

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

12:00 p.m, Thursday, September 21, 2017
Gammage & Burnham
2 North Central, 15th Floor Phoenix AZ 85004

Attendance

In-person: Sharon Williams, Lisa Kelly, Teri Adam, Jackie McAferty, Dana Marino, Christine Stangl, Jennifer Lovato, Sonji Le Blanc, and Sarah Dunne

Meeting called to order: 12:01 p.m.

1) Approval of June Minutes

Motion: Sharon Williams
Seconded: Teri Adam

2) Treasurer's Report/Budget

Christine Stangl

We welcomed Christine Stangl to the meeting as our new Treasurer!

- We are currently under budget.
- Some expenses from Symposium are still coming in.
- Send your receipts via email to Christine.

3) New Business

A) Leadership Appreciation Event

Carrie Valenzuela

- Lisa is taking the lead for the Leadership event.
- Found:RE is reserved for November 8 as well as Dominic Bartola, our speaker.
- Jackie secured Magro, who is willing to donate a custom men's suit for a raffle!
- Lisa was able to get a night's stay certificate at the hotel.
- A buffet will be offered for lunch.
- This location is on the Light Rail.

*We broke for about 15-20 minutes to get our lunch from Waldo's BBQ who sponsored this meeting and provided the food and service.

B) Community Connection Event

Jennifer Lovato

- Jennifer is excited to hear from different firms who have planned or held Guide Dog for the Blind events.
- She reached out to two firms and will give an update in the next newsletter Community Connection.

- The link on our website is being used but there isn't a tracking system. Jennifer would like to find our contact with Guide Dogs to give us feedback on donations.
- Teresie mentioned a supply drive at an event to stock items to give a local Charity like Halo (Guide Dogs can't use them).
- At the managing partner leadership event in November Jennifer would like to recognize those firms who have participated.
- Suggestion to bring up on ambassador outreach. Teri will add to talking points.
- This drive will go to the end of the fiscal year. Each Chapter lunch could have a swag bag to raise awareness, and maybe do something at the BP event at The Strand.
- One suggestion was to send a survey out to membership to see who has participated or plan to. Sharon shared we need to do a monthly survey with multiple items. The next Chapter lunch let us put out a simple visual on each table with a donation bucket.

C) Strategic plan and chapter timeline

Sharon Williams

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

Sharon brought up moving the Board meetings to 11:00 - 11:30 a.m. the day of the Chapter lunches. We would send the agenda out ahead of time asking for items. Then share our thoughts via email to keep the meeting quick and on track.
 Motion: Sharon Williams, Seconded by Sonji Le Blanc. Carried.

Adjournment:

Moved: Sharon Williams 12:54 p.m.
 Seconded: Sonji Le Blanc