Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
Minutes

Thursday, July 11, 2019
12:00 pm – 1:30 pm
Bowman & Brooke

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

Absent: Kim Brown, Ann Caudle

President's Report: Cherie

- June 20 Program – Comments
  - Positive Feedback received

- CLI Institute – Finalize attendees – Register by July 12 - July 25–27 in Louisville, Kentucky
  - Anne Henkel and Cherie Heintz to attend

- Pre-planning email - 2020 Planning – Wednesday, August 14
  - Member Survey to be sent – went out on July 18th

President-Elect: Kim

- Update – 2019 Meeting Schedule (25 minutes)
  - July 23 – Workplace Wellness – Dominion Payroll – Michael Keatts and reminder about parking
    - Need speaker bio
    - Details confirmed
  - August 1 – Gold Social – Tang and Biscuit
    - Menu discussed and decided upon
    - Details confirmed
  - August 6 – Community Service Event at Feed More – Nancy Pugh
    - Filling Backpacks for kids – 9:00 a.m. – noon
    - Current Attendees: Cherie Heintz, Nancy Pugh, Ellen Purcell, Kathy Scourby, Ann Caudle, Christina Bloom, Buster Pugh
  - August 21 – Cherry Bekaert– Cooper's Hawk – Ellen Purcell
    - Speaker: Jamie Walker, CPA – confirmed
    - Cooper's Hawk – venue

- September 25 – BP Event at Urban Roost – Anne Henkel
  - Details confirmed

- October 22 – Gender Pay Gaps and Audits – Karen Elliott – Willow Oaks – Kendall Ruby
  - Details confirmed

- November 20 – Manners Matter: Your Secret Weapon for Business Success – Liz Bryant – Hunton Andrews Kurth – Cherie Heintz
  - Details confirmed

- December 12 – Holiday Luncheon – The Jefferson – Ellen Purcell
  - Details confirmed

Vice President – Membership: Ellen

- New members since last meeting
  - 57 Members

- Fall membership event?
  - No report

Treasurer's Report: Christina

- Treasurer's report
  - Bank balance is approximately $51,000
  - 2017 Tax returns – status to be updated

Business Partner Liaison: Anne Henkel

Secretary's Report: Kendall

- Minutes
  - Board Meeting Minutes – June – changes discussed - motion for approval with changes – seconded – approved
  - Member Meeting Minutes – June – motion for approval – seconded - approved

Communications Officer: Michael

- Retreat
  - First Weekend in March 2020
  - Location: Williamsburg Lodge – recently renovated

Immediate Past President: Ann Caudle

- No Report

Community Connections and Caring Chair: Nancy

- Volunteer Event – Tuesday, August 6 – 9:00-Noon
    - Details confirmed

CLM Committee Chair: Christina

- No report

Diversity Committee: Ann Caudle

- No report