Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
Minutes

Wednesday, February 6, 2019
12:00 pm – 1:30 pm
Boleman Law Firm

Present: Christina Bloom, Ellen Purcell, Cherie Heintz, Kim Brown, Michael Keatts, Ann Caudle, Nancy Pugh, Kendall Ruby, Anne Henkel

Need to Know – All and during lunch

- Any new updates

- January meeting survey results
    - Discussed: speaker presentation and location

President's Report: Cherie

- Planning and budgeting for 2019
    - Budget items were discussed and revised – Christina will provide an updated budget which will be attached hereto

- Proposed bylaw amendment to change the organization's governance structure
    - Cherie will send an email to membership reminding them to vote by February 24th

- BP Meeting – Late February or early March?
    - Decision: Breakfast Meeting on April 10th at 8:30 a.m. at Hirschler Fleischer

President-Elect: Kim

- Update – 2019 Meeting Schedule (25 minutes)
    - February 27 – RFPs (Don Osborne) – Willow Oaks CC – Kim Brown – all details are finalized

    - March 13 – Business Partner Event - 11:00 am - 2:00 pm - Cobb Technologies hosts Digital Minds, a technology expo – Geri Hodnett requested this be added to the website announcement section - DONE

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- March 27 – ALA (Val Williams) – Location? - Ellen Purcell
  - John Marshall – quote of $1470 – location has been approved

- April 18 – Economic Update (Speaker??) – Location ? – Christina Bloom
  - Cooper's Hawk – location has been approved

- May 21 – Unconscious Bias (Melissa Early- New speaker needed) – Lewis Ginter – Lunch – Nancy Pugh
  - Still in need of new speaker – Melissa is no longer available

- June – Employment Update - Mark Schwartz, President of Prime Legal and The Richmond Group USA – Location? – Kim Brown

Vice President – Membership: Ellen

- 2019 renewal update
  - Of known renewals, only a couple have not paid

- New members since last meeting
  - None

- Member Spotlight
  - Christine Hill – Allen, Allen, Allen & Allen to be featured

Treasurer's Report: Christina

- Treasurer's report – Christina will provide an updated report

- Credit cards, etc.
  - Persons wanting to use a credit card should call Christina

- Meeting expenses by month – Report for 2018
  - Details are outlined in the budget – updated copy will be attached to the minutes once received

Business Partner Liaison: Anne Henkel

- Business Partner Update

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- 2019 Payments
  - Waiting on Epitome & SDS

- BP Silver Social – February?
  - Work in Progress

Secretary's Report: Kendall

- Approve January minutes
  - Board Meeting Minutes – Motion made, Seconded, Approved
  - Member Meeting Minutes – Motion made, Seconded, Approved

Nominating Committee: Ann/Nancy

- Committee Members are: Ann Caudle, Nancy Pugh, Mary Ellen Cleveland, Maryann Hartzell, Pam Frazier and Mark Tucker

Communications Officer: Michael

- VA Statewide Retreat
  - Need a few more sponsors
  - All else is confirmed and on schedule

- Award of Excellence submission due 2/28
  - On track and will be submitted

- Social media
  - No report

Immediate Past President: Ann – no report

Community Connections and Caring Chair: Nancy

- Goal – events twice a year
  - Ideas were discussed

CLM Committee Chair: Christina – no report

Diversity Committee: Ann Caudle – no report

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	Date
Minutes Sent to Board	2/7/19
Minutes Approved	3/13/2019
Minutes Sent to Regional Representatives	3/13/19
Minutes uploaded to StarChapter	3/13/19