



Golden Gate Chapter

Minutes

Board/Leadership Meeting

May 8, 2024 – via Zoom Meeting

CHAPTER MEETING MINUTES

Call to Order

Sue Stratton called the meeting to order at 12:05pm

Minutes & Agenda

A brief review of Parliamentary Procedure.

Ryan Hill moved for approval of the April 10, 2024, minutes (with correct spelling of Sue Stratton's name) and Javier Morelos seconded. The motion carried.

Javier Morelos made a motion for approval of the 5/8/2024 meeting agenda and Ryan Hill seconded the motion. The motion carried.

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

President – Sue Stratton

- No report.

Vice President – Javier Morelos

- No report.

Secretary – Julie Burke

- No report

Treasurer – Ryan Hill

Banking is on hold while we explore any potential association management relationships. 3-month CD's currently have a 5% APR with City National Bank. I'd like to propose that we deposit \$10K/month for the next 6 months from our Money Market account to earn more interest. This would allow our chapter to make some money with our reserves. The current balance is \$60K and after the 3rd month, the 1st CD will expire, and we can roll it into another CD. The Website redesign committee met on 4/30 to speak with StarChapter, learn about the options and recommendations. Do we want to consider refreshing our logo as well?

Vice Treasurer – Brian Nervis

- No report

Director-at-Large/Newsletter – Sarah Spry

Newsletter went out on 4/30. New one will go out 5/15.

Finance Educational Committee – Ryan Hill/Traci Staggs

We are working on setting up a cross chapter collaboration for one of our educational sessions this year. More details to come.

Leadership & Management Educational Committee – Steven Morris/Rosario Greenbaum

- No report.

Human Resources Educational Committee – Kit Fong/Amie Morelli/Aileen Connolly

- No report.

Ops & Tech Educational Committee – Rachel Hickey/Kevin Lee

2024-2025 GGALA Ops & Tech Education Section Meeting Minutes Date: May 2, 2024, Time: 2:30 p.m. – 3:00 p.m.
Pacific Attendees: Rachel Hickey and Kevin Lee Scribe: Kevin Lee Committee and incoming committee members in attendance: Rachel and Kevin Lee Absent: N/A ACTION ITEMS: Rachel and Kevin: Will plan to host 2 hybrid lunch hour presentations for the Ops & Tech Education Section in 2024. Rachel and Kevin will begin exploring possible speakers and dates/times over the next several weeks. Possible event months include June 2024 and September 2024. Rachel offered Mofo as a possible event location for at least one event that might possibly include lunch.

Membership Report – Kim McDade/Antonia Bereal-Lee/Sarah Spry

- No report

Certifications – Linda Belcher

- No report.

Diversity Committee – Dom Manual/Gabriela Takahashi/Helen Miranda/Kevin Lee

- No report

Events – Maryann Barth/Katrina Combs

- No report

Business Partner Committee – Katrina Combs/Gabriela Takahashi/Matt Ogden/Barret Martinez

We have 20 BPs that have registered so far with Nationwide pending. Eight from last year have not renewed yet and we have reached out to them. We have also reached out to six national ALA sponsors to join our chapter as well. Next BP event is the BP Appreciation lunch on June 27th. Registration is open.

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 is underway! So far, team ALA GGC has raised \$1,267. Our annual donation Bingo event was super fun and raised \$525. Up next, we have the Munger Games on 5/23 and a food bank warehouse volunteer shift on 5/29. We have filled 6 of 14 spots for the volunteer shift.

Job Bank – Mike Lewis

- No report.

Salary Survey – Jennifer Murov/Ingrid Hester

I will have the new fee and the proposed survey increases to report and vote on.

Social Media – Kira Hansen

Social media has been posting images that come across via chapter emails from StarChapter. It also posted a picture taken at the recent Joe and the Juice pop up. Reminder to all committees to please remember to take pictures from chapter events and pass along to social media for posting to enhance a sense of member community and foster engagement. The social media committee also reposts important notices from ALA and FALA such as the upcoming annual conference reminders, and the Foundation application deadlines for its initiatives. The social media committee is striving to put together a more formal calendar of postings and attempted to create a post about board member pets but did not manage to do so in the month of April when it would have been most appropriate.

Webmaster – Ingrid Hester

- No report.

MEETING AGENDA DISCUSSION

Call to Order/Welcome

Sue Stratton welcomed all in attendance at the meeting and noted there was a quorum.

Minutes & Agenda

It was moved and seconded that the April 10, 2024, minutes be approved with spelling correction. Motion carried. It was moved and seconded that the 5/8/24 Agenda be approved. Motion carried.

2024-25 Budget Review and Approval

Ryan explained that the Association Management expense has been removed from the proposed budget and the current budget proposal is \$14K in deficit. Sue Stratton agreed that it is not fiscally responsible to move forward with Association Management at this time. If there is a revenue push this year, the chapter can move forward with Association Management in the next board year. If we get 5 new BPs, then we would erase the current deficit. Last year's projected budget was very close to the actual budget.

The goal of the EC this year is to increase revenue. Sue Stratton added that if National Conference passports and CLI attendance were removed, the budget would be in balance. However, Sue views these expenses as important parts of programming. If the Early Bird Deadline for BP's is moved to March 31st, it would help with increasing income. Matt Ogden agreed and noted that we would need to reach out to BP's earlier regarding renewal. Sue Stratton is comparing the GGALA BP packages with those of other similar sized chapters.

Rachel Hickey made a motion to approve the proposed 2024-2025 GGALA Budget and Javier Morelos seconded the motion. The motion passed unanimously.

Business Partner Committee

Sue Stratton asked board members to reach out to vendors as an initial contact to try to bring in more BP's. Matt Ogden noted that we have not had diversity with our BP's. New types of BPs such as hotels or caterers would benefit the chapter. Matt is waiting to hear back from a few BP's that have not renewed. The BP committee is trying to renew those that have lapsed. Kevin Lee asked about non renewing BP's. The BP committee has reached out to them. Some are non-renewing because they do not have local sales reps anymore. Rachel Hickey has not heard back from Epiq and will follow up with the local contact. Matt reminded the board that the BP lunch is coming up- just about 20 more sports. The BP Committee will remind the board to reach out to vendors and will recirculate the BP template.

Salary Survey

Jennifer Murov discussed the Salary Survey: The cost this year is \$23K which is a 6.3 % increase from last year. Jennifer advises the chapter to increase prices for purchasing the survey because there has not been an increase in 6 or 7 years. The proposed increase is 10% for participating members and a 20% increase for non-participating

members. These increases will help raise revenue for this board year. The proposed budget that was approved did include this price increase. There must be at least 5 firms in each Firm Category to avoid antitrust laws. The Process will start in June.

Ryan Hill made a motion to approve the 10% salary survey fee increase for participants and a 20% increase for non-participants. Steven Morris seconded the motion and the motion carried.

Policies & Procedures/Job Descriptions

Sue Stratton updated the GGALA Policies and Procedures and the new board position: Social Media Chair has been added to the Job Descriptions.

Updating the Policies and Procedures affords the chapter more flexibility with pricing for events.

Sue Stratton made a motion to approve the updated Policies and Procedures document and Sarah Spry Seconded the motion. The motion carried.

Sue Stratton made a motion to approve the GGALA Board job descriptions and Ryan Hill seconded the motion. The motion carried.

Banking Information

Ryan Hill advised the board that the move to switch banks is on hold. The Current bank (City National Bank) has CDs available. Ryan Hill proposes the GGALA put \$10k per month in 90-day CDs, in incremental 30-day periods. Ryan estimates we would earn \$41 per \$10K invested, which would help to offset bank fees. Staggering the investments helps if access to the reserve funds is needed.

Ryan Hill noted that we can revisit discussion to switch banks when bank rates go back down.

Membership Survey

Kira Hansen shared the results from the membership survey. The survey will be a good resource for different committees to see what members are looking for.

Social Media

Kira Hansen asked for members to submit pictures to post on social media. The most recent post was "Pets on the board".

Food from the bar

Charity Woodward reminded the board of the upcoming Munger Games Trivia event to support Food from The Bar. There are 5 spots available and board members can email Charity directly if interested.

Committee Reports and Box.com

Reminder for Committees chairs and board members to submit monthly reports for board meetings and a reminder to use Box.com for saving GGALA documents.

Sue adjourned meeting at 12:52

In Attendance:

Executive Committee*

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

Board/Leadership

*Kevin Lee
Rosario Greenbaum
*Traci Stagg
Ingrid Hester
Cynthia Walrod
Jennifer Murov
Aileen Connolly
Antonia Bereal-Lee
Barret Martinez
Dom Manuel
Matthew Ogden
*Steve Morris
Rachel Hickey
Gabriela Takahashi
Katrina Combs