

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

7:45 a.m., Tuesday, May 16, 2017
Gammage & Burnham
2 North Central, 15th Floor Phoenix AZ 85004

Attendees: Sharon Williams, Carrie Valenzuela, Lisa Kelly, Sonji Le Blanc, Sarah Dunne, Teri Adam, Jennifer Lovato, Narinda Greene. By phone: Teresie Zmyslinski, Julie Skelton and Marsha Kendall.

Meeting called to order at 7:46 a.m. by Sharon Williams

1) Ratification of Actions Taken by Officers - none needed

2) Approval of April Minutes - Motion by Sharon, Seconded by Carrie; carried

3) Treasurer's Report/Budget **Julie Skelton**

- First month of new year. \$50,011.78 in savings and \$74,427 in checking. Little action this month, quiet.

4) New Business

A) Membership Drive Update **Teri Adam & Sarah Dunne**

- There was an issue getting the postcards out before the social. Teri and Sarah are working with the vendor to line up a mailing for 200 cards to get the postage discount.

i) **Annual Dues Stipends** **Jo Ann Keckonen**

- Nothing to report due to Jo Ann not being present. Move to June.

B) Scholarship Drawing **Sharon Williams**

- Eight current submissions. Ambassadors should reach out. Four scholarships to award at the May 23rd Chapter lunch.

C) Education

i) **Agendas/Checklists** **Sharon Williams**

- Sonji created two checklists for Chapter and specialty lunches. Sharon will send out to the board. Please let Sonji know of any changes needed. This will help us make sure all items are covered for a lunch, and use as a reference if someone needs to step in for the lead.

ii) **2017 Leadership Event** **Marsha Kendall**

- Marsha asked for consideration of bringing Judy Hissong back for a third Leadership Workshop on Coaching. She sent a copy of the survey results from the past session. This year we paid Judy \$5k, \$1,500 for assessments and \$400 for travel. In 2018, we would not have an assessment charge.

Marsha proposed we move forward to have next year with Judy. Sonji brought up the idea of a new speaker. Keeping it fresh. Also, having someone take the lead from start to finish. Teresie has an idea for a speaker who she and her managing partner saw. Jennifer brought up a local coaching speaker. Jennifer mentioned vetting some other speakers and getting quotes for a broader speaker group. After much discussion, Marsha withdrew her proposal. Teresie is open to be the lead for this session. Also, Sharon mentioned maybe we skip 2018. Julie felt we shouldn't skip a year.

Carrie will pull the last survey Marsha did and then we can add to it seeking suggestions from members regarding what types of sessions they would like, days and times.

D) Strategic plan and chapter timeline

Sharon Williams

- Sharon passed out the strategic plan. Please review your assigned areas and let her know if there any issues. These are to keep us in Chapter compliance.

- Drawing at next week's lunch for Regional and Specialty conference winners.
- Region 6 Rep will update Sharon on the International board meeting.
- All those attending CLI have registered and secured hotel and flights.

- Community Connection - Jennifer Lovato
 - Jennifer would like a few minutes at next week's Chapter lunch.
 - Fundraising goal for Guide Dogs for the Blind.
 - 1) Holly Einspahr joined the committee to help with strategies.
 - 2) Senior Philanthropic Advisors - ACF, Arizona Community Foundation, (largest in AZ/US) in managing up to 1, 500 gifts for non-profits. Certain funds are designated by people for kids, dogs and veterans. Susan Neff is our guide dog contact. Jennifer would like to facilitate a meeting with us, Susan and ACF for a grant. ACF helps non-profits become stronger.
 - 3) Fundraising - work with member firms/Business Partners employees to gain momentum in fundraising by doing Jean Day, Root Beer Floats for a donation ideas. Jennifer will purchase 60 stuffed dogs at \$1.95/each for a total around \$150. Then plan will be to give one to a contact employee at a firm or BP to be the point person for the fundraising.
 - June - Children Vision Awareness Month
 - August - Guide Dog Awareness Month
 - November - Veteran's Day
 - End of Year acknowledgement for all the firms and BP's participation.
 - Jennifer's managing partner will draft a letter to fellow managing partners to help raise funds. Goal of \$25K, \$500 from 50 offices.
 - Jennifer will check with Susan to find out how we are notified if someone donates online to Guide Dogs for the Blind. Sonji would like to have the puppies at the June Chapter lunch and the Symposium.

Send out Cards Service - Sharon stated the subscription has run out. Not many board members received cards. Teri will give the log on information to Teresie to see if we have any card/postage credit to use. Sharon motioned to drop the service, Teri seconded, all in favor.

Sonji suggested as a new process we purchase a variety card box and include stamps to give each Ambassador along with the birthday and anniversaries of their people. Then they will be in charge of mailing these out to their individual members.

5) COMMITTEE REPORTS

ALA Region 6	Sharon Williams
• Nothing to report	
Board Liaison (Tucson)	Jo Ann Keckonen
• Not here	
Business Partner Program	Sonji Le Blanc
• Negotiating the 2nd BP for the holiday party	
Community Connection	Jennifer Lovato
• Shared previously	
Diversity & Inclusion	Sonji Le Blanc & Lisa Kelly
• Lunches scheduled	
E-Communications	Teresie Zmyslinski Carrie Valenzuela Narinda Greene
• Nothing to report	
Education	Marsha Kendall/ Directors at Large
• Nothing to report	
Finance & Operations Series	Dana Marinaro
• Not here	
HR Series	Marsha Kendall & Lisa Kelly
• Lunch today on Substance Abuse	
Information and Finance	Chris Proctor
• Not here	
Leadership	Sharon Williams
• Nothing new to report	
Meeting Coordinator	Tracy Als, Mary Ellen Winters & Chris Phillips
• Mary Ellen will be dropped from National at the end of this month. Sonji will train Tracy at the Chapter lunch on the website. We will switch to the person in charge of the planned lunch will be responsible for making sure all items are in order, attendance is registered, etc.	
Membership	Teri Adam & Sarah Dunne
• 108 members.	
Mentor Program	Teri Adam & Sarah Dunne
Newsletter	Jackie McAferty

- Not in attendance
- Social Events
 - Next item in the holiday party. Waiting to hear back from Omni hotel
- State Bar Liaison
 - Nothing to report
- Student Affairs
 - Gina and Lisa are meeting with the students tonight for orientation and then match them to firms/BP's. 19 students and 15 opportunities.
- Website
 - Not here

Stephennie Stuart

Teresie Zmyslinski

Marsha Kendall

Lisa Kelly/Ana Corey

Bobby Jo Claywell

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

Adjournment: 8:30 a.m.

Moved: Sharon

Seconded: Carrie