



Golden Gate *Chapter*

BOARD of DIRECTORS/CHAPTER LEADERSHIP MEETING MINUTES 1/11/18 MoFo

President Annie Lathram called the meeting to order at 12:10 pm. She thanked Jennifer Murov, of MoF, for hosting. Annie introduced and welcomed our guest, Antonia Bereal-Lee, Office Manager at Canstangy Brooks & Proplete. Antonia is interested in serving on the Board and wanted to experience a Board meeting. Jennifer moved the December 7, 2017, Minutes be approved and Ceanne Herndon seconded. With no objections, the Minutes were approved.

President: Annie Lathram

- ALA Strategic Plan 2017 - 2018
 - Reminded Board of our participation in National ALA survey in November.
 - Survey then sent out to entire chapter membership.
 - 27 members responded.
 - Results sent to National
- GGC Membership Questionnaire
 - Will be sent out mid-February
 - Questions will be reviewed and revised to refresh the questionnaire.
- Nominating Committee Update
 - Slate is complete
 - Vice President – Linda Belcher
 - Treasurer-Elect – Scott Spranger
 - Secretary – Amie Morelli
 - Director-at-Large – Jackie Hughes and Linda Republicano
 - Annie pointed out that only one slot has more than one candidate running, Director-at-Large. We need members to step up. The first two (2) years of her three (3) year commitment as President went by quickly. The experience has elevated her leadership skills and she got to know Business Partners better.
 - Ballot will be emailed on January 16, 2018.
 - The Election Committee, Tim Blevins, Cynthia Walrod and Annie, will meet on February 5th to count the votes.
- New Community Connection Joint Event with EBALA
 - Community involvement continues to be very important to Annie.
 - In October, the Board instituted a challenge to match member donations up to \$2,500.
 - Thus far, member donations equal \$1,150.

- Annie reached out to the East Bay, Silicon Valley and Sacramento Chapters for a joint fundraising event for Sonoma Strong.
- Team GGC (Annie, Crystal Evers, Jennifer Murov and Jackie Hughes) will walk/run the Bay Breeze 10k and 5k Marathon in San Leandro, CA.
- GGC members can contribute to Redwood Credit Union Community Fund; Red Cross NorCal Wildfire Fund; Empire Food Bank; or Napa Valley Community Foundation. When they turn in their receipts, GGC will continue to match until we reach our goal of \$5,000 (\$2,500 in donations and \$2,500 match).
- Insofar as funds from the Job Bank, Annie informed the Board that we would take another look at the end of the Board year to see how the Chapter did with respect to total revenue versus expenses and decide then whether to increase the \$2,500 match.

Vice President: Jennifer Murov

- 2017-2018 Educational Sessions and Calendar Updates
 - Every section has completed their schedule except Ops & Tech (Disaster Preparedness) which just needs to be put on the calendar.
 - HR: February 14, - Posturing in the Workplace (ergo)
 - L&M: February 8 – Interaction Management Training with Response for an Immediate Physically Violent Encounter; and March 6 – Continuous Employee Performance: How to Flip the Switch
 - Finance: February 21 – Webinar: Billing and Invoicing
 - There will be no more sessions added for March so as not to compete with K2L.
 - Installation will be April 4th or 5th either Breakfast or Lunch at Wine and Wall.
 - Full Board/Chapter Leadership Crossover Meeting – April 12th at MoFo, 1:00 – 5:30 pm.
- Idea and Quest Award Entries
 - There will be no Idea Award submittal from GGC this year.
 - Will submit Scott Spranger for the Quest award.
 - Scott is a member of the BP Committee and running for Treasurer-Elect unopposed.
- Invitation to BAC Networking Event
 - Extended invitation to Board to attend an ARC networking event
 - 'The Sky is the Limit' at the California Academy's Nightlife at the Academy.
 - Thursday, February 1, 2018, 600 – 7:30 p.m.
 - Contact Jennifer if interested.
 - Example of companies that participate in ARC: Hansen; Salesforce; Air BNB; and MoFo.

Director at Large – Amie Morelli

- K2L Update
 - Registration opens next week.
 - Committee meeting every week.
 - Encourage members to register.
 - Great speaker line up.
 - Per Suzanne Lawler, currently 16 exhibitors have signed on. The goal is to have 30 vendors.
 - K2L has generated \$37,000 in revenue thus far.
 - Marketing
 - Sessions to be highlighted on FaceBook

- #K2L will be set up on Twitter
 - Flyer will go to entire Region 6.
 - Something will be posted on LinkedIn.
- Will need 12+ volunteers for Session Managers.
- Encouraged members to speak with vendors to participate.
- Newsletter Update
 - Hannah Lincecum will write K2L speaker articles.
 - Encourage speakers at education sessions to submit articles.
 - Looking for more articles.

Treasurer/Vice Treasurer – Crystal Evers

- Income Statement and Balance Sheet for 12/31/2017.
 - Noted:
 - K2L income was \$5,000 for the month (\$34,402 through 12/31)
 - \$17,900 already in January.
 - BP revised packages will increase revenue for the upcoming year.
- Update re Chapter Tax Return for year 2016-17
 - Suzanne noted there was an issue with the accountant.
 - Crystal will check with Cynthia Walrod, former Treasurer, to make certain the issue was addressed.

Secretary – Jackie Hughes

Reminded members of the importance of reviewing the minutes so that they accurately reflect what occurred.

- Next Executive Committee Meetings: January 25, 2018, at Mintz and February 22, 2018 at Mintz.
- Next Board Meeting: February 1, 2018, at Reed Smith and March 1, 2018, at Sheppard Mullin.

Committee Reports

- Diversity & Inclusion Update – Next meeting is January 23, 2018.
- Business Partner Committee – Suzanne Lawler and Matt Ogden
 - Revised BP packets were sent out right before Christmas.
 - Three (3) BPs have already committed for \$9,400.
 - Revised BP packets will be sent to potential BPs.
- Community Connections
 - All events completed for the 2017-18 Board year.
- Quarterly/Events Committee – None
- Job Bank – Jennifer Connon
 - 5-6 ads in the last two (2) weeks.
 - Close to \$4,000 in revenue since inception.
 - Concern that the contact information is not included in some postings.
- Membership Committee – Kim Coates and Charity Woodward
 - New member breakfast will be January 31, 2018, 8:30 – 10:00.
 - February 28, 2018 is the deadline to renew Chapter membership.
- Salary Survey
 - Need to update job descriptions.
- Webmaster – Katherine Hollander and Ingrid Hester

- Please note: Replies to 'Webmaster' only replies to Ingrid and Katherine.
- Next Executive Committee Meetings: January 25, 2018 at Mintz and February 22, 2018 at Mintz.
- Next Board Meeting: February 1, 2018, at Reed Smith and March 1, 2018, at Sheppard Mullin and Crossover Board Meeting April 12, 2018 at MoFo.
- Meeting adjourned at 1:10 pm

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In attendance:

EC

Crystal Evers
Jackie Hughes
Michael Koehne
Annie Lathram
Amie Morelli
Jennifer Murov

Board /Leadership

Linda Belcher
Timothy Blevins
Kim Coates
Jennifer Connon
Jennifer Dullea
Penny Evans
Ceanne Herndon
Katherine Hollander

Ingrid Hester
Suzanne Lawler
Hannah Lincecum
Jennifer Mansfield
Steve Morris
Matt Ogden
Scott Spranger
Cynthia Walrod
Charity Woodward

Respectfully
submitted,

Jackie Hughes

Chapter Secretary 2017-
2018

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