



EBALA Board Minutes
Tuesday, April 26, 2016
8:30 a.m.

Attendance: Andrea Everage, Brian Nervis, and Stacey Bales (by phone: Margot Canapa, Joy Buchanan, Karin Wiborn, Kara Koeberle, Elizabeth Kohlman and Nancy Neves).

Absent: Pamela Dutra and Tina Riehl

The meeting was called to order at 8:35 a.m.

A. Minutes

1. Minutes of the March 22, 2016 Board of Directors meeting were approved (motion by Ms. Buchanan; seconded by Ms. Kohlman).

B. Treasurer's Report

1. January, February and March, 2016 financials were approved (motion by Ms. Canapa; seconded by Ms. Buchanan).
2. Mr. Nervis reported that Ms. Bales delivered the treasurer's records and worked with him on his first reconciliation and reports. He also advised that the new signatures on the account were in place.
3. Mr. Nervis will review past records, and begin working on a 2016-2017 budget.

C. Membership

Ms. Dutra was unable to attend, Ms. Bales reported on her behalf;

1. We have about 13 members who haven't renewed. Most of the 13 Ms. Dutra believes are just running behind schedule. Ms. Dutra will call them directly over the next month to follow up.
2. Our total membership is at 43.
3. Ms. Dutra will also be checking into the status of a few non-renewals provided by National.
4. Ms. Dutra advised that she and Ms. Bales have not taken Jane Forrette to lunch due to Ms. Forrette postponing, but would be reaching out to her again. Ms. Buchanan and Ms. Kohlman took Eda Gotterup and Kara Koeberle to lunch. Ms. Dutra hoped that Eda and Kara's lunch went well. Kara indicated as a new member she felt the lunch was very beneficial and was well received by the both of them.

D. Business Partners

1. Ms. Canapa reported that she was reviewing the business partner materials and sending out notification letters to introduce herself.

2. Discussion and approval was had on the preparation of two tier letters to the Business Partners.
3. Ms. Canapa advised that Thomson Reuters is now a Grapes to Wine Sponsor. Ms. Kohlman will update the website accordingly.

E. Programs

1. Ms. Buchanan Reported that she had purchased five webinars from ALA and they are being incorporated into our program schedule.
2. Ms. Buchanan is putting together a draft program calendar, and hopes to have it to the Board for review/approval next meeting.

F. Website

1. Ms. Kohlman advised the board that Lorie Gehrke has been hired to assist with the website maintenance. While the assistance is wonderful, she is not always available.
2. Ms. Kohlman advised the website was current, other than the Facebook and LinkedIn links.
3. Discussion was had on posting job openings from our business partners. It was agreed that only posting from law firm administrators would be accepted.

G. Newsletter

1. Ms. Wiborn reported that she and Ms. Koeberle will be brainstorming ideas on what needs to be done. She will have more to report at the next meeting.
2. Ms. Wiborn also reported they had two articles; one from All State Legal, Lori Genzel and one from Special Counsel, Alice Fisher.

H. President's Award of Excellence

1. Discussion was had regarding each requirement needed for the President's Award of Excellence.
 - i. It was agreed that the first three required topics are currently being met by the chapter. However, ALA's Mission Statement link is not currently on our web site. Ms. Everage and Ms. Buchanan will discuss with Ms. Kohlman where to place the link.
 - ii. Fourth highly recommended requirement, "Enhance Visibility thru Activities" we are currently meeting thru our community challenge, warm coat and food drive.
 - iii. Fifth highly recommended requirement, "Advance and Support Diversity" not currently doing. Will work on this by possibly doing a program. Further discussion and brainstorming will be done on this topic.
 - iv. Sixth highly recommended and Seventh recommended requirements, "Reinforce ALA's Position" and "Promote Awareness" we will place a link on our web site for the Legal Management digital magazine as well as a link to ALA's Career Center.
 - v. Eighth recommended requirement of "Maintaining Chapter's Website" we are currently doing.

- vi. Ninth and Tenth recommended requirements "Develop a Written Plan" and "Actively Promote" we are not currently doing. Discussion was had on doing a member survey, adding a link to our web site regarding ALA's CLM program and researching further with other chapters, ideas on how to promote/incentives for their members. Further discussion with had.
- vii. Eleventh recommended requirement "Green Initiatives"; the Chapter held a program last year, and will consider doing so again this year.

OLD BUSINESS

A. IRS Tax Notice

1. Ms. Buchanan advised that Form 843 has been sent to the IRS requesting abatement of the fees for back taxes. No response has been received but she will keep the Board posted.
2. Ms. Buchanan also advised that submittal of the Statement of Information to the Secretary of State was sent after the deadline; however, the Secretary of State has waived all late fees.

B. Bylaws

1. Ms. Wiborn advised that she went through the Bylaws; however, she had some questions. There were a couple places where our Bylaws differed with ALA's. No one could recall if those differences were due to the size of our chapter. Ms. Wiborn will follow up with ALA on those few discrepancies. Ms. Bales and Ms. Buchanan will then work with Ms. Wiborn on preparation of the Chapter Bylaws for Board approval. Karin indicated we would be in full compliance by the July 1st deadline (Note: Minutes must be submitted to ALA for approval before sending them to Chapter members for a vote).

C. Food from the Bar

1. Katherine Avila and Kathryn Weber will be sending Ms. Everage and Ms. Buchanan a link to their tool kit for the Chapter to consider participating in Food from the Bar. Ms. Wiborn advised the Board that her firm has partnered with the Contra Costa Bar Association Food from the Bar drive and could be a resource for information. Tabled for further discussion next meeting.

NEW BUSINESS

D. CLI

1. Mr. Nervis has expressed an interest in attending. Since ALA will no longer automatically sponsor one Chapter member's attendance to Chapter Leadership Institute, EBALA had decided it will continue to send two members to CLI. Ms. Everage asked any Board members interested in attending to let her know as their earliest convenience. The conference will be in Ft. Worth July 21-23, 2016. Further discussion will be had at the next meeting.

E. Job Descriptions

1. Tabled for next meeting

F. Conference Scholarships

1. Tabled for next meeting

G. Next Meeting

1. There being no further business, the meeting was adjourned at 9:43 a.m. The next Board meeting is scheduled on May 19, 2015 in Ms. Kohlman's office.

Respectfully submitted,

Stacey Bales

To: chapters@alanet.org