



**EBALA Board Minutes**  
**Tuesday, March 22, 2016**  
**3:00 p.m.**

**Attendance:** Joy Buchanan, Margot Canapa, Pamela Dutra, Ann Eikenberry, Andrea Everage, Elizabeth Kohlman, Kara Koeberle, Brian Nervis, Nancy Neves and Karin Wiborn.

**Absent:** Stacey Bales, Brenda Barry, Rachel Estes, and Tina Riehl

The meeting was called to order at 3:20 p.m.

**A. Minutes**

1. Minutes of the February 11, 2016 Board of Directors meeting were approved (motion by Ms. Wiborn; seconded by Ms. Kohlman).

**B. Treasurer's Report**

1. Discussion of the financials was tabled until the April Board meeting to allow Ms. Canapa an opportunity to fully review. There were no questions surrounding the financials. Mr. Nervis will begin working on building the Chapter's budget once he receives all records from Ms. Bales.

**C. Membership**

1. Ms. Dutra is contacting members who have not yet renewed their membership. Ms. Kohlman will assist Ms. Dutra in downloading membership information from the EBALA website.

**D. Business Partners**

1. Ms. Eikenberry reported the new contact at TriNet is Andros Hagos, as Jill Jackson has left the organization and is now with Enterprise Law Firm Consultants.
2. Thompson Reuters will be a Grapes-to-Wine sponsor. EBALA is the first Chapter-level sponsor for TR.

**E. Programs**

1. No report.

**F. Website**

1. Ms. Kohlman discussed maintaining the website with Lorie Gehrke (sp?). Ms. Gehrke will not charge the Chapter to get trained on the website through StarChapter's videos. Ms. Gehrke is also adept at social media. Ms. Wiborn made a motion that the Chapter engage Ms. Gehrke's services, chargeable at \$75/hr, no

charge for training. Ms. Eikenberry seconded and the motion carried. Ms. Kohlman will be the point-person for all communication flowing to Ms. Gehrke.

2. There was discussion regarding Ms. Koeberle also becoming active in social media for the Chapter.
3. Further discussion was had concerning reassessing the Chapter's use of StarChapter.

#### G. Newsletter

1. No report.

### OLD BUSINESS

#### A. IRS Tax Notice

1. Ms. Buchanan has been unable to locate any correspondence to Linda Brady from the IRS waiving interest on the penalty. Suggestions were made to engage a taxpayer advocate ombudsman or to file Form 843 to Abatement of Interest. Ms. Buchanan will continue to pursue this issue to completion.

#### B. ALA Webinars

1. There are three options: Unlimited (32 webinars) for \$2,000, 10-pack for \$899, or 5-pack for \$499. Individual webinars are \$109. Ms. Kohlman made a motion for the Chapter purchase a 5-pack license; Ms. Canapa seconded and the motion passed.

### NEW BUSINESS

#### C. President's Award of Excellence

1. Ms. Buchanan has entered submission and will advise the Board of the results once obtained.

#### D. ALA Silent Auction

1. By email a motion was made for the Chapter to support ALA's Silent Auction, and to authorize a \$100 expenditure. The actual expense was \$125, which is consistent with the 2015 expense. The Board was in agreement of the \$125 expense. Ms. Riehl purchased the gift from Brighton.

#### E. Conference Scholarship

1. Discussion tabled to April Board meeting.

#### F. Annual Conference

1. Attendees of the 2016 Annual Conference in Los Angeles, CA will be:
  - i. Pamela Dutra won at MIEB (registration pending)
  - ii. Ann Eikenberry
  - iii. Andrea Everage
  - iv. Elizabeth Kohlman

- v. May Rafanan
- vi. Karin Wiborn

#### G. Programs

1. Discussion was had concerning engaging the membership to garner ideas and input for the 2016/2017 Chapter year. The engagement would be via teleconference. Having considered program suggestions, members will be invited to join the call to brain-storm sessions or speakers from ALA's five education categories: Office Management; Human Resources; Legal Industry; Financial Management, and Communications.

#### H. Food from the Bar

1. Ms. Buchanan was contacted by Katherine Avila, Food Drive Coordinator, Alameda County Community Food Bank regarding the Chapter's interest in participating in Food from the Bar (FFB). The [Contra Costa County Bar Association](#) (CCCBA) has been an active participant in FFB since 1992. Ms. Buchanan and Ms. Everage will participate in a conference call with Katherine Avila to determine EBALA's participation. (Note: Ms. Everage reached out to the Alameda County Bar Association (ACBA) to learn it's level of participation in FFB.

#### I. Bylaw Revision

1. Tabled to April Board Meeting.

#### J. Next Meeting

1. There being no further business, the meeting was adjourned at 4:15 p.m. at which point in-coming/out-going Board members spent time crossing over information.
2. The next Board meeting is scheduled on April 30, 2016 at 3:00 p.m. at Tina Riehl's home. .

Respectfully submitted,



Andrea D. Everage

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