

# BOARD MEETING MINUTES

January 12, 2016

8 a.m.

**Location:** Donahue Fitzgerald

**Present:** Joy Buchanan, Ann Eikenberry, Pamela Dutra, Stacey Bales, Brian Nervis and Elizabeth Kohlman (both via phone)

**Absent:** Andrea Everage, Brenda Barry, Margot Canapa, Rachel Estes, Nancy Neves, Tina Riehl and Karin Wiborn

**Meeting was called to order at 8:10 a.m.**

## MINUTES

Minutes of the December 3, 2015 Board of Directors meeting were approved (motion by Stacey Bales; second by Ann Eikenberry)

## TREASURER'S REPORT

Stacey Bales reported that the current cash balance as of January 11, 2016, is \$30,209.62. Stacey reported she had two Business Partner checks to deposit totaling \$2,500 and the Morning in the East Bay checks received to date to deposit after the event, which totaled \$650.00. Financials were approved (motion by Ann Eikenberry; second by Pamela Dutra)

## PRESIDENT ELECT

Nothing to report

## MEMBERSHIP REPORT

Pamela reported three new members, Jane Forrette from Fagen, Friedman & Fulfrost in Oakland, returning member Lisa Campbell now with Buchman, Provine and Kara Koeberle from Archer Norris. Discussion was had on increasing membership dues, it was agreed that dues would remain at \$60.00. Pamela will notify the three new members that the dues paid will cover them until the 2017 renewals. Further discussion was had on the mentoring-type introductions for the new members. It was agreed that due to locations of the three new members Joy and other board member will invite the Walnut Creek new members out to lunch and Pamela and Stacey will do the same for the Oakland new member. Membership renewal distributions were discussed, it was agreed that renewals would go out via the website portal as well as a hard copy.

## NEWSLETTER REPORT

The newsletter will go out by January 15<sup>th</sup>.

## **BUSINESS PARTNERS**

Renewals received as of 1/5/16 total \$20,500.00. We have 3 Mt Diablo sponsors, City National, Pacific Computer Consultants, Sam Clar Furniture; 4 Oak sponsors, Macro Pro, Robert Half, Synoptek, Touchstone Legal; 7 Grapes to Wine sponsors, ABA Retirement Funds, Adams & Martin Group, Ahern Insurance Brokerage, Corodata, First Legal Network, Ricoh-USA, Tri-Net.

New or returning Business Partners are ABA Retirement, Ricoh-USA and Synoptek IT. Pending Business Partners are Konica Minolta, Mechanics Bank and Special Counsel. Ann will send out one last reminder email to pending Business Partners. Carrie Woodin of Bloomberg BNA notified us that Corporate denied sponsorship, she was looking into why and looking at possibly doing sponsorship in 2017.

Ann will send over to Elizabeth the Logos for the new Business Partners, so she can put them on the web site.

Business Partner Directory access is in the works, Elizabeth will send an email to all the Business Partners with log in/password information, within the next month. Social media links are also being addressed and should be accessible within the next month or so.

## **WEB SITE**

Elizabeth reported that the 2015 minutes have been uploaded to the web site and that she was now going to work on getting the 2015 financials uploaded. Stacey indicated she would pull the 2015 Balance Sheets and email them to her so she didn't have look through all her emails. Elizabeth also advised the board that the weekly blasts being sent, only ½ the members are opening them. Discussion was had on if we should only send email blasts out every two weeks. It was agreed we will leave everything as is making no changes.

## **PROGRAM REPORT**

Nothing to report from Ann

Morning in the East Bay Update - Elizabeth advised everyone that National sent her the email addresses for all Silicon Valley and Golden Gate ALA members. So she sent email flyers to those members inviting them to Morning in the East Bay. Elizabeth also indicated she needed some assistance: Ann Eikenberry will do the table arrangements, Joy will prepare the foam board with Business Partner logos and Pamela will purchase two gift cards for the speaker and one extra in case we need it for Business Partner drawing (Sam Clar). Joy will sit at the sign-in table and Ann will assist Elizabeth with the Business Partner table set ups.

## **OLD BUSINESS/NEW BUSINESS**

Nominating Committee Update: Tina is unable to serve as EBALA President next year since moving firms and Andrea Everage, who had committed to President Elect next year, has kindly agreed to assume the President position. Nominating Committee will have the full slate of officers to the Board by the end of the week, and to the membership soon thereafter.

Holiday Party Recap - we were below the minimum for the private room so appetizers were served to absorb the additional cost. While it extended the length of the event we all agreed

it went well. We believe the Business Partners enjoyed it because everyone had a longer time to mingle.

Oliver Yandle, from ALA Executive Director, has advised Chapter Presidents of the need to revise Chapter Bylaws, in accordance with changes to ALA Bylaws regarding membership. The deadline is July 15, 2016. Joy will email the current Bylaws to the Board for review to determine if there are any other changes to be made to our Bylaws at this time. Review and discussion has been tabled for next month's meeting.

Elizabeth has not had time to review the cost options for the chapter to purchase an ALA webinar package. Joy will research and report at next month's meeting.

Meeting was adjourned at 9:16 a.m.

Respectfully submitted by:

Stacey Bales for Andrea Everage

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