



BOARD MEETING MINUTES

May 14, 2014

12:30 p.m.

Location: Miller Starr Regalia, Walnut Creek

Present: Stacey Bales, Joy Buchanan, Margot Canapa, Annette Neuhart, Tina Riehl, Marsha Van Broek

Absent: Jenny Balistrieri, Brenda Barry, Tammy Bland, Linda Brady, Pamela Dutra, Rachel Estes, Elizabeth Kohlman, Brian Nervis, Karin Wiborn

Joy Buchanan called the meeting to order at 12:35 p.m.

MINUTES

The April Minutes are tabled to the June 18th meeting.

BOARD REPORTS/UPDATES

TREASURER REPORT

Stacey Bales reported on recent debits and credits reflected in the reports. Margot Canapa requested Stacey adjust the end of the reporting period on the reports to the end of the month to match the bank statement.

Stacey inquired regarding the number of signatures required on checks. It was confirmed two signatures are required on checks \$1,000 and above.

Margot Canapa moved to approve the Treasurer's Report. Tina Riehl seconded the motion.

BUSINESS PARTNERS

Annette Neuhart reported Jill Jackson from Konica Minolta has joined at the Oak level.

Annette left a message for Dan Faustina at Sitzmann Morris Lavis regarding his interest in increasing their level of sponsorship and participation.

James Dempsey from Human Scale (work space ergonomics) has expressed interest in becoming a Business Partner.

MEMBERSHIP

Tammy Bland was absent. We are awaiting confirmation regarding Darla Smith's (Van de Poel) ALA membership.

PROGRAMS/EVENTS

June Program

In light of the popularity of the Social Security program presented last fall, Joy Buchanan will contact the representative from the Social Security Administration to schedule a repeat of the same or similar topic in June. She will also reach out to City National Bank to sponsor and perhaps host again.

September Program

Marsha Van Broek has scheduled Rian Jorgensen from Ahern to present on the topic of malpractice/risk management in September.

WEBSITE

Joy Buchanan reported for Elizabeth Kohlman. Elizabeth will update the website with a few pending items as soon as she gets through her office move.

NEWSLETTER

Margot reported Tina Riehl has provided her with information for the June Newsletter. Joy will provide a President's Message and Annette (as the scholarship recipient) will provide an article after the ALA National Conference in Toronto.

Suggested articles/information: Affordable Care Act by a business partner (Annette will reach out to SML), Spring Bunco/Mixer and instructions for accessing webinars.

Margot will inquire with Elizabeth about accessing our Newsletter archives beyond three years. The deadline for submitting articles is June 10th.

MISCELLANEOUS

ALA Webinars

The ALA webinar line up is published quarterly. Instructions for accessing, including login and password are on the member section of the website. It was suggested a reminder blast be sent to the membership and/or in the Newsletter.

ALA Outstanding Volunteer Award

Volunteer nominations were discussed.

Internal Audit

We will coordinate a financial audit to be done after one of the Board meetings scheduled at Stacey's office. Although Stacey (as Treasurer) cannot participate, she will provide records and a meeting space in her office. Marsha Van Broek volunteered to be one of the auditors. We will need a second volunteer. Annette will look to see if she has the forms needed to perform the audit.

Spring Social/Bunco

Linda did a great job coordinating the Spring Social/Bunco. Round Hill Country Club was a wonderful venue. We will donate in excess of \$900.00 (final amount to be reported) to girls inc.

National Conference

Joy Buchanan, Annette Neuhart and Michelle Williams will represent EBALA at National in Toronto, May 19-22.

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Joy Buchanan
President (for Secretary Jenny Balistrieri)
East Bay Chapter, ALA