

**Houston Chapter of the
Association of Legal Administrators**

**Board Meeting
Wednesday, May 11, 2016**

Minutes

Present:

Jody Gressett, CLM, President
Valerie Hayes, PHR, President-Elect (by phone)
Kathryn Vidal, CLM, Vice President
Rusty Chimeno, Treasurer
DeAnna Lopez, CLM/SPHR/SHRM-SCP, Secretary
Julie Stevenson, CLM, Director of Education
Emma Rice, CLM, Director of Business Partnering
Stacey Ransleben, CLM, Past President
Candace Childress, Region 4 Representative
Wendy Crane, Chapter Manager

President – Jody Gressett, CLM, called the meeting to order at 12:05 p.m. Jody then proceeded with a review of the following items:

- Review of Action Items from Board Retreat - The Board had a general discussion regarding the May 6th Board Retreat and then reviewed the notes from the retreat. The following items were addressed:
 - Nina Dannenberg (Membership Committee Chair) will take charge of the Board's idea to introduce themes (a few times a year only) that encourage networking opportunities at the Chapter & Section Meetings.
 - Wendy Crane will provide the Board with a review of the points given in the past that make members eligible for scholarship drawings for review during the June Board meeting (Wendy will provide this information to the Board in advance of the meeting).
- Chapter Credit Card Fees – The Board discussed the advantages and disadvantages of accepting credit cards. The cost to offer this method of payment at this point outweighs the advantages. Cost factors include administrative cost as well as credit card fees. Julie Stevenson made a motion to eliminate credit card use except for membership dues; Kathryn Vidal seconded the motion; the Board approved this motion.
- Banking Issues – Rusty Chimeno will be reviewing the banking issues that were raised at the retreat and will report back to the Board during their June meeting. These issues include inability to access our account in time to prepare monthly financial results at Board meetings.
- CLI – Registration Open – Wendy Crane will be registering the Board CLI attendees and booking their rooms. Julie Stevenson applied for a CLI scholarship but was not successful in this effort.

President-Elect – Valerie Hayes, PHR (by phone)

- New Members Report –
 - Welcome letters were sent to: Alana A. Little (Rigby, Rigby & Cavers) & Myris Brown (Smyser Kaplan & Veselka); and
 - Please Join letters were sent to: Kristi Kraeger (Patterson & Sheridan), Mary Seynaeve (Ajamie, LLP) and Wendy Airlie (Joiner Law Firm).
- Membership Committee Report – Nina Dannenberg is the new Chair and will begin calling new members as soon as they join.
- Bar Relations Committee Report – Kathryn Vidal will be reaching out to the Puget Sound Chapter for further information about their IDEA Award (brokering a coalition of the Pacific Northwest Legal Community).
- Job Bank Committee Report – Nothing new to report.

Vice President – Kathryn Vidal, CLM

- Diversity & Inclusion Committee Report – Kathryn reported that Robin Levy is rejoining the D&I Committee and that D&I Committee Chair Gwen Collins will be setting up a teleconference for the Committee within the next few weeks. The Committee will also be writing an article for the upcoming newsletter.

Treasurer – Rusty Chimeno

- April 2016 Financials – Rusty reported that since the bank statements were only received the day before the Board meeting, the April financials will be presented at the June Board meeting. In addition, Rusty will review internal controls and will prepare a summary for discussion at the June Board meeting. Rusty made a motion to set a target for net Chapter assets to be a 75% average of the previous 3 years (beginning with 2014, 2015 & 2016) of the Chapter's expenditures to be reviewed each budget year. Emma Rice seconded the motion; the Board approved this motion.
- Technology & Social Media Committee Report – Rusty reported that Heather McConnell has recently enhanced the Chapter's website by adding social media links, filling in missing photos and adding a list of the Chapter's educational presentations from the past year. Heather has set a goal of posting on social media sites once/week.

Secretary – DeAnna Lopez, CLM, SPHR, SHRM-SCP

- Both the April 13 Board and April 20, 2016 Chapter Meeting Minutes were approved by the Board.
- Community Connection Committee Report – The Committee is planning a summer event with the YWCPA mentees, but nothing has been set up yet. The mentoring program will resume when school starts, and the girls will be juniors by then. The Committee is still waiting on construction to finish for the Learn-to-Parent.org landscaping project before we can promote an activity with them. The prom drive was a huge success, and for the first time we donated to two high schools. The cap and gown drive was also very successful. The CCC collected \$610 in donations, which provided caps and gowns to over 23+ seniors. The Committee feels that its events were quite successful this past year.

Director of Education – Julie Stevenson, CLM

- Education Committee Report – Julie reported that 31 people attended the April Chapter meeting. The next Chapter meeting is being held on May 17th, and Stephen Daniel from the Houston Police Department will be our guest speaker on the topic of “Active Shooter.” This meeting will be further advertised by posting it on social media as well as a Chapter List Serve announcement email from Julie. Wendy Crane and Heather McConnell will also send out additional reminders. As of today, 44 people are planning to attend the May 17th Chapter meeting. Julie will be letting members know that the meeting will start promptly at 11:30 and that the presentation will take until 1:15 p.m. To save time on the day of the meeting, the Board was asked to forward all meeting announcements to Jody to be printed out and distributed to those who attend. Monique Mahler and Julie will be meeting on June 1st to further discuss this year’s educational program.
- Retreat Committee Report – Julie reported that the Retreat Committee is still gathering information for the 2 possible retreat venues. The retreat will be held on September 16-17, 2016. The speaker (Mark Struczewski) has already been selected and contracted. Julie will make sure that the “Save the Date” goes out next week. Based on their research and findings, the Committee will make a final recommendation and will forward it to the Board for review before the June Board meeting.

Director of Business Partnering – Emma Rice, CLM

- Business Partnering Committee Report – Emma reported that the Chapter has one new Copper Business Partner - eSentire, Inc. The Committee is still working on the planning for its summer event at The Aquarium Downtown. Emma also sent out this year’s Business Partner packages to the Committee to review for possible changes for this next year. It was suggested that the Board and members of the Committee talk to Business Partners in advance to encourage higher level participation. The Committee will review the suggestions from the Board Retreat when the Business Partner package is reviewed and refined for next year. It was suggested that the Committee consider hosting a roundtable for top level Business Partners to discuss proposed changes before implementing them. Jody would like to set a goal of increasing our Business Partner sponsorships by 15% next year.

Past President – Stacey Ransleben, CLM

- Past President Council Report – Nothing new to report.
- Newsletter Committee Report – Nothing new to report.

Chapter Manager – Wendy Crane

- Salary Survey Committee Report – Wendy reported that the Salary Survey Committee met yesterday and that their goal is to have this year’s survey reports available by June 1, 2016. This year’s survey included 72 participants. Wendy also shared that the Columbus, Ohio Chapter will be leasing our survey this year. The Board discussed selecting a new programmer for the survey and recommended that Tom Ivey be involved in this process. This issue will be discussed again during the June Board meeting. The Committee was asked to consider National ALA resources and Houston Chapter Business Partners as well.
- Annual Conference Report – Corporate Care will be sending out invitations for their dinner on Tuesday evening, May 24, to Houston Annual Conference attendees. The Chapter shirts are on order and will be delivered to Wendy in Los Angeles to give out there. The Board

agreed that the best day for everyone to wear the shirts will be on Monday, May 23. Wendy will send out an email to the conference registrants from Houston to confirm this with them.

- Update from Missing 2015 Business Partner Payments – Wendy is contacting the Business Partners whose payments are missing from the 2015 Business Partner Enrollment Program and will report back to the Board.
- Since the June Chapter meeting will be a Chapter Business Meeting, Platinum Business Partner sponsors Frost and Dahill have been contacted and are fine with not attending the June meeting. We will be inviting them to other meetings instead.

Region 4 Representative - Candace Childress

- Update from ALA Regional & International – Candace reported that 100 members from Region 4 are attending this year's Annual Conference and that everyone is encouraged to attend the Region 4 meeting on Tuesday, May 24, from 9:30 to 11:00 a.m. Region 4 conference registrants will be receiving an email regarding this meeting and the "Shark Tank" event that is planned, as ALA would like something unique to come from the Chapters as a result of the meeting. Stacey asked Candace to please provide the Board with an update on the status of Elevate ALA with regard to member names that were forwarded to National ALA for feedback.

The meeting was adjourned at 1:30 p.m. The next Board meeting will take place at the offices of Shook, Hardy & Bacon on June 8, 2016.

Action Items

- Wendy will provide the Board with a review of the points given in the past that make members eligible for scholarship drawings for review during the June Board meeting (Wendy will provide this information to the Board in advance of the meeting).
- Kathryn Vidal will be reaching out to the Puget Sound Chapter for further information about their IDEA Award (brokering a coalition of the Pacific Northwest Legal Community).
- Rusty will review the banking issues discussed at the Board Retreat and will also prepare an internal controls summary for the June Board meeting. Rusty will also present the April financials at the June Board meeting.
- Wendy will be registering the Board CLI attendees and booking their rooms.
- Julie Stevenson will further advertise the May 17th Chapter meeting by sending out a Chapter List Serve announcement email. Wendy Crane and Heather McConnell will also send out additional reminders. Julie will be letting members know that the meeting will start promptly at 11:30 and that the presentation will take until 1:15 p.m.
- To save time on the day of the meeting, the Board was asked to forward all meeting announcements to Jody to be printed out and distributed to those who attend.
- Julie and Stacey will work with the Retreat Committee to make a final recommendation with regard to this year's Chapter Retreat and will forward it to the Board for review before the June Board meeting. The "Save the Date" announcement will go out next week.
- The Board agreed that the best day for everyone to wear the shirts will be on Monday, May 23rd. Wendy will be sending out an email to the conference registrants from Houston to confirm this with them.

- Stacey asked Candace to please provide the Board with an update on the status of Elevate ALA with regard to member names that were forwarded to National ALA for feedback.
- Emma will review the current levels of sponsorship with the Business Partnering Committee for possible revisions (with regard to options and pricing) and will report back to the Board on their recommendations by the September 2016 Board meeting.
- After the salary survey has gone out, Wendy will report back to the Board regarding the Salary Survey Committee's recommendations on a replacement programmer.