



EBALA Board Minutes
Thursday, November 19, 2015
8:15 a.m.

Attendance: Joy Buchanan, and Andrea Everage (by phone: Stacey Bales, Margot Canapa, Pamela Dutra, Elizabeth Kohlman, and Tina Riehl).

Absent: Brenda Barry, Ann Eikenberry, Rachel Estes, Nancy Neves, Brian Nervis and Karin Wiborn

The meeting was called to order at 8:15 a.m.

A. Minutes

1. Minutes of the October 22, 2015 Board of Directors meeting were approved (motion by Ms. Bales; seconded by Ms. Canapa).

B. Treasurer's Report

1. Ms. Bales provided an update of the account balances, and reported on outstanding expenses. Also, the taxes were completed (motion by Ms. Canapa; seconded by Ms. Riehl).

C. Community Outreach

1. Food Donations: Ms. Riehl reported on the feedback on the Community Outreach event. Fewer firms participated this year; however, those who participated were very generous. All food items, plus \$120 donations were delivered, and Mr. Riehl will provide photos to Mr. Kohlman and Ms. Kohlman.
2. Member Social: Bunco was much-enjoyed by all participants.
3. One Warm Coat: Donations are in process, and donations will be collected during the Holiday luncheon. Invitations were sent to members and business partners.

D. Membership

1. Ms. Dutra advised that Sheila Pierce, Administrative Manager with Bowles & Verna in Walnut Creek, is our newest member. Ms.

Buchanan and Ms. Kohlman will follow up and invite Ms. Pierce to lunch.

2. A topic for later discussion is Jill Jackson's (TriNet) interest in the Chapter establishing a membership scholarship. Ms. Jackson's interest is in the scholarship covering both International and the Chapter's dues. The topic is intriguing, but requires thought behind establishing and administering the program.

E. Business Partners

1. Ms. Buchanan reported on behalf of Ms. Eikenberry. The following renewal applications and payments were received:
 - Corodata - Grapes To Wine
 - TriNet - Grapes To Wine
 - Pacific Computer Consultants, Inc. - Mt. Diablo
 - Sam Clar - Mt. Diablo
 - Robert Half - Oak
 - Macro-Pro, Inc. - Oak
2. The following business partners will not be renewing:
 - EC Purchasing
 - Galloway Commercial
 - Workplace Resources
3. We are awaiting applications/payments from the following:
 - Ahern Insurance Brokerage - Grapes to Wine
 - Planet Depos - Grapes to Wine
 - Ricoh-USA - Grapes to Wine
 - City National Bank - Mt. Diablo
4. Potential BP Contacts
 - ABA Retirement
 - All State Legal
 - Blaisdell's
 - Mechanics Bank
 - Novitex
 - Paychex
 - Sierra Office Supply
 - Zandenolla Reporting
5. Anne has contacted the following companies to consider becoming BPs
 - Canon
 - DTI Global
 - KBM Workspace
 - Lexis Nexis
 - Office Max

Quill Synoptek

Blaisdell's asked to attend a member function before deciding whether or not to become a BP. The Board is not in favor of this proposition for any potential BP.

F. Programs

1. Ms. Buchanan provided a brief report on the Cyber Fraud presentation recently held.
2. The discussion was brought up regarding an attendance policy for guests, and how to subsidize guests' lunch. Further, drawing a distinction between guests associated and those not associated with a Chapter member. Since the Chapter is not inundated with guests the current thought is to set a policy at such a time as guest attendance becomes an "issue."
3. Ms. Kohlman will take the appropriate steps needed for program participants to register if attending by telephone, and to obtain program handouts on the Chapter's website.
4. Finally, the question was raised whether there should be a limit to how often a guest may attend programs before the Chapter anticipates them becoming a member (e.g., two programs). A decision was tabled until such a time as guest attendance becomes an "issue."

G. Website

1. Ms. Kohlman advised that she is gearing up for marketing Morning in the East Bay, and that speakers were confirmed. Ms. Dutra will re-confirm with Michael Ward as the HR and the Law speaker. If he is unavailable Sarah Robertson would be another great option. Ms. Kohlman would also like to send hard-copy invitations to the membership. An invitation will also be sent to Chapter presidents for Silicon Valley and Golden Gate.
2. Ms. Kohlman will work with Ms. Eikenberry on table assignments for BPs. Mt. Diablo should receive the premiere spot.
3. Ms. Kohlman will provide the budget to Ms. Buchanan.

H. Newsletter

1. Ms. Canapa is working on the newsletter. The estimated publication date is the first week of December. Ms. Buchanan will provide photos of the anniversary event; Ms. Riehl will provide photos of the Community Outreach event; Ms. Canapa will write a piece on One Warm Coat and the Holiday party.

OLD BUSINESS

A. Presidents' Award of Excellence

1. Tabled to December meeting.

B. Membership Satisfaction Survey

1. The Board began the review of the Satisfaction Survey.
 - a. Most members are happy with their membership;
 - b. Members indicated getting to functions is difficult depending on locale;
 - c. There were suggestions regarding holding functions after hours; foregoing monthly meetings in favor of additional half-day sessions; doing more social events for members only, and ones to include business partners; add an additional community outreach event; more networking and roundtable discussions; provide an email list for all members (Ms. Kohlman will make the spreadsheet easily accessible on the website);
2. Further discussion was tabled to the December meeting.

C. Nominating Committee

1. Ms. Riehl reported that she, Ms. Kohlman and Ms. Canapa have a full slate of officers set to be presented to the Chapter, after providing the Membership with an opportunity to offer nominations.
2. Ms. Riehl will provide Ms. Kohlman with a marketing piece for the weekly email blast.

D. Holiday Party

1. Ms. Buchanan remarked on the upcoming holiday lunch on December 10, 2015.

E. Rebrand Status

1. ALA has withdrawn the Law Vantage rebrand recommendation. ALA will send an email to all members updating as to status, costs, next steps.

NEW BUSINESS

F. Region 6 President's Call

1. One of the highlights of the most recent call surrounded the Business of Law Conferences (BOLCs). Members enjoy the content and consistency of programming at each conference; however, BPs do not believe they are reaching their target audience (i.e., reaching those outside of their geographic reach). There is discussion of reinstating Regional Conferences, or a combination of BOLCs and RCs.

G. Next Meeting

1. There being no further business, the meeting was adjourned at 9:47 a.m. The next Board meeting is scheduled on December 3, 2015 at 12:30 p.m. at Miller Starr.

Respectfully submitted,



Andrea D. Everage

To: chapters@alanet.org