



EBALA Board Minutes
Thursday, May 19, 2016
12:30 p.m.

Attendance: Elizabeth Kohlman, Brian Nervis, Karin Wiborn, Kara Koeberle and Joy Buchanan (by phone: Stacey Bales, Pamela Dutra and Tina Riehl).

Absent: Andrea Everage, Margot Canapa and Nancy Neves

The meeting was called to order at 12:35 p.m.

A. Minutes

1. Minutes of the April 26, 2016 Board of Directors meeting were approved after Ms. Bales makes some minor corrections (motion by Ms. Kohlman; seconded by Ms. Buchanan).

B. Treasurer's Report

1. April 2016 financials were approved (motion by Ms. Bales; seconded by Ms. Kohlman).
2. Mr. Nervis reported that there was very little activity this month. Received a couple of membership checks, Business Partner check from Thomson Reuters and 2 Star chapter payments.
3. Mr. Nervis is still working on the 2016-2017 budget he should have a draft budget for review at the board retreat.
4. Mr. Nervis reported that the domain name payment has been sent, the renewal is complete.

C. Membership

1. Ms. Dutra reported that she received a couple more membership renewals.
2. Ms. Dutra advised that she and Ms. Bales have not taken Jane Forrette to lunch but she would be following up with Ms. Forrette.
3. Ms. Dutra will continue checking into the status of the non-renewals.
4. Ms. Dutra indicated she would reach out to Ms. Garvey and Ms. Campbell regarding their membership.

D. Business Partners

Ms. Canapa was unable to attend, Ms. Buchanan reported on her behalf:

1. Ms. Canapa is working with Armanio McKenna (large CPA firm) and trying to loop them into the Business Partner realm. However, even if Armanio McKenna does not become a Business Partner, they may be a resource for an article or as a speaker in the financial realm.

E. Programs

1. Ms. Buchanan reported that while she is putting together the program calendar she has purchased the webinar "Brand Yourself How to Differentiate Yourself and Stand out in a Crowd", which will be held in Ms. Buchanan's office June 8th. Ms. Kohlman will send out an e-mail blast for this event.
2. Ms. Buchanan asked the board if they wanted to continue doing the summer social, bunco night along with the holiday party this year. Board unanimously agreed all three should be worked into the 2016/2017 program schedule.
3. Ms. Buchanan and Ms. Wiborn are working into the schedule a Managing Partner breakfast event for the fall.
4. Ms. Buchanan will continue putting together a draft program calendar, for Board review/approval next meeting if not sooner.

F. Website

1. Ms. Kohlman advised that the logo for Thomson Reuters was placed on the website. However, she was not sure how to classify their services. After a brief discussion, it was agreed they would be placed under Legal Research/Consulting.
2. Ms. Kohlman advised that on our web site we now have a link for the ALA Legal Management digital magazine, she will also be placing a link ALA Resources, where ALA's Mission Statement will be placed.
3. Ms. Kohlman indicated that Lorie was working on getting EBALA's Facebook and LinkedIn pages up. Ms. Kohlman also let the board know that we still have not received an invoice from Lorie for her work done to date.
4. There was discussion of creating an EBALA Twitter account. Everyone agreed it might be a good idea; doing so would help us reach out to a different demographic. Kara agreed to help with the implementing and maintaining of the Twitter account. Further discussion at next meeting.

G. Newsletter

1. Ms. Wiborn reported newsletter due out next month, she and Ms. Koeberle have been quite busy and still have not gotten together, but they would be later this week.
2. Ms. Wiborn has asked Ms. Dutra and Ms. Koeberle to write an article for the next newsletter. Ms. Dutra agreed as the scholarship winner to write one after Annual Conference and Ms. Koeberle agreed as a new member to the board to write one. Ms. Wiborn will reach out to some of our Business Partners (Pacific Computer) for articles as well. Ms. Kohlman will write an article on the benefits of being a CLM.
3. Ms. Kohlman will show Ms. Wiborn and Ms. Koeberle how to put together the newsletter using the Website template.

H. President's Award of Excellence

1. Further discussion was tabled for next board meeting.

OLD BUSINESS

A. Bylaws

1. Ms. Wiborn advised that she heard back from ALA and has made the necessary changes to the Bylaws. Ms. Wiborn will have a red line version to all board members by end of day for review. Once the board gives their approval Ms. Kohlman will send a blast to all EBALA members for review and approval. Ms. Wiborn indicated we would be in full compliance by the July 1st deadline.

B. Food from the Bar

1. We need to determine whether we want to work with the Alameda County Food Bank, in conjunction with what's happening with the Contra Costa Bar, as a community outreach activity. Members' participation can be active (volunteering at the food bank is always a fun event) or passive (allowing their firm to be a collection site with the Food Bank setting up and removing the food container). It was agreed we would send out in our weekly blast information about the Alameda County Food Bank drive being held May 23 to June 17, 2016. We will let Andrea will decide if we should email the toolkit to firms in Alameda County.

C. Retreat

1. Due to a conflict Ms. Riehl cannot host this year's retreat. Ms. Kohlman has volunteered her home. Further discussion next meeting on new date and location

NEW BUSINESS

A. CLI

Last meeting Ms. Everage asked if any other board member would be interested in attending CLI along with Mr. Nervis. Ms. Wiborn suggested Ms. Koeberle attend as she is the newest board and chapter member. Board agreed and Ms. Koeberle is interested in attending. Ms. Kohlman will discuss with Ms. Everage and then get back to Ms. Koeberle. The conference will be in Ft. Worth July 21-23, 2016.

B. Job Descriptions

1. There were no significant changes to the job descriptions. However, any changes reported were noted. We will leave the job descriptions intact until the next cycle.

C. Conference Scholarships

1. Ms. Everage and Ms. Buchanan previously discussed a shared scholarship amount to be shared by any members attending conference who did not win a scholarship. For example if the shared scholarship was \$2,000, 3 of the 5 annual conference attendees would share the \$2,000 to defray their firm or personal expenses to attend conference. Just another method of supporting our member's attendance, since we didn't have a second scholarship winner. It was agreed it was too late to make a decision for the 2016 Annual Conference but doing something for regional. Tabled for further discussion next meeting.

D. CLM Group Flyer

1. Discussion on the flyer Ms. Everage put together for all EBALA members to join Golden Gates CLM study group. Board agreed it should be sent to all our members as

well as placing the flyer on our website. However, decision was made that Ms. Kohlman should hold off until she can talk further Ms. Everage as well as correct the typo on the flyer.

E. Book Club

1. Ms. Riehl discussed the possibility of starting an EBALA book club with the first book being "What Everybody is Saying" by Joe Navaro. Several board members showed an interest in joining. Further discussion on the topic tabled for next meeting.

F. Next Meeting

1. There being no further business, the meeting was adjourned at 1:45 p.m. The next Board meeting is scheduled on June 16, 2016 in Ms. Bales office.

Respectfully submitted,
Stacey Bales
To: chapters@alanet.org