



**EBALA Board Minutes**  
**Tuesday, September 22, 2015**  
**8:00 a.m.**

**Attendance:** Joy Buchanan, Stacey Bales, and Andrea Everage (by phone: Margot Canapa, Ann Eikenberry, Rachel Estes, Elizabeth Kohlman, Brian Nervis, and Tina Riehl).

**Absent:** Brenda Barry, Pamela Dutra, Nancy Neves, and Karin Wiborn

The meeting was called to order at 8:04 a.m.

**A. Minutes**

1. Minutes of the July 21, 2015 Board of Directors meeting were approved with minor corrections motion by Ms. Bales; seconded by Ms. Eikenberry.

**B. Treasurer's Report**

1. Ms. Bales provided an update of the account balances, and reported on two outstanding expenses for the 25th Anniversary celebration.
2. The taxes are with the accountant, and are ready to be filed. (Ms. Everage moved, and Ms. Eikenberry seconded approval of the Treasurer's Report).

**C. Membership**

1. No report.

**D. Business Partners**

1. Ms. Eikenberry reported RICOH honored their upgrade in participation level, and issued a check for \$1,000. As a reminder, at last month's meeting Ms. Eikenberry advised that Carrie Woodin, our previous RICOH contact, requested an upgrade in RICOH's partnership level; however, Ms. Woodin did not have authorization to make this change.

2. The new business partner forms, applications, list of benefits, etc. has been updated. Ms. Eikenberry contacted all business partners to advise them of her role as Business Partner Relations.
3. Ms. Kohlman will work on a directory, accessible to business partners, via EBALA's website.
4. Mr. Nervis needs an EBALA email address to complete the LinkedIn page. Ms. Buchanan will complete this request.
5. Sponsorship renewals begin on October 1, 2015. Ms. Eikenberry requested Board members provide her with names of potential business partners. Packets will be sent by email and hard copy.
6. Ms. Buchanan confirmed the announcement for the Fall social and holiday luncheon are sent by email to the business partners. An invitation will also be sent by hard copy in the sponsorship renewal packet.

#### E. Programs

1. Ms. Eikenberry reported that the October 14, 2015 educational session "*Building a Revenue Budget*" will be presented by Bruce Wright at Laughlin Falbo. On November 18, 2015 Mechanics Bank will present on *Wire Fraud and Email Hacking.*" 12:00- 1:00 p.m. at Miller Starr. The recommendation was made that information on programs be moved to the top of the EBALA Connections email blast. Ms. Kohlman will make said adjustment.

#### F. Website

1. Ms. Kohlman reported that the ALA webinars have been cancelled due to technical difficulty on the part of Thomson Reuters. Ms. Kohlman has done some testing, and it appears the feed will work via Internet Explorer, rather than another ISP. A final decision regarding when/where to host future webinars is undetermined.

#### G. Newsletters

1. Ms. Canapa is accepting submissions for the next newsletter, and has some articles in the pipeline. As scholarship winners, Rachel Estes and Brian Nerves have been requested to write articles for the next newsletter. Tina Riehl and Brian Nervis are requested to provide updates of the upcoming Community Challenge event.

## OLD BUSINESS

### A. EBALA 25<sup>th</sup> Anniversary Celebration

1. The event costs, at present, are \$7,495.92; estimated costs will be about \$1,500 over budget. Approbations were expressed on all aspects of the work and attention to detail contributed to the event. Photos need to be submitted to Region 6 and to ALA for posterity.

### B. Holiday Events

1. Ms. Estes reported that the holiday party will be on December 10, 2015 at Metro Restaurant in Lafayette. Expense per person is \$32.00 for a private room, and the required minimum is \$2,500.00. Anticipated participation is 35 guests. Business partners are invited, and can purchase tickets for their guests. Tickets include the meal and one drink coupon. Ms. Estes will prepare the invitations. Toys-for-Tots will be the beneficiary. Tickets will be \$40.00. We will continue with the Fireplace room.
2. Ms. Riehl advised the One Warm Coat drop-off will be held at the holiday luncheon. Members will be encouraged to donate food items for the East Bay Crisis Center for Thanksgiving meals. Mr. Nervis and Ms. Riehl will handle final collection. Food items can also be brought to the Bunco night. Ms. Riehl will prepare a flier with delivery/pick-up options.

### C. Presidents' Award of Excellence

1. The Board reviewed Page 4, Responsibilities to Chapter Management. Discussion was had surrounding each line item to ensure the Chapter is, or will be, compliant with the required/encouraged activities.

### D. Scholarship/Business of Law Recipients

1. Rachel Estes and Brian Nervis are the scholarship winners of the Business of Law Conference.

### E. Membership Satisfaction Survey

1. Discussion tabled; however, Board members were asked to review the results for discussion at the next meeting. 16 responses were received; eight (8) were from Board Members. Marsha Van Broek won the gift card (for participation – Board members were excluded); secondary winner, if Marsha is ineligible for any reason, is Carol Phillips.

### F. CLI Report

1. Ms. Everage gave a brief report of her experience at Chapter Leadership Institute.

## NEW BUSINESS

### G. Past Presidents/Chapter History on Website

1. Nicole Larson at ALA HQ, indicates EBALA's Past Presidents/Chapter History on the Website is inaccurate Ms. Kohlman will provide Ms. Larson's list to the Board for review.

### H. Other

1. Ms. Buchanan reminded the Board of the upcoming visit by Theresa Walker and Debbie Elsbury regarding the proposed name change of the Association. Members and/or business partners unable to attend in person are encouraged to participate by phone.
2. The December Board meeting is scheduled for December 10, 2015 which is the same day as the holiday party. The suggestion was made and all agreed to move the meeting to December 3, 2015.

### H. Next Meeting

1. There being no further business, the meeting was adjourned at 9:36 a.m. The next Board meeting is scheduled on October 22, 2015 at 12:30 p.m. at Miller Starr.

Respectfully submitted,



Andrea D. Everage

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