



## BOARD MEETING MINUTES

September 20, 2016

12:30 p.m.

**Attendance:** Andrea Everage, Joy Buchanan, Stacey Bales, Brian Nervis and Lorie Gehrke (by phone: Elizabeth Kohlman, Margot Canapa, Karin Wiborn, Kara Koeberle and Tina Riehl).

**Absent:** Pamela Dutra and Nancy Neves

The meeting was called to order at 12:36 p.m.

### A. Minutes

1. Minutes of the July 6, 2016 Board of Directors meeting were approved (motion by Ms. Kohlman; second by Ms. Bales).

### B. Treasurer's Report

1. Mr. Nervis reported on three months of financials. As of August 31, 2016, the account balance was \$19,661.41. The only out of ordinary expense was for Mr. Nervis and Ms. Koeberle to attend CLI. Due to Southwest's computer shut down Nervis and Koeberle had to secure travel by another carrier, resulting in an extraordinary expense of \$2,270.40.
2. Otherwise, monies were deposited from members' dues and the Chapter incurred regular expenses. Over the next couple of months checks should be coming in from Business Partner sponsorship renewals. The financials were approved (motion by Ms. Canapa; second by Ms. Buchanan).

### C. Membership

1. Ms. Dutra was unable to attend; no update was given.

### D. Newsletter

1. Ms. Koeberle reported that she and Ms. Wiborn are planning on having the newsletter out the first week in October. They will have an article from Brent Turner who presented on Peer Monitor at the Managing Partner Breakfast as well as one from Alice Fisher. Mr. Nevis and Ms. Koeberle will write an article on their experience at CLI. There will be an announcement about the book club and upcoming events will be posted, as well as pictures from the summer social, the Coastal Clean-up project at Poplar Beach and the Managing Partner Breakfast.

### E. Business Partners

1. Ms. Canapa reported that, thanks to Ms. Buchanan, we have secured one of our vendors Sam Clar to sponsor Bunco night.
2. In October Ms. Canapa will be sending out sponsorship renewals to existing Business Partners (BPs) and to a couple of prospective ones.
3. Ms. Buchanan advised that Chis Crowley from Pathways, who is a BP with Golden Gate and Silicon Valley is interested in becoming a BP with EBALA. Ms. Buchanan will send Ms. Canapa

his contact information and she will reach out to him. Feedback from vendors who attended the summer social was that everyone had a great time.

#### F. Website

1. Ms. Kohlman indicated she would provide minutes to ALA, and post them to EBALA's website. Pending items are getting Facebook, Twitter and LinkedIn accounts up. Ms. Kohlman will work with Ms. Gehrke to complete these tasks. Ms. Everage will send out an announcement to all members once the sites are up.

#### G. Programs

1. Ms. Buchanan reported on the following:
  - a. Summer Social went well. Everyone who attended enjoyed the event.
  - b. Managing Partner Breakfast has 15 people attending, so far.
  - c. The November 10, 2016, program, on Millennia's will be presented by Alay Yajnik. It will be held from 5:00 – 6:30 p.m. at Donahue Fitzgerald. The Chapter will provide wine and cheese.
  - d. October 20, 2016, Bunco to be held at Ms. Riehl's home.
2. Webinars are set for:
  - e. October 11, 2016 on Client Intelligence
  - f. November 16, 2016 HR Check List
  - g. Early December Account Receivables
3. There have been many recommendations on the venue for the Holiday. Ms. Buchanan will continue to look for a venue in Oakland. The date is set tentatively for December 1, 2016, and the Board agreed to keep members' cost at \$40 per person.
4. Morning in the East Bay set for January 27, 2017, however she is still working on speakers.
5. Ms. Buchanan went to the coastal cleanup this last weekend with Golden Gate and Silicon Valley chapters. There was not a huge turnout; however, it was very successful.

#### H. Presidents' Award of Excellence (Page 5)

1. Ms. Everage went through this page in advance and it looks like we are already in compliance on a majority of these items.
  - a) Provide ALA headquarters with a list of individuals who will assume chapter office
    - ✓ Already doing this - Chapter President Responsibility
  - b) Chapter President shall update and return the Chapter Profile Form on an annual basis
    - ✓ Ms. Everage is handling.
  - c) Ensure all chapter members are also members of ALA
    - ✓ This task is Ms. Dutra responsibility. Something new we should be aware of is ALA's 30-day provisional acceptance of members. After a member joins ALA, the Chapter has 30 days to provide input to ALA regarding their fitness for membership.
  - d) Provide copies of board and chapter meeting minutes to chapter members
    - ✓ Those are posted on our Website.

- e) Use the ALA logo and other Association symbols pursuant to ALA guidelines
  - ✓ We are currently doing this.
- f) Ensure all chapter board members are subscribed to and participate in ALA's Chapter Leaders Community
  - Ms. Everage will send out the link to everyone. If already signed up just disregard the email.
- g) Ensure that one or more chapter board member attend the Chapter Leadership Institute
  - ✓ We are in compliance
- h) Actively promote and educate members about ALA's Annual Conference, Business of Law Conference and specialized conferences
  - Ms. Kohlman will ensure we have this on the website also goes out with email blasts.
- i) Ensure that a Regional Council Representative attend Regional Council Meeting held in conjunction with ALA's Annual Conference and the Chapter Leadership Institute
  - ✓ We are in compliance.
- j) Regularly provide chapter activity reports and photos to ALA headquarters
  - We are not regularly doing this. However, we will comply by all Board members taking pictures at every event. Ms. Everage will forward them to ALA.
- k) Enter at least one educational program summary and evaluation into ALA's Chapter Education
  - We are not currently doing. Ms. Buchanan will get the Chapter into compliance.
- l) Upload chapter newsletters, news blasts, and chapter meeting minutes to the chapter's on line community
  - Ms. Kohlman will look into this and figure it out.
- m) Make a monetary donation to the Foundation or donate an item to the Silent Auction for the Annual Conference.
  - ✓ We are in compliance

### OLD BUSINESS

1. Ms. Everage advised that items under old business are just informative, and the Board can read the items for their edification.
2. Ms. Riehl reported that the date and location for the first book club meeting is set. The date is to be determined; however, the location will be at Archer Norris. The book selected is "*A Man Called Ove*". Ms. Riehl has come up with a name for the club, which is "East Bay Chapters"

### NEW BUSINESS

1. Ms. Everage advised that a CLM Shared Interest Group is available in ALA's online community,

and she will forward the link.

2. Ms. Everage advised the Board of the Chapter Leaders Diversity Scorecard, and said it looked quite interesting. It was agreed it something we can work towards.

The meeting was adjourned at 1:43 p.m.

Respectfully submitted by:

Stacey Bales