

**Minutes of Meeting of Board of Directors
Arizona Chapter
Association of Legal Administrators
February 21 2017**

The Board of Directors of the Arizona Chapter of the Association of Legal Administrators met on Tuesday, February 21, 2017, at Steptoe & Johnson. In attendance were

Sarah Dunne, Marsha Kendall, Gina Sanfillippo, Sharon Williams, Dana Marinaro, Jo Ann Keckonen (by phone), Sonji Le Blanc (by phone), Stephennie Stuart, Teri Adam, Narinda Greene, Teresie Zmyslinski (by phone), Jackie McAferty (by phone).

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

February 2017 Board of Directors' Meeting:

1) Approval of January Minutes

Moved: Gina Sanfillippo
Seconded: Marsha Kendall
Passed Motion Passed

2) Treasurer's Report/Budget

Julie Skelton

None

3) New Business

A) Annual Conference

Sharon Williams

Sharon Williams brought up that the ALA has a "Tips for First Time Conference Attendees" posted on their website. She suggested it would be good for all attendees to read. One tip is to attend the Idea Exchanges on Sunday afternoon. She brought up that while the tips addressed participating in a chapter dinner, she felt that due to the numerous events held Monday through Wednesday we should instead hold a Chapter happy hour after Sunday's welcome event. Later in the meeting, Sonji moved for the happy hour. Sharon made a second and the motion passed. The next subject was the 60 seconds of fame video. Gina Sanfillippo suggested doing an Elevate the ALA using either an elevator or escalator after the next specialty series lunch. Sharon will reach out to Bo Brown of Total Networks to see if he would be willing to film it. Sharon then emphasized that if you register for a BP event please show up. She will forward to all attendees from the Chapter party information and how to RSVP as well as attendee information, cell phones, etc. Sharon mentioned that Marsha has once again gotten a great FALA donation for auction at conference so bring

your money. Final mention was the Chapter swag to bring to conference. Carrie Valenzuela is working on getting black eye marks with the chapter logo on them as well as pompoms in the ALA colors. Sharon finished up with encouraging all attendees to be a session host. It is a great way to get comfortable with public speaking.

B) Membership Drive Update

Teri Adam & Sarah Dunne

i) Teri and Sarah indicated that the reach out of past members was going well. They would update on progress later. Sharon brought that Laser Option has offered to create postcards to send out to non-members. It was decided to move forward with those.

ii) **Tucson Members/Association Dues** **Marsha Kendall**

Marsha Kendall brought up the discussion she and Sharon Williams had with Debbie Burgos of Region 6 to re-engage former Tucson members with a scholarship for National dues. A motion was made by Marsha Kendall to add \$2,000 to the budget for stipends. Seconded by Sharon Williams and passed by Board vote. The Membership Chairs will work on how to commit funds.

C) Legal Community Mixer 2017

Teresie Zmyslinski

Teresie indicated that she and Carrie Valenzuela have been working on the Legal Mixer with other associations as a great way to get everyone together. She encouraged all members to attend the event to be held at ASU on March 30 at 5:00 p.m.

D) Conference Stipends O,D,C,N

Marsha Kendall

Marsha discussed conference stipends offered by the Chapter. The Chapter pays for all officers to attend both the annual conference and the regional conference. Directors and committee chairs receive a \$500 stipend to use on the ALA conference of their choice. She then moved to include a stipend for Chapter members who are active in National. It was seconded by Gina and passed by the Board. The Chapter also pays for those who are selected to attend CLI.

E) Bylaws

Marsha Kendall

Marsha discussed the proposed bylaws changes and committed to sending them out to the membership the week of 2/27. She will send out a request for a vote the week of 3/20.

F) State Bar Diversity & Inclusion Conference **Gina Sanfillippo**

i) **Importance of visibility**

Gina discussed an earlier e-mail about declining participation in the State Bar Diversity & Inclusion Conference. She pointed out that the Bar didn't know who we were until 3 years ago. She stressed the importance of the ALA and elevating our visibility in the legal community. Diversity & Inclusion Co-Chair Sonji Le Blanc said that

while she values the State Bar she did not feel this particular conference had value for us. Gina suggested we find something to do with them in the future to not lose the connection. Marsha suggested that she and Gina meet with Roberta Tepper of the Bar to find a way to create a partnership

G) Education

Marsha Kendall

i) **Leadership Workshop**

Marsha indicated we were at 30 registrants. We need to try to have it filled by 3/1 since there is a pre-assessment survey. She made a request of the ambassadors to push the leadership workshop with their members.

ii) **Leadership Lunch**

Carrie Valenzuela

Carrie to address this topic at the board next meeting.

iii) **Series and remote access**

Marsha Kendall

Marsha is not sure how many people are participating online and how many are showing up. Dana indicated she was curious how people get online to watch remotely. Sonji indicated that if you go to our website on the home page there is a link that takes you to a private group. Marsha will reach out to Bo for more information.

H) 2017 – 2018 Board

Marsha Kendall

Marsha indicated the slate of officers has been distributed to the membership and voting will take place next Tuesday at the Chapter lunch. Crossover will be held at next month's board meeting. Marsha requested everyone come in person to meet with their takeover person and receive their thank you gift. Sonji asked that everyone edit their own photo and bio on the website. Sharon brought up that we still need an Education Committee Chair. She suggested it be shared by the Directors-at-Large and the current HR/Diversity and Finance/Operations Chairs. It was also suggested that Sharon reach out to the members for interest.

I) Protocol regarding Specialty Series

Dana Marino

Dana had concerns regarding sponsors and speakers from the same industries. She suggested we devise a plan going forward what we tell BPs.

J) Website Update

Sonji LeBlanc

Sonji indicated everything is moving along smoothly with the new website. She has gotten good feedback from both members and BPs. She suggested more of the committee get online and have access but there are only 10 admins with access to do edits on the site. In order to increase it to 20 our monthly fee would go from \$85 to \$100. She made a motion to increase the Star Chapter membership plan in order increase

the administrators to 20. Dana seconded the motion and it was passed by the board.

Sonji is going to set up group training for the new incoming board in April

4) COMMITTEE REPORTS

ALA Region 6	Marsha Kendall: No report
Arts & Graphics	Teresie Zmyslinski: No report
Board Liaison	JoAnn Keckonen: No report
Business Partner Program	Sharon Williams: Sharon reported we have 3 sponsorships left, 1 Rattlesnake, 1 Holiday party and 1 leadership. \$7,150 shy but with BPs providing lunches we are close to even. We will also have raffle prize of flowers at Chapter meetings. Sharon will work with JoAnn on how to include the Tucson members in raffles.
Community Connection	Gina Sanfillippo: No report
Diversity & Inclusion	Sonji Le Blanc & Lisa Kelly: Sonji indicated the lunch today should be really good.
E-Communications	Carrie Valenzuela: No report
Education	Gina Sanfillippo: No report
Finance/Ops Series	Dana Marinaro: We need two more slots filled
HR Series	Marsha Kendall & Lisa Kelly: No report
Information and Finance	Chris Proctor: No report
Leadership	Marsha Kendall: Nothing further to report
Meeting Coordinator	Mary Ellen Winters & Chris Phillips: No report
Membership	Teri Adam & Sarah Dunne: No further to report.
Mentor Program	Teri Adam & Sarah Dunne: No report.
Newsletter	Jackie McAferty & Bobbi Jo Claywell: Jackie asked what we need to include in the next newsletter. Marsha indicated scholarships winners should provide articles on the annual conference, leadership workshop report and incoming and outgoing president messages. We should also provide an update on the membership drive. Check with Tucson if they want to provide anything
Social Events	Chris Cotanch: No report
State Bar Liaison	Gina Sanfillippo: Nothing further to report
Student Affairs Liaison	Ana Corey: No report
Website	Sonji Le Blanc & Stephennie Stuart: No report

Adjournment:

Moved: Sharon Williams
Seconded: Gina Sanfillippo
Passed