

Houston Chapter of the Association of Legal Administrators

Board Meeting Wednesday, August 12, 2015 Offices of Thompson & Horton LLP

Minutes

Present:

Stacey Ransleben, CLM, President
Emma Rice, Director of Business Partnering
Jody Gressett, CLM, President-Elect
Kathryn Vidal, CLM, Director of Education
Heather McConnell, CLM, Treasurer
Candace Childress, Past President

Present by Phone:

Valerie Hayes, PHR, Vice President
Wendy Crane, Chapter Manager
Marina Valdez, Chair of the Community Connection Committee
DeAnna Lopez, CLM/SPHR/SHRM-SCP, Secretary

President – Stacey Ransleben, CLM, called the meeting to order at 12:06 p.m. and lead discussion on the following agenda items.

- Review of action items from July Board Meeting:
 - There was a short discussion to consider if there were a significant number of members who rsvp'd to the July 30th BP event but did not attend; Wendy reported the number was nominal.
 - Reservations have been made at McCormick & Schmick's for 9/15 at 6:00pm – for dinner with Stephen Wolf, our ALA Regional Representative.
 - The Social Media Committee has been added to website.
 - Stacey reported that the website calendar is up-to-date with scheduled events.
 - Stacey verified with the Chapter Manager that we are confirmed for the February 2016 Managing Partner event at Houston Club. There was a brief discussion about how to title/name the event to appeal to partner leaders in addition to managing partners.
- Fidelity Bond Insurance Renewal: The Board discussed the bond insurance that is available through ALA Headquarters. Jody Gressett made a motion to increase the coverage to correlate with the Chapter's bank balance. Stacey Ransleben seconded the motion, and the Board members voted in favor.
- Rebranding: The Board discussed the document Stacey prepared that summarizes the member questions and comments regarding the rebranding. There was

- additional discussion about the possibility of scheduling Past President Paula Barnes to visit with our Chapter. Stacey will connect with Paula to get more information about a potential visit. Stacey updated the group that voting opens on October 26 and closes in January 2016.
- Newsletter Committee Report: The Newsletter Committee had no updates at this time.
 - Retreat Committee Report: Stacey reported that 24 members are currently registered for the retreat; 22 members had registered within 48 hours after the retreat registration opened.
 - Bar Relations Committee Report:
 - Foster Corrigan and his father Robert Corrigan, Jr. (Houston Bar Association President) will attend the August 19th Chapter meeting and will make a 15 minute presentation regarding Foster's laptop donation program in Malawi.
 - The HBA book drive is underway:
 - Robin Hoffman will make an announcement about the book drive at the August 19th Chapter meeting.
 - Stacey will be bringing flyers to the meeting to advertise the book drive.
 - Webinar Hosting:
 - The Board recommended that Kathryn Vidal or Wendy Crane contact member law firms with large conference rooms to ask each firm to commit to hosting 2 or 3 webinars for the rest of the year instead of waiting for volunteers.
 - The member can then choose which 2 or 3 webinars they want to host.
 - Member Survey Questions:
 - Rosa Walker (Chair, Diversity & Inclusion Committee) needs to submit survey questions to the Board to encourage Diversity & Inclusion feedback.
 - Retreat Committee:
 - The Retreat Committee will request feedback about the member experience at this year's retreat if the survey is done after retreat with regard to: what the members prefer for future retreats, preferred location/timing/activities/educational topics and suggested speakers.
 - Monique Mahler submitted a set of excellent survey questions for consideration.
 - Members in Need: In the event that the Board takes collections for members or other charitable causes, it was determined that members need to make checks out directly to the member or the charitable organization. We can then submit the contributions directly to the member or organization so that the donation funds are not co-mingled with Chapter funds.

President-Elect – Jody Gressett, CLM

- Membership Committee Report: Jody reported that several welcome letters have been mailed out and that a group of letters was recently mailed to people who have joined ALA International but who had not yet joined the Houston Chapter. There was a brief discussion regarding the membership demographics from ALA Headquarters.

Vice President – Valerie Hayes, PHR

- Job Bank Committee Report: The Job Bank Committee had no updates at this time.
- 2015 Holiday Luncheon: Valerie presented the menu and cost to hold the event at The Grove. After some discussion, the Board approved the location. The luncheon will be held on December 16, 2015.

Treasurer – Heather McConnell, CLM

- Treasurer's Financial Report: Heather reported that the Chapter's bank balance is good and that the Chapter's tax return is due this week. Heather anticipates filing the return by its due date. Heather also explained some of the timing variances.
- Technology Committee Report: Heather asked the Board about allowing Business Partners to be included in the Chapter's LinkedIn group. After discussion, a motion was put forth and seconded, and the Board approved allowing Business Partners participate in the Chapter's LinkedIn group upon request. The Board may consider adding this as a benefit for future Business Partner programs.
- Social Media Committee : The Social Media Committee had nothing new to report at this time.

Secretary – DeAnna Lopez, CLM, SPHR

- The July 15, 2015 Board minutes were approved.
- Community Connection Committee Report: Marina Valdez, the Chair of the Community Connections Committee, updated the Board that since there were a number of projects this year, each member of the Committee is taking the lead on different projects. She also updated the Board on the backpack project for the Spring Branch Family Development Center. Nearly 10 members participated in the packing that took place on August 11th; members are also scheduled for the preparation and distribution of the backpacks on August 22nd. Marina also shared further details with the Board about the upcoming Escape Walk, which is scheduled for October 3rd. She reported that one of the partners at her firm is a member of the organization's Board of Directors. Marina asked to receive information about new members so that the CCC can reach out to them to encourage participation in upcoming events. A brief discussion ensued regarding the need to space out our initial communication with new members so that we effectively engage them without inadvertently applying too much pressure to accomplish that goal.

Director of Education – Kathryn Vidal, CLM

- Education Committee Report: Kathryn Vidal reported that she will start sending messages out via the LinkedIn group and the Listserv about the upcoming speaker. She suggested that we take a photo of our speakers at our events and send to our members with the heading "In case you Missed it . . ." to entice members to attend these educational events.
- Diversity & Inclusion Committee Report: Kathryn reported that the Chair of the Diversity & Inclusion Committee is needing to resign due to other commitments. There was some discussion about succession planning for this important role. Kathryn will be reaching out to a few Diversity & Inclusion Committee members to see if they would like to Chair this Committee for the remainder of the year.

Director of Business Partnering – Emma Rice, CLM

- Business Partnering Committee Report: Emma reported that the last business partner event was a success. The next Business Partnering Committee meeting will take place in September; and the next event is in September. Plans are to hold the event on Tuesday, September 22nd at Minute Maid Park and then attend the baseball game immediately following the event.

Past President – Candace Childress

- Past Presidents Council Report: Candace reported that she plans to hold a meeting with the Past Presidents Council in the near future to discuss mentorship. Another objective for the Past Presidents Council is to tie the group to the Chapter's Membership Committee. Candace verified that the Committee's budget includes lunch expenses and will schedule a meeting in the near future.

Chapter Manager – Wendy Crane

- Salary Survey Committee Report: The Salary Survey Committee had nothing to report at this time.
- 2015 Business of Law Conferences: The Houston Chapter has a relatively small group of members who are currently registered to attend the Business of Law Conference in New Orleans.

The meeting was adjourned at 1:35 p.m. The next Board meeting will take place at the offices of Thompson & Horton LLP on Tuesday, September 8, 2015.