

## **Board Meeting Minutes**

**May 14, 2024**

**Virtual**

**12:00 pm - 1:30 pm**

In attendance: Christy Purgason, Billie Jo Brooks, Danielle Dann, Dave Cummings, Kathy Scourby, Tracy Fiacco, Abigail Davis-Hess, Michael Keatts, Joe Loving, Ryan Clawson, Kathy Scourby

Not Present: Erin Polley

### **Treasurer's Report** – Erin Polley by Christy Purgason

- Tax return 2023 was filed last month.
- Treasurers Report- attachment.
  - Reconciliation is off by \$0.40, Erin is determined to find this.
  - One additional check received from Dominion Payroll – Christy has this.
  - Currently onboarding two new BPs.
- Member and BP reports- attachment
  - One member paid, Aaron Barr was confirmed to be Steven Barr (goes Aaron)
- 4/26 that stated: Brass Tap for T4T service event. Where should this be allocated?
  - Voted and approved – should be a MISC Category – Community Challenge MISC
- Audit Committee- defer discussion to June.
- Addition of paid member to Star Chapter (J. Day/T. Jennings) – Billie Jo will work on this

### **Past President** – Christina Bloom/Michael Keates

- New Board sworn & Induction (except Erin Polley)

### **President's Comments** – Christy Purgason

- Silent Auction for ALA Foundation
  - Erin sent in form – Richmond Chapter not showing up on website – Erin to follow up.
  - \$250 Gift Card - will be purchased today/tomorrow.
- Salary Survey
  - Parameters of a salary survey and discuss needs.
    - Should this be an action item or planning for 2025 – concerns voiced regarding whether there is enough time for responses to make valuable – agreed following discussion to defer to 2025 but continue planning/developing questionnaire.
    - Prior years – included Hampton Roads chapter.
    - Timeline – 2 months for responses, typically launched in May/June, 4-6 weeks for tabulation of responses, released typically around Labor Day.
    - Need to brainstorm changes to questions from prior years (i.e Hybrid work) – must be approved by National – another reason to push to 2025.
    - Cost: \$150 for participating members (\$50 discount)/\$200 non-members

- Target June for social media/Star Chapter poll of membership to see who will participate.
- Vendor – potentials include Titan Group, VCU, One Dlgital

**Membership** – Billie Jo Brooks

- Membership update – Tiffany Pittman (Hirschler)

**Secretary's Report/Approvals** – Danielle Dann

- Minutes- 4/3/24- Voted and approved.
- Result of last survey – 8 responses; content of Crafting a Client Centric Website – clear, concise, and applicable to role, several firms may be considering website updates, not interested in more website BPs. Will add a question to next survey for potential venues of future meetings/topics.

**Business Partner Liaison** – Tracy Fiacco

- 2 New Bronze BP's onboarding as of June 1 – OneVoice Inc (Jeff Shannon) and Magnify (Dillon Silver)
- Summer Series Happy Hours – Confirmed
  - June 12 – Affinity at Kabana
  - July – AllState Legal
  - August – Afinity @ Island Shrimp Co.
  - Will continue to promote Member Spotlights to boost attendance.
- BP Task Force – Suggestion for 30 min BP Speed Dating for Fall
  - Possibly in Sept in lieu of Platinum Sponsor Event since there is no Platinum BP
- Possibility of another Polo Event – currently in works

**Programs & Education Chair** – Dave Cummings- attachment

- May- ADA virtual 5/16. (Abby will sent one more social media reminder)
- May- National 5/19-22.
- Quarterly Coffee – upcoming at Whisk
- June- CTA at Park Lane Tavern 6/18 – will send out parking instructions in advance.
- July- What kind of Leader Are you 7/19
- Aug – Real Estate Update (Thalhimer)

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

- Abby is continuing to work on obtaining CLM approval for meetings and updating Star Chapter
- CLM approved events are noted on website thru June.

**Communications** – Abby Davis-Hess/Ryan Clawson

- Committee update – Abby will be handling emails/Star Chapter. Ryan will be handling social media (Facebook, Instagram, LinkedIn)
- Will take over Star Chapter to take of President's plate.
- Working on announcements for new BPA – Afinity, Creative Solutions, Minnesota Lawyers Mutual, OneVoice, Magnify



**Community Outreach and Caring Chair** – Kathy Scourby/Joe Loving

- Tech for Troops- Really good event/feedback
- Working on upcoming calendar/suggestions – will disperse between already scheduled meetings, focusing on several different types of events
- Staub family –
  - Have found a rental home while their permanent residence is rebuilt.
  - Tracy has contacted Veterinarian to assist in negotiating bills related to their two dogs.
  - Several donated items from members have been delivered.
  - Lisa will begin building an Amazon Wishlist as they find things they need.
  - Will revisit Chapter assistance at a later date when needs are known.

**Virginia Statewide Retreat Chair** – Michael Keatts

- Venue
  - Awaiting proposals from The Main, The Williamsburg Lodge and Kingsmill – most members would like to go back to Williamsburg.
- CLI – July 18-20 (Salt Lake City)
  - Kathy Scourby is likely attending.
  - Hoping Christy or a board member will be able to attend to represent the Chapter.