



Richmond ALA Board Meeting Minutes

April 6, 2026

Virtual

12-1:30 pm

In attendance: Christy Purgason, Billie Jo Brooks, Danielle Dann, Erin Polley, Rebecca Hubbard, Jill Bryant, Kathy Scourby, Abigail Davis-Hess, Dave Cummings, Michael Keatts, Rachel Bickford

Not Present: Liz Coleman, Jennifer Hobson, Joe Loving, Catherine Jacquemin

President's Comments – Christy Purgason

- Old Business:
 - Board Election of the 2026-2027 Board Members
 - Membership vote was concluded on 3/31/26 with a unanimous vote of approval.
 - **NEW BOARD APPROVED and OATH of OFFICE administered. New Board Installed:**
 - **President- Billie Jo Brooks**
 - **President Elect- Abigail Davis-Hess**
 - **Vice President- Liz Coleman**
 - **Secretary- Jill Bryant**
 - **Treasurer- Rebecca Hubbard**
 - **Past President- Christine Purgason**
 - Congratulations To Richmond Chapter for being awarded The Chapter Distinction Award!
 - Policy Proposals drafts still in process: Cancellation Policy, Scholarship Usage Policy, Creation of a Reimbursement Form
 - Misc. Business - Affinity is hosting a Next Level Leadership Foundations class in May. Early bird closes April 17th.
 -

Membership – Billie Jo Brooks

- Renewal- 56 member, 1 new member (Hirschler hire)
- Meetings for next term
- Board Transition plan – Planned call with new Board members to discuss new roles and address questions.

Secretary's Report/Approvals – Danielle Dann

- Board Meeting Minutes - 3.10.26 – APPROVED by Vote
- Member Meeting Minutes – 3.19.26 – APPROVED by Vote
- March Survey Results
 - 8 Responses – 3.88/4 Rating
 - Presenter: did a great job
 - Venue: Liked location but some parking
 - Recommendations for future topics/venues: yearly IT/cyber update, office move checklist



Business Partner Liaison – Liz Coleman

- BP events and sponsors for meetings are locked in on copy of calendar.

Treasurer's Report – Erin Polley

- **Board Change requirements by Bank: Controller Form, new signatures (all must be in person at the same time to sign), Board Minutes confirming new Board members.**
- New cards issued and enroute from Erin.
- Need to update the bank physical address. I recommend we change to WM.
- Keiter has sent the new engagement letter. Still under contingency
- There is some question from Wendy Inge about BP commitment level – will be addressed later but wanted new board aware.
- Silent Auction gift cards ready and pending winner

Programs & Education Chair – Dave Cummings (attached)

- Draft calendar- attached
- 4/22 Professionalism for Unprofessionals- Virtual
 - Possible extended invite to NOVA, HR, and western chapters
 - Can we invite paralegal associations
- 5/14 – Jen/Abby @ Tarrant's West
- June – Kiki Carson
- Aug - no meeting
- Sept/Oct – Boathouse/Prime Legal – discussion of roundtable format (provide tangible take away sheet – should there be separate tables for HR/Finance/etc)
- Polo Event will likely need to be Sept due to congested summer calendar

CLM Education Chair – Abby Davis-Hess

- Will be certifying April/May meeting in next few days

Communications – Catherine Jacquemin/Danielle

- Facebook/Instagram cannot be connected due to account ownership – should we create new account? Loss of followers? – tabled for later discussion

Community Outreach and Caring Chair – Kathy Scourby / Joe Loving

- T4T- confirmed date of 5/20 1-3p
- Joe has new baby – Board approved baby gift

DEI Committee Update: Jenn Hobson (deferred)

Virginia Statewide Retreat Chair – Michael Keatts

- 27 Member Surveys received after retreat – positive feedback. Speakers received high praise (esp. AI presenter and Tomika)
- Votes for next year's location – Charlottesville (22 votes) & Williamsburg (20 votes)