Arizona Chapter
Association of Legal Administrators
Board of Directors' Agenda

7:45 a.m., Tuesday, April 18, 2017
Gammage & Burnham
2 North Central, 15th Floor Phoenix AZ 85004

The Board of Directors of the Arizona Chapter of the Association of Legal Administrators met on Tuesday, April 18, 2017, at Gammage and Burnham.

In attendance were: Sharon Williams, Marsha Kendall, Sonji Le Blanc (phone), Carrie Valenzuela, Lisa Kelly, Julie Skelton, Narinda Greene, Teresie Zmyslinski (phone), Jennifer Lovato, Mary Ellen Winters, Stephannie Stuart (phone)

Sharon WIlliams called the meeting to order at 7:50 a.m.

April 18, 2017 Board of Directors' Meeting:

1) **Ratification of Actions Taken by Officers** - None

2) **Approval of March Minutes**
   Moved: Marsha Kendall
   Seconded: Carrie Valenzuela
   Passed Motion Passed

3) **Treasurer's Report/Budget** **Julie Skelton**
   1) 2017/2018 Budget **Sharon Williams**

   Julie Skelton reported the Chapter has $40K in savings and $99,765 in checking. If the Chapter is able to remain in budget for 2017-2018 then the Chapter should be able to increase savings by $10K. The proposed budget includes recommended adjustments. They included:
   a) Regional/Specialty scholarships: Increased by four. Total of six
   b) Annual scholarships: Increase by two. Total of four.
   c) New Member Retention: Membership dues paid for four new members
   d) CLI Registration – Total of 8
   e) National Volunteer Stipend: $500 each for five members (Gary, Katie, Geri, Gina, Marsha)

   Sharon Moves to accept the budget, Julie seconded.

4) **New Business**

A) Report on Annual **Sharon Williams**
Sonji won the Quest award; past president one an Excellence award. Chapter reception went off very well. Everyone liked the idea. Kim Dudley gave a big appreciation for making her feel very welcomed.

Sharon proposes we start a protocol for the BP hall, by splitting them up. Start at opposite ends or assign an aisle to each person. Gateway chapter has a requirement for scholarships that the person needs to be a session leader. Sharon will send out Just the Facts emails to the board.

Discussion on revamping dues according to size of firm. Multi member firms as well. Adding CLE enhancement for attorneys. Rebranding will start again with National and will take 29 months and the process will be very transparent. If they reach out to you, please share your input. Per Sonji, this isn't just about a name change, more the whole scope of the association.

B) Membership Drive Update — **Teri Adam & Sarah Dunne**

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

ii) **Ambassador Assignments** — **Teri Adam & Sarah Dunne**

No one is here to report, as Teri and Sarah are headed to the NALP Conference. Ambassadors may have new people on their list. You are welcome to keep in touch with those who have dropped off. Narinda has asked for some more people, so the list may be revamped. Sharon will talk to Sarah and Teri to refine the list better and have new members with seasoned members.

C) Chapter Happenings change — **Sharon Williams**

Complaints of too many emails going out from the Chapter. A suggestion is to send out Chapter Happenings once a month and then the Ambassadors follow up throughout the month. Others suggested twice a month - 1st and 15th. Right now sent out every week. We have a lot of traffic on the website, per Sonji..

D) RLMC Scholarships and CLI — **Sharon Williams**

Kick off scholarships at social Thursday. Guidelines provided and an application. Sharon proposes we have four categories, past volunteer (local or national), general members, first time attendee, and participation award (take their word for it since we don't have a list of who attended this past year). Either Vegas or Nashville, max of $1300. Marsha asked if a member could attend a specialty conference instead of RLMC or is it just for RLMC. Several members think this is a good idea to broaden the scope other specialty series options. Sharon will change to RLMC or specialty. Stipend stays the same. CLI attendees: if you attend you should have a vision as to moving up in the board. Tell Sharon if you'd like to go. Marsha, Teresie, Carrie, Sonji, Dana, Narinda, and Lisa have expressed interest.

E) Education — **Sharon Williams**

i) **Committee** — **Sharon Williams**

ii) **Change in 2018 Specialty Series** — **Sharon Williams**

iii) **Leadership Workshop** — **Marsha Kendall**

13-15 responded to Leadership Workshop survey. All responses were very positive, all in favor of attending a third round. One comment was we should use someone other than Judy Hisson. Marsha would like to propose phase three in early 2018 on coaching. Julie seconds. Sonji asked about the fee - which was reported as $6,000 for Judy including travel.

iv) **BP Partner short tips** **Carrie Valenzuela**

John from nQ did a small shorter educational speaking at Annual and liked it. Several BP's would like to have at the Chapter level. Mini speaking, 20 minutes to give information. This year we have an official bull pin for high sponsorships. Selling point for next year, you get the bull pin and a 20 minute tip.

Past President was charged with Education in the past, with the expansion of education we need more people to assist. Marsha will be chair and she will be slating the chapter lunches next year. The specialty series will be slated by the committee chairs of those specialties to circulated out in the group. Sharon proposes we take the specialty series Finance & Operations and do one or two a year, and team up with Cyber Chapter. They generally focus on finance and are free. Focus on HR & D & I aspect.

Some board members had a call with the New Mexico Chapter. They have very little continuing education and don't have the BP opportunities. Sharon proposes we make them our sister Chapter and register them for our FB site so they can attend Education classes. Marsha wonders about offering some incentive for them to come to the Symposium. Use the Tucson Symposium funds for Tucson and NW for hotel reimbursement. Sharon motions and Lisa seconded. Marsha moves to make NW our sister Chapter and become members of the FB group, Julie seconded.

An incentives for using the website is it will show every meeting you attended to then show your firm. CE certificates can be printed from the website. Sonji added to the site so someone can register as a guest. We have to decide how to handle for payments and each event needs specific information coded this year. Per Julie, there should be a cc option or bring a check to the event. Julie needs to see who the guests are on the site. If potential member or National member then you don't pay the fee. Sonji will send Julie some payment samples.

F) Strategic plan and chapter timeline **Sharon Williams**

It will be posted on the website. This is a timeline for Chapter leaders which are required by National, as well as other items such as registering attendees for CLI. Sharon wants it to be clear when Sonji takes over and as she passes it down so it will be much easier. Please take a look at it, and if assigned a piece, or aware something needs to be added, or deadline seems wrong, please let Sharon know.

G) Business Partner Use **Sharon Williams**

We want to be very careful asking our Business Partners to do things outside the Chapter. The BP list shouldn't leave the Chapter. Some people have relationships with the BP's and do ask them to be a part of other associations outside the Chapter. We need to be careful we don't get them too involved with another group and then they drop us as a sponsor. Large ticket items in the mindset that would pull them away. Clearly stating the event is not an ALA event.

H) Meetings/Education

i) **Registrations** **Sonji Le Blanc**
ii) **Talking Points** **Sonji Le Blanc**

Discussed throughout the meeting.

5) COMMITTEE REPORTS

ALA Region 6	Sharon Williams - conference call with Debbie Burgos Thursday to go over what is happening at HQ.
Board Liaison (Tucson)	Jo Ann Keckonen not here
Business Partner Program	Sonji Le Blanc - peachy, two sponsorships for this year still open
Community Connection	Jennifer Lovato - 2017/2018 financial goal is $25K, renewed with Guide dogs nationally and locally for puppies. Goals increase awareness and firm participation. Create pay to play opportunities for firm members (jeans for charity days). The group started as a veterans service and youth is a focus group. Treats for Charity, low costs items like floats for $5, members to match, inclusiveness, and getting people active. Jennifer asked her OMP about sending all member OMP's an email to get recognition at the leadership event for all firms who rose to the challenge. Need to push the group is tax deductible. Maybe work toward an Idea award for next year. One event each quarter. Might consider pulling in our sister chapter.
Diversity & Inclusion	Sonji Le Blanc & Lisa Kelly - DLA speakers today are top Executive Directors of the association.
E-Communications	Teresie Zmyslinski Carrie Valenzuela Narinda Greene-no report
Education	Marsha Kendall/Directors at Large -
Finance & Operations Series	Dana Marinaro not here
HR Series	Marsha Kendall & Lisa Kelly - today
Information and Finance	Chris Proctor - not here. Chapter faxes were filed
Leadership	Sharon Williams - no report
Meeting Coordinator	Mary Ellen Winters & Chris Phillips -

website is doing a great job. Need more education to register. Tracy Als will be joining this group. HR series - Mary Ellen; Finance - Chris; Monthly -Tracy

Membership	Teri Adam & Sarah Dunne - not here
Mentor Program	Teri Adam & Sarah Dunne - not here
Newsletter	Jackie McAferty
	Stephennie Stuart newsletter for Q2 in draft and approved. Send out tomorrow
Social Events	Teresie Zmyslinski - estimated 45, dropped to 35 min for social this week. Please spread the word.
State Bar Liaison	Marsha Kendall - left
Student Affairs	Lisa Kelly/Ana Corey - 19 students and matching BP's
Website	Bobby Jo Claywell - not here

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

Carrie is working on the Leadership lunch for a venue and speaker. Michael, at the Phoenix Suns, is trying to get us a deal before he leaves for law school. Speaker will be Dominic Bartola.

Adjournment: 9:02 a.m.

Moved: Mary Ellen
Seconded: Julie