



**Board Meeting**  
**February 13, 2023**  
**Whiteford, Taylor & Preston**  
**12:00 pm - 1:30 pm**

Attendance: Christina Bloom, Billie Jo Brooks, Dave Cummings, Abby Davis-Hess, Tracy Fiacco, Christine Purgason, Michelle Andino. Virtual Attendance – Kim Brown Not present – Michael Keatts

**President's Comments** – Christina Bloom

- President's Award of Excellence ○ 90% completed
  - Survey – Page 2 of chapter management - survey members "what issues they are facing in their jobs" – Billie
  - Jo ○ Send 50<sup>th</sup> Anniversary Pics to National – Abby
- Essentials of Chapter Leadership
  - Register Chapter (DeAnna registering the chapter) ○ March 28-31
  - \$500
- Chapter Leadership Institute ○ July ○ Who will attend? ○ Decide amount chapter will cover
  - Look for alert for scholarship information (Michael will notify Board when available) □ Use
  - Star Chapter to store documents
- How to send document to specific individuals – Christy to create SOP "How To"

**Secretary's Report/Approvals** – Billie Jo

- Approved

**Treasurer's Report** – DeAnna conveyed information for the meeting.

- Financial Update: Treasury Balance
- Question was raised about budget item not listed for BP Appreciation event.
- Only \$400 for gifts. Discussion held about potentially allocating those dollars to Holiday lunch.

**Announcements/New Business** – Christina

- National Conference Scholarship ○ Abby Davis-Hess awarded the scholarship up to \$3200 ○ Announce at February meeting
- Board Member Positions ○ Need to review descriptions, SOP, Transition plans ○ Set up separate meeting to outline responsibilities of Board members ○ Discussed Additional members to assist Board with tasks
- Form review ○ Speaker Info Form

**Past President** – Kim Brown

- Board member sends the reminder – In the past, the President sent out the announcement.
- Community Caring and Outreach Chair – Michelle Andino will not continue as the chair. Identifying member to assume the role.

**Communications & CLM Education Chair – Abby Davis-Hess**

- CLM – Announcement at retreat
- Instagram Account – developing a new page; unable to recover the current account
- Facebook – Management position cannot post or comment. Use the Gmail account as a ghost manager.

**Meetings – Dave Cummings**

- February – VA CLE ○ Send reminder
- March – Michael offering other Virginia chapters (Kim King)
- April Meeting – Event Planning and Catering Event ○ 17 confirmed caterers
  - Guest \$0 ○ LMA invited
  - Invite all business partners
- May 3 – Gold/Silver Social at Circuit ○ Tracy Fiacco sending invitations
- May 25 – Brian Berkey real estate update
- June 22 – Employee Employment and Recruitment ○ Panel – Prime Legal, Mid-Atlantic, SHRM Presenter ○ Abby responsible for meeting arrangements
- July – Diversity Topic ○ Speaker TBD
- August – ○ VA State Bar confirmed ○ IOLTA – Trust Accounts
- October - Technology ○ Billie Jo check on ILTA contact ○ Reaching out to vendors for ideas.
- Virtual Meeting do not count against BP count or the Holiday Luncheon
- Platinum Social ○ Moving from October to September ○ Location TBD.
  - Tracy will reach out to Wendy to discuss.
- November 16 – Marketing / Conrad Sam ○ Kim B. loaded on the website
- December 7 – Holiday Lunch ○ Dave - Determine if there is more space available for the luncheon ○ Attendees and BPs must register ○ Be mindful of cost ○ \$50 per person
  - Limit to 1 person per BP or require payment for additional attendees ○ Combining Holiday Lunch with Business Partner Appreciation event ○ Cocktail Hour considerations

**Business Partner Liaison – Christine Purgason**

- 2023 Business Partner – Update
- Christy working on sponsors for member meetings and will follow-up with nonpayment of BP Sponsors
- Party Planning – Tracey Fiacco from Hirschler
- PureWater renewing; ActionStep - Payment
- Great Feedback on New BP Breakfast
- May 3 – Gold/Silver Social ○ Determine location
- September Social – Platinum – Brambly Park

**Membership –Kim King**

- 54 members
- Spreadsheet of all members and potential/prospective members