice Treasurer – Ryan Hill

- No report.

Director-at-Large/Newsletter – Julie Burke

- Transition to incoming DAL Sarah Spry in progress

Finance Educational Committee – Ryan Hill/Traci Staggs

- The Finance Committee completed their 3rd and final session on Business Continuity on Tuesday February 27th. Both Traci and Ryan are remaining on the committee for the next board year and are already brainstorming our first of two sessions for the 2024/25 board year.

Leadership & Management Educational Committee – Steven Morris/Maryann Barth

- No report.

Human Resources Educational Committee – Kit Fong/Amie Morelli

- The Human Resources held a very successful session on February 20 titled: Deliberate Dialogues – Navigating Conversations of Confrontation. We received such great feedback that we are bringing back

speaker Jody Dagno-Bill for our final session of the Board Year: Reading Body Language workshop set for March 21. Will be posted as soon as we confirm the location.

Ops & Tech Educational Committee – Rachel Hickey/Rosario Greenbaum

- No report.

Membership Report – Kim McDade/Antonia Bereal-Lee

- New Member Welcome event was held on 3/6 and while 6 new members registered, only 1 attended, along with 6 board members at Fisher Phillips. It was a nice and intimate gathering.

Certifications – Linda Belcher

- No report.

Diversity Committee – Kira Hansen/Helen Miranda

- I plan to hold our 2024-25 "Vision" meeting with the committee on 3/19/24. We will have a more content to share in the next Board Meeting.

Events – Laura Knight/Cynthia Walrod

- We are working on preparations for the Board Installation April 3rd. Kira led a Zoom planning meeting on Wednesday, February 28th.

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

- The Business Partner renewal process has been kicked off. Early bird pricing runs through April 30th. Planning for the BP Welcome event has begun, and is tentatively planned for Tuesday, April 23rd. Special guest and BP of ALA International Karen Scher of Affinity Consulting to present on “how to be a BP” during the virtual welcome event.

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

- K2L evaluations were completed and circulated to the K2L planning committee for review. Speakers also received their individual session reports. Overall great feedback and the vast majority appreciated the reimagined changes to 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

- Food From The Bar kicks off on April 15. We have registered team ALA GGC. Also, the East Bay chapter is going a virtual card making event supporting Raphael House from noon - 1 pm on March 8.

Job Bank – Mike Lewis

- No report.

Salary Survey – Jennifer Murov

- Communicating with vendor about 2024 dates

Webmaster – Ingrid Hester

- No report.

MEETING AGENDA DISCUSSION

Welcome and Thank You

Kira Hansen welcomed the board and thanked them with a board gift: a grey and white throw blanket with the chapter logo on it.

Officer Updates for Bank and State of CA

Short discussion re components needed to kick off update of the officers listed with the State of CA and the transition the banking signers.

2024-2025 Board Meeting

Julie Burke informed the board that the schedule will remain the same next year: Second Wednesdays at Noon.

Revisions to Chapter Policies and Procedures

Sue Stratton updated the board that she is currently working on updating the chapter policies and procedures document. She targets to have a draft for board review and approval by the first board meeting of her term in April.

Board Transition Events Through Installation

Sue Stratton updated the board that they are still working on designating a voting member for two of the four education sections. The HR and Ops & Tech sections will meet and report to Sue by the Crossover meeting on the 19th. Kira Hansen noted that the installation lunch needs a general membership quorum of at least 20% of membership to vote in the new slate of voting members not already elected on the EC. If no quorum at the Installation, then the membership must be solicited electronically following the meeting to ensure we will have our four education section leaders by the first April meeting. She will coordinate with the membership committee prior to the Installation to confirm the correct number of members who will need to be present. Reminder to all board members to please register and plan on attending if at all possible.

StarChapter – Exploration of Version Update

Ryan Hill is exploring the new StarChapter version. Creating a committee to provide feedback and explore the new version. More information to come.

Association Management

Sue Stratton is exploring this option. Has looked into the company that works with the Puget Sound chapter. Getting a quote for small items to take over to help ease bandwidth for certain committees that are a heavy lift. Will come back at next board meeting with more information. It was raised that we should be mindful of retaining responsibilities that make our chapter a great place to learn new roles that legal administrators have an interest in. It's part of what makes volunteer leadership a valuable developmental experience, or "fun" for many.

Membership Survey

Kira Hansen reminded everyone that they should have received a link to the new survey. Sarah Spry shared her screen and Kira asked for comments. Suggestion on adding a Salary Survey questions. Suggestion to ask how members prefer the education sessions presented. After some additional discussion, the education sections noted that they will be experimenting with different times for their sessions, so questions around this point may not add value if we're already decided to try different times. We will be able to measure via attendance at meetings, and keep the survey a little shorter.

Banking Review Update

Javier Morelos thanked the board for their patience while the information on banking options has been gathered. Javier ran through the different options and provided suggestions then opened up the conversation to questions. Citizens provides an interest rate, while CBC does not. CBC claims they cannot offer an interest rate due to the fact that they are already waiving fees. There was a suggestion to go back to CBC and ask about an interest rate, given

that we're down to two main contenders for our business, and the other option is providing an interest rate. Board would prefer to use CBC as they are a current business partner, all things being equal, which they currently are not. Suggestion to put funds into a 6-month CD instead of a money market account. Ryan reported that CBC would not do this for us. Next step is for Ryan Hill to go back to CBC and see if they can provide an interest rate or change their mind re CDs to gain our business. Will reconvene in new board year.

2024-2025 Budget Preparation

Ryan Hill and Sue Stratton updated the board that they have been actively working on the budget and will have more information at the next board meeting.

Meeting adjourned at 2:00pm.

In attendance:

Executive Committee*

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

Board/Leadership

Traci Staggs*
Dom Manuel
Kit Fong*
Charity Woodward
Rachel Hickey*
Ingrid Hester
Cynthia Walrod
Shannon Oliver
Katrina Combs
Linda Belcher
Mike Lewis
Rosario Greenbaum
Steve Morris
Jennifer Murov
Matthew Ogden
Barret Martinez
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