

**Arizona Chapter
Association of Legal Administrators
Board of Directors' Agenda**

7:45 a.m., Tuesday, June 20, 2017
Gammage & Burnham
2 North Central, 15th Floor Phoenix AZ 85004

Attendees: Sharon Williams, Julie Skelton (phone), Marsha Kendall (phone), Sonji Le Blanc (phone), Carrie Valenzuela (phone), Lisa Kelly (phone), Teri Adam, Jo Ann Keckonen (phone), Sarah Dunne, Teresie Zmyslinski (phone)

Meeting called to order: 7:46 a.m.

1) Ratification of Actions Taken by Officers

2) Approval of May Minutes

Motion: Sharon Williams

Seconded: Marsha Kendall

3) Treasurer's Report/Budget

Julie Skelton

We are in great shape financially. Last month the chapter was scammed and \$1850 went out to someone who claimed to request speaker fees. Julie created a separate Misc. budget line for this item. Bank account numbers had to be changed and a code is now needed to request funds. For the March Leadership event, which is no longer in existence, we budgeted \$10k, which Sharon suggested be split into \$5k for the Regional Legal Management budget and \$5k into Misc. Only one vendor has not paid sponsorship fee.

4) New Business

A) Membership

Teri Adam & Sarah Dunne

5) Jo Teri and Sarah will contact Matt regarding postcards to promote Annual Education Conference. If no response, they will ask D4.

6)

i) **Annual Dues Stipends**

Jo Ann Keckonen

Jo Ann stated she just circulated an email for the Board's review. Ann sent proposal for Membership Dues Scholarship, which will be sent to Board members for approval.

ii) **Ambassadors**

Sharon Williams

Please reach out to Teri Adam or Sarah Dunne if you are unable to continue with this project. We want to make sure all our members are being reached out to for events.

B) Meeting Coordinators

Sharon Williams

Mary Ellen is no longer a Chapter member and Chris Phillips is stepping down. Tracy Als will be in charge of the Chapter lunches. Each lead of the Speciality lunches will handle their own for attendance, speaker/sponsor intro's. Sonji will be

training Tracy at the next Chapter lunch and providing her with the Chapter laptop, and Lisa will hand off the projector to her.

C) Symposium Update

Sonji Le Blanc

Sonji has the flyer put together with the details and schedule. She will look to have it posted for registration on June 26. You can go onto the website and see the event. We have Dallis Meiring, one of our interns, to work with Carrie on the BP raffle items. Teresie is working with decorations.

D) Possible Dues Increase

Sharon Williams

Overall consensus was that a dues increase was not warranted at this time. Sharon is not in favor because it is not a revenue source and we are able to keep it low due to our generous business partners. She mentioned Cleveland dues are \$100/year and Toledo is at \$140. Julie is not in favor.

E) Constant Contact

Carrie Valenzuela

Sharon said it is down and Teresie is not getting what she needs from StarChapter to move forward.

F) Strategic plan and chapter timeline

Sharon Williams

Sharon turned in the Compliance Report. September Fidelity will be due. Julie shared National should forward that.

G) Send Out Cards

Teresie will forward the password for our account to Teri Adam. Teresie said we have some credit to send a few cards. We want to cancel this subscription.

7) COMMITTEE REPORTS

ALA Region 6

Sharon Williams

Board Liaison (Tucson)

Jo Ann Keckonen

Sharon mentioned Mary Hastings reached out to Leah Won with U of A about interns. Sharon asked Jo Ann to reach out to Mary and then to Lisa Kelly.

Business Partner Program

Sonji Le Blanc

One sponsorship opportunity for 2017 remains

Community Connection

Jennifer Lovato

Amy? Is joining Holly and Jennifer. Sharon said to hold off putting her on the website until we see how involved she becomes. Sharon gave her a list of members for a mailing.

Diversity & Inclusion

Sonji Le Blanc & Lisa Kelly

Lunch today with Kami Hoskins on politics and religion in the workplace.

E-Communications

Teresie Zmyslinski
Carrie Valenzuela
Narinda Greene

Nothing new to add

Education

Marsha Kendall/
Directors at Large

Finance & Operations Series
HR Series

Dana Marinaro
Marsha Kendall & Lisa Kelly

Combine this with D & I or remove.

Information and Finance
Meeting Coordinator
Membership
Mentor Program
Newsletter

Chris Proctor
Tracy Als,
Teri Adam & Sarah Dunne
Teri Adam & Sarah Dunne
Jackie McAferty
Stephennie Stuart
Teresie Zmyslinski

Social Events
Working on Symposium

State Bar Liaison
Student Affairs

Marsha Kendall
Lisa Kelly/Ana Corey

14 interns have positions, 1 is still outstanding. Two for ALA.

Website

Bobby Jo Claywell

Sonji is covering for Bobbi Jo while on vacation for a week.

8) WACKY/CRAZY IDEAS – TIME FOR BOARD MEMBERS TO SHARE IDEAS – ANY IDEA IS WELCOME!

Adjournment: 8:18 a.m.

Moved: Sharon

Seconded: Teri