



**EBALA Board Retreat Minutes**  
**Thursday, May 14, 2015**  
**12:30 p.m.**

**Attendance:** Joy Buchanan, Stacy Bales, Ann Eikenberry, Andrea Everage, Elizabeth Kohlman, Tina Riehl and Karin Wiborn.

**Absent:** Brenda Barry, Margot Canapa, Pamela Dutra, Rachel Estes, Nancy Neves and Brian Nerves

The meeting was called to order at 12:32 p.m.

**A. Minutes**

1. Minutes of the April 25, 2015 Board of Directors meeting (motion by Ms. Bales; seconded by Ms. Kohlman), and of the Board Retreat meeting (motion by Ms. Eikenberry; seconded by Ms. Bales) were approved.

**B. Treasurer's Report**

1. Ms. Bales' presented the financials, which were approved (motion by Ms. Eikenberry; seconded by Ms. Riehl).

**C. Business Partners**

1. Ms. Eikenberry provided a list of current business partners, and those interested in becoming business partners. RICOH expressed interest in advancing its sponsorship from Grapes to Wine (\$1,000) to Oak (\$1,500); however, Carrie Woodbin of RICOH, has been unresponsive to efforts to collect the additional \$500 due. RICOH is listed on EBALA's website as an Oak sponsor; however, the website will be updated to reflect their paid status. Ms. Kohlman will contact Ms. Woodbine to advise her of this change.
2. Discussion was had concerning business partners obtaining the Chapter's membership list before renewing their partnership (discussion tabled).
3. Ms. Eikenberry will provide further clarification to Business Partners of their sponsorship advantages in the EBALA Business

Partner Program (BPP). Ms. Eikenberry will re-draft the BPP and send to the Board for review.

4. Business Partners are to direct their newsletter submission to Margo Canapa by July 24, 2015.

#### D. Programs

1. Ms. Eikenberry reported that Mr. Mizes, due to speak to the Chapter on June 2, 2015, was concerned about a business partner sponsoring and attending the event because his *Become The Rainmaker of Your Firm's Bottom Line* presentation will be based on successful negotiation tactics.
2. Katherine A. Hart, Ed.D., of ClearVision Consulting, is proposing to speak to the Chapter in October or December on the topic of *Culture and the Boss – Keys to Attracting and Retaining Talent*. Ms. Hart is also amenable to speaking to the Chapter in January on a topic surrounding internal consulting, with a focus on influencing and coaching within administrators' organizations. Ms. Hart is willing to waive her usual \$10,000 speaker fee in lieu of a smaller speaker fee, to be determined by the Chapter. To prepare, Ms. Hart asked to spend 8-10 hours with an administrator so she could gain an insight into law firm culture. The decision was made to keep Ms. Hart as a potential speaker for a later date.
3. Sam Clar Furniture would like to sponsor the October 14, 2015 meeting, and to submit an article for the newsletter.
4. The summer mixer will at the home of Tina Riehl, at a date convenient to her, potentially August 13, 2015 (Thursday), at 5:00 - 7:30 p.m. Discussion was had whether or not to have a business partner sponsor the event.
5. Ms. Eikenberry has been in contact with a judge who would be willing to speak to the Chapter concerning preventing internal fraud.
6. The decision was made to forego a Chapter meeting in December; however, the holiday luncheon will be December 10<sup>th</sup> at Metro Lafayette.
7. The subcommittee for the September 10, 2015 25<sup>th</sup> Anniversary at Scott's Garden, is to include: Ms. Eikenberry, Ms. Riehl, Ms. Kohlman, Ms. Buchanan, Ms. Dutra, and Ms. Wiborn.

8. Payments for any event published through EBALA's website will be directed to the person in charge of that event, and posted to the website by that person. Payments will then be forwarded to the Treasurer (e.g., Programs payments will be sent to Ms. Eikenberry, who will post the payments, and forward to Ms. Bales).
9. Ms. Eikenberry received approval from the Contra Costa Bar to post on its website, creating a strategic alliance between EBALA and the Contra Costa Bar.

#### E. Website

1. Ms. Kohlman drew attention to the 25<sup>th</sup> anniversary banner now on the rolling photo gallery of the website home page. She will also add the date range of the anniversary under the banner.
2. Discussion was had concerning the Chapter having a Facebook page. Ms. Everage volunteered to set up a Facebook page for EBALA.

#### F. Newsletters

1. Ms. Buchanan reported on behalf of Ms. Canapa that the scholarship winner to ALA's Annual conference, and a *Member Spotlight* on Ms. Everage will run in the August 15<sup>th</sup> edition. The publishing deadline is July 24<sup>th</sup>.
2. Publishing the Bylaw Amendments will be abated until the Association's rebranding announcement at CLI.

### OLD BUSINESS

#### A. Presidents' Award of Excellence

1. During the meeting the Board worked through Page Two of the Presidents' Award Guidelines.

#### B. Social Media

1. Thanks to the hard work of a marketing assistant at Miller Star Regalia, the Chapter now has a Facebook page.

#### C. Member Satisfaction Survey

1. Ms. Eikenberry provided Ms. Buchanan with a draft survey. All participants' names will be entered for a \$100 drawing. Motion was made by Ms. Wiborn, and Ms. Eikenberry seconded.

#### D. Chapter Leadership Institute

1. Ms. Riel will attend CLI. Ms. Everage will determine her availability to attend.

2. ALA's rebranding announcement will occur during CLI.

### NEW BUSIENSS

#### E. Membership Perks

1. The Board discussed ways to encourage or entice members to participate at events. One option was to create an incentive card wherein members' cards are punched for attendance at Chapter meetings, etc.

#### F. Next Meeting

1. There being no further business, the meeting was adjourned at 2:11 p.m. The next Board meeting is scheduled on June 11, 2015 at 8:00 a.m. at McInerney Dillon.

Respectfully submitted,



Andrea D. Everage

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