



Golden Gate Chapter

BOARD OF DIRECTORS/CHAPTER LEADERSHIP MEETING MINUTES 3/7/19

Jennifer Murov called the meeting to order at 12:06 p.m.

President: Jennifer Murov

- Call the meeting to order
- Thank you to Betty Smith and Arent Fox for hosting
- Approval of the February 7 meeting Minutes
 - Jennifer Murov approves and Jackie Hughes seconds
- President's Award of Excellence
 - Awarded to our Chapter once again
 - Linda Belcher will be accepting the award on behalf of the Chapter at the Annual Conference next month
- BP Expo Update
 - Jennifer sent email today to encourage member attendance
 - Board Meeting is at Arent Fox to view space
- EBALA Partnership Opportunity
 - We spoke at Regional that EBALA might disband
 - Deanna Ouderkirk provided report
 - EBALA will not disband
 - They will keep 2-3 events per year, including Breakfast Employment Law Update
 - They are proposing Northern California Leadership Forum (handout)
 - Event every year would host by one of the chapters (East Bay, Sacramento, SF and Silicon Valley)
 - Event would be geared toward leadership, collaboration and networking
 - Each chapter is introducing this idea to their Board
 - East Bay has May 15 Event and wants to video conference Golden Gate Chapter
 - Jennifer Murov: how to charge BPs for some of these events
 - Annie Latham: BPs would really appreciate it because of the current conflicts between chapter events
- Member Survey is planning to go out tomorrow
- Thank You to Leadership Team!
 - Jennifer passed out a ALA logo travel cube gift to all board members

Vice President: Linda Belcher

- 2018-2019 Chapter Calendar
 - Linda lost some data when she switched firms so please review and provide feedback if anything looks incorrect
 - Katherine Hollander: ebilling webinar is missing for March 20
 - Installation is Breakfast on April 2 at Wine and Wall
 - Judy Hissong is speaker
 - HR will be held March 14
 - 3rd Ops and Tech will be pushed to next year



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- Jackie: Arent Fox spelling needs correcting

Director at Large: Jackie Hughes

- Newsletter
- Template was deleted so Ceanne is going to recreate
- 16 BPs for BP Expo paid

Treasurer/Vice Treasurer: Michael Koehne

- Financials review
 - All targets met except BP Sponsorship but still rolling in
 - We are \$41,000 short but target is \$10,000 negative because of money coming in for next Board Year

Secretary: Amie Morelli

- Please sign in
- Upcoming meetings:
 - This is our last Board Meeting of the Board Year
 - First Board Meeting of new Board Year is April 4 Crossover Meeting.
 - Installation Meeting on April 2 at Wine and Wall
 - Final EC Meeting will be March 28

Committee Reports

- Membership Committee: Antonia Bereal Lee
 - 132 members at this point
 - Up from last year
- Educational Section Committees
 - Finance: Katherine Hollander
 - March 20 at Coblenz
 - HR: reported on behalf of Jennifer Murov
 - March 14 on Diversity & Inclusion
 - Leadership & Management: done
 - Ops & Tech: Jennifer Murov reported
 - BP Expo session on Social Media
- Business Matters: Tim Blevins
 - Got hold of Konica Minolta replacement rep: Max Fishler
- Diversity Committee: done
- Events Committee: Linda Belcher reported
 - Installation Event prep is all set
- BP Committee: Matt Ogden
 - Matt received 2 checks for sponsorships: Nelson and LawTime
 - Credit card payment likely from IST but Matt will confirm
 - Jennifer Murov reached out to sister in law for BP graphics
- Small Firm Administrator Quarterlies: Jennifer Mansfield reporting
 - Feb 27 event had 12 people signed up. 9 people attended
 - 11:45 was successful start time so could start right at 12:00
- Large Firm Administrator Quarterlies: Deanne Ouderkirk



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- March 26 is final one
- Community Connection Committee: Charity Woodward
 - Next event is Food from the Bar, which will be kicked off until next month
 - Any ideas for fun social event to coincide with donating for Food for the Bar (i.e. Trivia Night)?
 - Jennifer Murov made the point that we need to take more event pictures and post on the website
- Job Bank: Jennifer Connon
 - April 1 we will be increasing to \$100 per posting
 - Job Bank is running strong
 - Just last week approved 4 postings (\$300)
 - Current Trend is Legal Secretary positions and Billing and Accounting
- Salary Survey: Ceanne Herndon
 - Couple orders last month
 - Will schedule meeting with Michael Koehne to go over job descriptions
 - Issues with Accounting invoices but now corrected
- Webmaster: Ingrid Hester not present

Adjourned at 1:01 pm

In attendance:

EC

Belcher, Linda
Hughes, Jackie
Koehne, Michael
Morelli, Amie
Murov, Jennifer

Board /Leadership

Altamirano, Carolina
Bereal Lee, Antonia
Blevins, Tim
Connon, Jennifer
Dullea, Jennifer
Herndon, Ceanne
Hollander, Katherine
Lathram, Annie
Mansfield, Jennifer

Milla, Maryann
Nelson, Karen
Ogden, Matt
Ouderkirk, DeAnna
Pace, J. Ellen
Singleton, Vani
Smith, Betty
Woodward, Charity

Respectfully submitted,

Amie Morelli

ALA Golden Gate
Chapter Secretary
2018-2019