

**Minutes of Meeting of Board of Directors
Arizona Chapter
Association of Legal Administrators
January 17, 2017**

The Board of Directors of the Arizona Chapter of the Association of Legal Administrators met on Tuesday, January 17, 2017, at Steptoe & Johnson. In attendance were Teri Adam, Valerie Cochlin, Jo Ann Keckonen (by phone), Lisa Kelly, Marsha Kendall, Sonji Le Blanc, Margaret Logan, Gina Sanfillippo (by phone), Julie Skelton, Carrie Valenzuela, Sharon Williams (by phone), Mary Ellen Winters and Teresie Zmyslinski (by phone).

Marsha Kendall called the meeting to order at 7:45 a.m.

1) Ratification of Actions Taken by Officers

- A) Increase Chapter dues for students and lapsed members to \$50 for the first year and second year free.
- B) Withdrawal of December approval for golf tournament to support Global Brigades in May, 2017

2) Approval of December Minutes

Moved: Margaret Logan
Seconded: Julie Skelton
Passed

- 3) Treasurer's Report – December –** Julie Skelton reported that the Chapter had \$126,746.70 in cash as of December 31, 2016. Our savings account balance is \$40,007.72 which slightly exceeds the \$40,000 cap that the Board decided on. Julie believes we will collect another \$40,000 from Business Partners. We had projected receiving \$113,500 in BP income and have already collected \$125,132. Julie says that will go up some more because of the new program pricing. She expects to have a surplus by March. Expenses for our social events and the annual conference were, however, over budget. Julie will investigate why the annual conference expenses exceeded projection and consider a future budget adjustment.

Marsha Kendall said she, Julie and Sharon Williams will meet regarding next year's budget.

4) New Business

A) Membership Drive

Valerie Cochlin and a group of board members will begin a follow up phone campaign with a goal of 2/16/17 to inform people about the Chapter and collect email addresses. This is the last piece of the membership drive. Valerie shared that her baby is due next month and she and her husband will be moving back to California in June.

B) Website update

Sonji Le Blanc is working with StarChapter to build our new website. She said training is available for all board and committee members. Attendance is important as it is a good chapter management tool. Julie Skelton asked whether

StarChapter has app ability for smart phones. Sonji said no but our new site will be mobile friendly. After discussion it was decided that the Board should vote on the new colors for our logo. This will happen via email once Sonji has the different versions available as part of the website update and prior to the launch.

C) Slate of Officers 2017-2018

Marsha Kendall presented the following proposed slate to the Board.

Immediate Past President	Marsha Kendall
President	Sharon Williams
President Elect	Sonji Le Blanc
VP	Carrie Valenzuela
Treasurer	Julie Skelton
Secretary	Lisa Kelly
Director at Large	Teresie Zmyslinski
Director at Large	Dana Mariano
Director at Large	Jennifer Goodman
Director at Large	Teri Adam

Gina moved to approve the proposed slate and Carrie Valenzuela seconded. The motion was approved. The general membership will vote at the monthly luncheon in February.

Officers, Directors and Committee Chairs

ALA Region 6	Sharon Williams
Business Partner Program	Sonji Le Blanc/Carrie Valenzuela
Communications	Carrie Valenzuela (List Serve)
Communications	Narinda Greene (Media)
Communications	Teresie Zmyslinski (Chapter Happenings)
Community Connections	Jennifer Lovato
Diversity & Inclusion	Lisa Kelly/Sonji Le Blanc
Editor	Jackie McAferty
Education	TBD
Information & Finance	Chris Proctor
Leadership	Sharon Williams
Meeting Coordinator	Chris Phillips/Mary Ellen Winters
Membership	Teri Adam/Sarah Dunne
Newsletter	TBD
Social	Teresie Zmyslinski
State Bar	Marsha Kendall
Student Liaison	Lisa Kelly
Tucson Liaisons	TBD
Website	Bobby Jo Claywell

D) Tucson Lunches

JoAnn Keckonen contacted the members in Tucson by email and will begin a phone campaign to get members to attend next week's meeting being hosted at the DeConcini McDonald office in Tucson. Marsha Kendall said if interest

warrants getting together for other events the Chapter will pay. All meetings are on Facebook Live.

E) Education

i) Calendar for 2017

Gina Sanfillippo reported everything is slated but for 3 sessions in the Finance & Operations series. She hopes to have it complete by the February board meeting.

ii) Breakfast education sessions

Gina said breakfast sessions have been hard to get off the ground and she will focus more energy on that.

In previous years the Chapter bought the whole year of webinars. Last year the Chapter purchased a limited number in an effort to help CLMs. Gina asked whether the Board was interested in spending \$500 or \$600 to buy them this year. Sharon Williams said few attended last year. After discussion, Sharon moved to pass on the purchase, Margaret Logan seconded and the motion not to purchase the webinars carried.

Marsha Kendall said participation in the education sessions slowed this month. We need to do a better job marketing that remote attendance is possible. Marsha asked to advertise the session sponsor on the podium so it would be visible to remote participants. It was suggested that responsibility for handling questions from remote participants be handled by a member attending in person rather than by our IT provider.

F) Annual Conference

i) Scholarships awards

Marsha Kendall had Valerie Cochlin draw the two scholarship winners: Gina Sanfillippo and Stephennie Stuart. The winners will be announced at the monthly luncheon.

ii) Early bird registration 2/13

iii) Session hosts

Marsha Kendall received an email from the Association asking for session hosts at the annual convention and she encouraged board members to volunteer.

G) Name Badge Protocol

Lisa Kelly said the new badges will be delayed due to the logo change. The Chapter will present a new order for badges every 2-4 weeks. The Chapter will pay for badges for new members, people rolling off the Board, and member name and/or firm changes. Members will pay for lost badges.

H) Legal Community Mixer 2017

Carrie Valenzuela said the mixer is scheduled for March 30th at the ASU downtown campus from 5 to 8 pm. Nationwide Legal is our sponsor.

I) Cross Over

Marsha encouraged Board and committee members to begin preparing notes and instructions for the upcoming board transition and cross over meeting in March.

COMMITTEE REPORTS

ALA Region 6: Marsha Kendall said Sharon Williams will be included on these calls beginning in February.

Arts & Graphics: No report

Board Liaison: Jo Ann Keckonen, no further report

Business Partner Program: Sharon Williams reported we have 2 Rattlesnakes, Leadership and the Holiday party left to sell. Bo of Total Networks said Total Networks would sponsor the Holiday party if necessary.

Mary Ellen Winters said the Business Partner Appreciation event is scheduled for February 16th from 5 to 8 pm at The Little Woody. Carrie has included a map on the Event Brite invitation.

Community Connection: Gina Sanfillippo reported Susan Neff (Guide Dogs of America) is coming to town in early February. Gina wants to introduce her to Jennifer Lovato.

Diversity & Inclusion: Lisa Kelly said we have 5 copies of Jason Schechterle's book to raffle at the monthly lunch.

E-Communications (ListServe, Photography & Social): No report

Education: Gina Sanfillippo, no further report

Finance & Operations Series Education Track: No report

HR Series Education Track: No further report

Information and Finance: No report

Leadership: No further report

Meeting Coordinator: Marsha Kendall asked Carrie when she plans to switch to Event Brite. Marsha wants to publicize the Leadership Workshop. After discussion it was decided to use Event Brite for the Workshop prior to the website being completed.

Membership: Valerie Cochlin will meet with Teri Adam and Sarah Dunne to go over the program.

Mentor Program: No report

Newsletter: Marsha Kendall said the newsletter will go out on 1/17/17.

Social Events: No report

State Bar Liaison: No report

Student Affairs Liaison: No report

Website: No further report

Wacky/Crazy Ideas –

Adjournment:

Moved at 8:36 a.m.: Carrie Valenzuela

Seconded: Lisa Kelly

Passed