Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
Minutes

Wednesday, June 5, 2019
12:00 pm – 1:30 pm
Spotts Fain

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

Absent: Michael Keatts

Need to Know – During lunch

- Any News?
  - Nothing to report

President's Report: Cherie

- Comments on May Program
  - Speaker was very good – Charm Bullard

- 2020 Planning – Wednesday, August 14
  - Date and Location confirmed – Hunton Andrews Kurth

- CLI – Possible attendees?
  - July 25th – 27th – Louisville, KY
  - Possible Attendees: Kim, Kendall, Christina, Anne

President-Elect: Kim

- Update – 2019 Meeting Schedule (25 minutes)
  - June 20 – Employment Update – Mark Schwartz, President of Prime Legal and The Richmond Group USA – Hunton Andrews Kurth – Kim Brown
    - Details confirmed
  - July/August – Community Service Event – Nancy Pugh
    - FeedMore – pack backpacks – August 6th – 9:00am - noon
  - July 23 – Meeting Topic/Speaker Needed? – Dominion Payroll – Michael Keatts and parking discussion
    - Post Meeting – Wellness speaker from Bon Secours was obtained
    - Boxed Lunches – Groovin' Gourmet

- August 1 – Gold Social – Tang and Biscuit
  - 5:30 pm – 7:30 pm
  - Invitation has been sent

- August 21 – Meeting Topic/Speaker – Location – Ellen Purcell
  - Christina to reach out to Cherry Eckert for speaker
  - Coopers Hawk – possible venue

- September 25 – BP Appreciation Event – Urban Roost – Anne Henkel
  - Menu needs to be planned
  - Drawings for Business Partners

- October 22 – Gender Pay Gaps and Audits – Karen Elliott – Willow Oaks – Kendall Ruby
  - Post Meeting – both speaker and location have been confirmed and secured

- November 20 – Manners Matter: Your Secret Weapon for Business Success – Liz Bryant – Location TBD – Cherie Heintz
  - Speaker has been confirmed
  - Location - Hunton

- December 12 – Holiday Luncheon – The Jefferson – Ellen Purcell
  - All details have been confirmed

Vice President – Membership: Ellen

- New members since last meeting
  - None

- Summer membership event
  - July – half price dues

Treasurer's Report: Christina

- Treasurer's report
  - Bank Balance - $53,586.00
  - Merchant Account – Credit Cards
    - Currently using Clover
    - Check with Dominion for possible transition

Business Partner Liaison: Anne Henkel

- Will update spreadsheet with meeting attendance
- Socials and Events – see details under programming

Secretary's Report: Kendall

- Minutes – May Member and May Board Meeting - approved

Communications Officer: Michael

- Regional Newsletter – Elevate – going to annual distribution

Immediate Past President: Ann

- No report

Community Connections and Caring Chair: Nancy

- Notes to be sent
    - Patrick Roche – had twins
    - Charm Bullard - speaker

CLM Committee Chair: Christina

- No report

Diversity Committee: Ann Caudle, Ellen Purcell, Norma Lee

- See Old Business

Old Business:

- Diversity Committee – Hill Tucker Bar – no response to inquiries regarding complimentary membership