



**EBALA Board Minutes**  
**Tuesday, July 21, 2015**  
**12:30 p.m.**

**Attendance:** Joy Buchanan, Margot Canapa, Ann Eikenberry, Elizabeth Kohlman and Karin Wiborn (by phone: Stacey Bales, Pamela Dutra, Andrea Everage, and Tina Riehl).

**Absent:** Brenda Barry, Rachel Estes, Brian Nervis, and Nancy Neves.

The meeting was called to order at 12:32 p.m.

**A. Minutes**

1. Minutes of the June 24, 2015 Board of Directors meeting were approved with minor corrections (motion by Ms. Bales; seconded by Ms. Eikenberry).

**B. Treasurer's Report**

1. Ms. Bales presented the financials, which were approved (motion by Ms. Canapa; seconded by Ms. Kohlman). Discussion was had concerning the procedure for checks over \$1,000 receiving two signatures.

**C. Membership**

1. Ms. Dutra advised she is pursuing membership of Kathy Valente, Administrator at Sabine Webb. Ms. Valente previously attended an educational session, and Ms. Buchanan is in favor of Ms. Valente attending, as a guest, the July 22, 2015 round table discussion. Further, Ms. Dutra is pursuing the following: Tricia Hoekwater, Administrator, Fiskin Slatter; Carlos Morales, Operations Manager, Morales Fierro & Reeves; Jeffry Williams Lais, Firm Administrator, Lewis Feinberg Lee & Jackson PC.
2. Ms. Buchanan and Ms. Dutra will prepare and submit the Chapter compliance to ALA membership requirement by July 24, 2015.

#### D. Business Partners

1. Ms. Eikenberry advised that Diane Haines is the new contact for RICOH. Carrie Woodin, previous RICOH contact, had requested an upgrade in membership status; however, Ms. Eikenberry learned Ms. Woodin did not have authorization to advance partnership level. Thus, RICOH will re-issue the \$1,000 check for the approved level of sponsorship.
2. Pacific Computer Consultants has a new contact, which is David Jordan.
3. Ms. Buchanan and Ms. Eikenberry have reviewed and finalized the Business Partner Program information sheet, and will distribute as appropriate (e.g., website, prospective business partners, etc.).

#### E. Programs

1. Ms. Eikenberry reported attendees' participation levels at various programs. Discussion was had concerning how to increase participation (GoToMeeting, no charge for lunch, etc.), and additional broadening meeting topics.
2. Ms. Eikenberry outlined the scheduled programs/meetings, and indicated the Chapter needs to focus on programs in the areas of Financial Management and Communications/Organizational Management.
3. Discussion was had concerning the Chapter covering the cost of members' lunches for Chapter meetings, in conjunction with the Get to Know Us campaign. (Ms. Eikenberry moved; Ms. Kohlman seconded). Lunch would consist of a make-your-own sandwich buffet. An email will go out from Ms. Buchanan, outlining the events for the remainder of the year, and explaining the opportunity for point accumulation for scholarship drawing.
4. Summer Mixer – Discussion was had concerning the August 13, 2015 summer mixer, and whether the event is still viable. The Board decided to move the event to October 29, 2015, as a Fall Festival (costumes optional). This event will include the Bunco fundraiser, to benefit a local charity (Bay Area Crisis Nursery). Sam Clar and Pacific Computer Consultants will be invited to attend. The event will be from 5:00 – 7:00 p.m.
5. As its community outreach, Chapter members will be encouraged to provide new or gently worn winter garment to One Warm Coat. Coats collected can be delivered to the home of Tina Riehl during the Fall Festival.

#### F. Website

1. Ms. Kohlman advised the Board regarding the application for new members and for business partners being available on the Chapter's website. Ms. Kohlman will determine how to make applications available through Star Chapter.
2. Ms. Kohlman will reach out to Michael Cohen to determine his availability for MIEB. Kristine Sexter of [Workwise](#), and Tracy Spears of [The Q4 Group](#) were also suggested.

#### G. Newsletters

1. Ms. Canapa reported on collection of articles for the August newsletter, and requested Board members provide event photos. July 24, 2015 is the submission deadline for the August newsletter. Mr. Riehl and Ms. Everage were each asked to document their upcoming trip to CLI with photos, and to write an article.

### OLD BUSINESS

#### A. EBALA 25<sup>th</sup> Anniversary Celebration

1. Ms. Eikenberry reported the Save the Date invitations were mailed, and thanked Ms. Wiborn's marketing staff for designing the invitation. Steve Wingert, former ALA president is the speaker. Mr. Wingert is now with Nesso Strategies. The Anniversary Celebration Committee is scheduled to meeting to finalize event details. The Board previously approved a budget of \$5,000; however, there will be additional expenses. Ms. Bales made a motion to add \$1,500 to the budget (seconded by Ms. Canapa). Business partners will not be invited to attend the Anniversary.

#### B. Presidents' Award of Excellence

1. The Board reviewed Page 3, Responsibilities to Chapter Management. Ms. Riehl and Ms. Everage were asked to find time to meet with Suzanne Lawler, while at CLI, to discuss the Presidents' Award of Excellence.

#### C. CLI, Grand Rapids, Michigan – July, 23 – 25

1. Ms. Riehl and Ms. Everage will attend CLI this year.
2. Ms. Buchanan encouraged Board members to listen to the Rebranding webcast on July 24, 2015 from 9:00 a.m. – 10:15 a.m. PST.

- D. Virtual Raffle – Ms. Buchanan reported several members have submitted their name for the raffle. Ms. Buchanan will send an additional reminder of the raffle, and will remind Chapter members they are ineligible to enter if they won a scholarship in the past 12 months.

### NEW BUSINESS

E. Outreach

1. Ms. Buchanan is looking forward to former members reconnecting with the Chapter, and to their attendance at the 25<sup>th</sup> Anniversary. The Anniversary may be an opportunity for former members to rejoin the Chapter.

F. Alameda/Contra Costa Bar's Websites

1. Discussion was had concerning free advertisement on the Bar Associations websites or weekly email blasts. Ms. Eikenberry will follow up.

H. Other

1. Ms. Buchanan highlighted ALA's new membership campaign, **Add One More for \$44**. A new membership campaign running through October 31, marking ALA's 44th anniversary. New members joining through the website can obtain a code to share with another new member who can join for \$44. This is for new members only, and requires two memberships: the first at the regular midyear rate of \$225, and the second at \$44, for an average cost per member of \$134.50.
2. Suzanne Lawler, through ALA, is encouraging attendance at the Business of Law Conference.

G. Next Meeting

1. There being no further business, the meeting was adjourned at 9:29 a.m. The next Board meeting is scheduled on September 22, 2015 at 8:00 a.m. at McInerney Dillon.

Respectfully submitted,



Andrea D. Everage

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