



MINUTES

BOARD OF DIRECTORS MONTHLY MEETING

JUNE 11, 2025 – 12:00 P.M.

HYBRID

**JKZ, LLP – 101 MONTGOMERY STREET, SUITE 1600, SAN FRANCISCO, CA
AND VIA CHAPTER ZOOM**

I. CALL TO ORDER/WELCOME

Javier Morelos welcomed everyone to the meeting at 12:03 p.m.

II. APPROVAL OF THE MEETING MINUTES AND AGENDA

Sue Stratton made a motion to approve the May 14, 2025, Board Meeting minutes, and Javier Morelos seconded the motion. All were in favor, and none opposed, and the motion to approve the May 14, 2025, Board Meeting minutes carried. Ryan Hill made a motion to approve the June 11, 2025, Board Meeting agenda with the addition of a salary survey redesign discussion, and Sue Stratton seconded the motion. All were in favor, and none opposed, and the motion to approve the June 11, 2025, Board Meeting agenda carried.

III. INTRODUCTION TO CHAPTER MANAGEMENT

The Board welcomed Chris Glatz and Veronica Vaskinn of Glatz Management Services (Glatz). Veronica will handle administrative tasks such as preparing Board documents, managing registrations for events, and supporting StarChapter activities. The Board and Glatz discussed ideas on how to increase Chapter membership. Consideration is being given to capping the number of business partners due to space limitations at events. Chris suggested exploring joint events with other associations and reviewing the Business Partner benefit package to address the capacity issue.

IV. BUSINESS PARTNER COMMITTEE UPDATE

The Business Partner (BP) chairs discussed the June 26 BP Appreciation luncheon plans, noting 39 members and 38 business partners had registered, with potential for

more registrations. Registration was capped at 90 attendees. The Board also discussed the possibility of revamping the BP Program.

V. MEMBERSHIP UPDATE

The Board discussed various topics, including: a new member event planned for July 9th at Nixon Peabody, a new member drive, and a salary survey redesign for next year. Kim McDade reported on the activities of the Membership Committee.

VI. SALARY SURVEY REDESIGN

Ryan introduced ideas for potential changes to the salary survey. The Board discussed possible changes to the salary survey, including outreach to larger firms and a review of job descriptions. A salary survey subcommittee will be established, comprising Board members Hannah Lincecum, Mike Lewis, Katrina Combs, Jonathon Apodaca, and Ingrid Hester. The subcommittee will seek additional members.

VII. HOLIDAY PARTY DISCUSSION

Jaiver led a discussion regarding the Chapter's holiday party that will be held on December 3, 2025, from 4:30 p.m. to 7:30 p.m., venue TBD.

VIII. EDUCATION SECTIONS AND CALENDAR UPDATES

The Board reviewed the calendar of upcoming events and various section meetings, including but not limited to: the June 18 Large Firm Roundtable, the June 25 Wine Pop-up, the June 26 BP Appreciation Luncheon, the July 9 new member cocktail reception, the July 10 CLM Roundtable, and the July 15 Chapter Promenade. A finance educational session is tentatively set for July 31, and an HR educational session has been calendared for October 15. The Board also discussed plans for the upcoming Chapter Leadership Institute conference in Oklahoma City, OK, July 17 - 19, and the Level Up: ALA's 2025 Legal Management Fundamentals in Atlanta, GA, September 12 -13. Further, Javier led a discussion re: a potential diversity event in collaboration with the San Francisco State Paralegal Program and the Bar Association of San Francisco, which would feature a keynote speaker on diversity, breakout panels, and volunteer-led activities, including resume reviews and interview training sessions. Kira Hansen volunteered to speak with Javier about this potential event.

COMMITTEE REPORTS AND BOX.COM

Javier reminded the Board to submit committee reports via Box.com.

Javier Morelos adjourned the meeting at 12:55 p.m.

In attendance: 28

Executive Committee*

Javier Morelos
Ryan Hill
Shannon Oliver
Katrina Combs
Brian Nervis
May Rafanan
Sue Stratton

Board/Leadership

Kira Hansen
Traci Staggs*
Nick De La Torre
Matthew Ogden
Kiran Thakkar
Kit Fong
Ingrid Hester
Charity Woodward
Kim McDade
Lilliane Villanueva
Emilia (“Mika”) Bekkerman
Linda Belcher
Rosario Greenberg
Luis Aguayo
Deneen Simon
Jonathan Apodaca
Mike Lewis
Hannah Lincecum
Amie Morelli*
Aileen Connolly
Liza San Juan

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

Respectfully submitted,

Shannon Oliver
GGALA 2025-2026 Chapter Secretary