EBALA BOARD MEETING MINUTES

July 28, 2022 ~ 12:30 p.m.

By Zoom

Present: Stacey Bales, Mary Balistreri, Abeda Bayanzai, Joy Buchanan, Lorie Gehrke, Crystal Ludlow, Helen Miranda, Brian Nervis, Diane Rames, Karin Wiborn

Absent: Elizabeth Kohlman, Tina Riehl

Abeda Bayanzai called the meeting to order at 12:35 p.m.

MINUTES

The June 16th Minutes were approved as corrected by Lorie Gehrke and seconded by Joy Buchanan.

REPORTS

TREASURER

Diane Rames reported that Margot Canapa has upgraded Quicken and there is much better security and reporting. Diane and Margot will meet to explore reporting functions and Diane will report back prior to the next meeting, with a plan to invite Margot to a later Board meeting to discuss.



Diane reported on the June financials. Diane requested each Board member pay particular attention to the bank statement each month. Diane is still taking checks to Stacey to sign.

The June financials were approved by Stacey Bales and seconded by Lorie.

MEMBERSHIP

Mary Balisteri reported that payment links have been sorted out. We have four new members. Mary has sent emails to four prospective members who joined ALA international but not a local chapter, has reached out to three non-renewed members, and just received an email about another prospective member who joined ALA international but not a local chapter. Mary included an invitation to the August in person event.

BUSINESS PARTNERS

Tina Riehl was unable to attend the meeting but provided an update by email. Tina reported that a potential new business partner has asked if we could discount our Business Partner sponsorship fee since it is the end of July. We have not discounted sponsorship fees in the past - should we now make an exception? This discussion was held via email due to meeting time constraints.



Abeda moved to approve a prorated discount based on when the Business Partner joins and Helen seconded the motion.

COMMUNICATIONS

Lorie reiterated that the member payment issue was straightened out. There was an issue locating the reporting for Star Chapter Pay that was also resolved.

EDUCATION AND EVENTS

Abeda reported in Helen Miranda's absence. The following programs are on calendar:

Kerosene Lamp Foundation backpack drive is on July 30, 2022. Lorie requested attendees take photos and post them to the EBALA Facebook page.

Our summer social Business Partner Appreciation Event is on August 25, 2022 from 5:30 to 7:30 p.m. at Plank. There are currently 13 attendees registered (six members, mostly Board members, and seven guests). There was a brief discussion about reaching out to new and established members to encourage them to attend. Business Partners can register for up to two representatives. There was further discussion regarding contacting Business Partners who are not yet registered to encourage registration. We have a private space that includes ping pong and shuffleboard and there will be drink tickets.

Helen joined the meeting and continued the Education and Events report.



Lemonade for Legal is happening on August 31, 2022. They are offering a single registration fee for the chapter. Helen agreed to forward the registration fee information upon receipt. It was agreed that chapter registration would be a good use of chapter funds.

The Golden Gate chapter invited EBALA to participate in STEPtember, benefitting Cerebral Palsy research. Board members who have participated in previous years spoke highly of the program. It was determined that EBALA would register as a chapter as was done last year.

Lorie reported that the EBALA Summit at Armanino's office in San Ramon is scheduled for September 23, 2022 for a half day, including breakfast, and closing at noon or 12:30.

The idea is to talk about the "new normal" that we are in after all the workplace changes in March 2020 brought about on an emergency basis due to the COVID pandemic. We operated under these emergency conditions for quite some time, but now these new ways of operating are just how things are – the workplace has been forever changed in many ways. We will discuss how these changes impact us as law firm administrators and law firms, including staffing, salaries, remote work, and payroll taxes and how our Business Partners can team with us to navigate the new horizon. Ideally, this event will spin off monthly or bi-monthly presentations that dive deeper into specific topics related to Summit topics that offer the opportunity for additional Business Partner programming.

Armanino will present first regarding the economics of the post-COVID workplace. A brief introduction to the other Business Partners including a brief talk on how they have managed the new normal will follow. Finally, there will be a moderated panel discussion. Armanino's presentation covers the Financial Area of Knowledge.

EBALA members and Business Partners would be able to register for no fee. Other chapters should be invited for a small fee. There was a brief discussion of the pros and cons of offering the Summit only live versus hybrid, pricing for each situation, and COVID-safety (air filtration) of the event space.

Raffle options were discussed as a draw to encourage registrations.

With regard to future programs, Helen has identified a speaker to present on Succession Planning. Cynthia Thomas offers two different programs – one for legal managers (Area of Knowledge: Legal Industry/Business Management) and the other for law firms (Area of Knowledge: Operations Management).

Helen requested and received approval to pay the $200 speaker fee for each of these two events.

Helen suggested Vida Thomas as a speaker to present on Understanding Unconscious Bias (Area of Knowledge: Human Resource Management (Diversity)).

On the subject of community involvement, Helen sought the Board's feedback on volunteering at the food bank any time between November and February. The food bank can accommodate 20 people per timeslot, and we would invite Business Partners to attend. There was support for the idea and Helen will follow up with further information.



Helen sought the Board's feedback on participating in Dress for Success as our "give back" event and a brief discussion of support followed.

INCLUSION, EQUITY, DIVERSITY & ACCESSIBILITY

Joy reported she has been reviewing the diversity resources on the ALA website. Shirley Laboy is very busy and it may be prudent to seek other options. Joy will call a meeting of the Diversity Committee to identify a program to be presented at the September Board meeting.

NEW BUSINESS

- CLI in July --

OLD BUSINESS

- Franchise Tax Board –
- Job Description Project, ongoing --
- Star Chapter Training --
- EBALA CLM Provider status update --

Next Board meeting: Thursday, September 15, 2022 at 12:30 p.m.

The meeting was adjourned at 1:31 p.m.

Respectfully submitted,



Crystal Ludlow
Secretary East Bay ALA