



Board Meeting

MINUTES

Wednesday, July 11, 2018

12:00 pm – 1:30 pm

The Boleman Law Firm

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

President's Report: Cherie (10 minutes)

- CLI Conference – July 19-21, 2018, Grand Hyatt, Denver, CO - Kim and Christine attending
- Board Retreat Update – see notes
- Salary survey Update – Results to be presented to Board next month or September? They were not available to speak at our July meeting
 - o Mary Ellen & Board to send by July 31 – Review & distribute by September
- Board Job Descriptions – Reminder and attached
 - o Board Members should review and be prepared to present/discuss for August Board Meeting
- August 9 Planning Session – Member Survey and Programming
 - o This meeting is being rescheduled
- President's Award - Planning

President-Elect's Report: Kim

- Update – 2018 Meeting Schedule (6 minutes)
 - o July 25: Social Media Panel: Trends in Law Firms - Lunch at U or R – Speakers: Ann Caudle, Abigail Floyd and Donny Reyes (Eastern Data)
 - o August 22: Martha: Ethics/Thom Spahn. @ McGuireWoods. Lunch.
 - o August 30: Baseball Game
 - o September 19: Kim/Anne: BP appreciation event in the afternoon. Branch Museum.
 - o October 25: Ellen: HR updates/horror stories. @ CCV. Lunch.
 - Christina – A Williams Mullen lawyer will speak – exactly whom it will be is to be determined
 - o November 14: Nancy/Martha: Diversity/Ellie Krug. Location is at the Redskins Training Camp
 - o December 6: Nancy/Ellen: Holiday lunch @ the Jefferson.

Vice President – Membership: Ellen (15 minutes)

- New members since last meeting
- Membership Development
 - o Ellen to send email re: paid status
 - o Discussion of ideas to reach out to prospective members

Treasurer's Report: Christina (10 minutes)

- Treasurer's report - Bank statement shows a balance of \$45,758.75

Business Partner Liaison: Anne Henkel (6 minutes)

- Stationery order update
 - o Received note cards but no envelopes – Anne will follow-up
- JLL – potential new business partner from ALA Retreat
- Gold Social – event planning is underway – details to follow

Secretary's Report: Kendall (6 minutes)

- Board Meeting Minutes for last month – all minutes are distributed, approved and posted to website – Kendall to send to regional representatives

Communications Officer: Michael (5 minutes)

- Newsletter Update – should be distributed the last week of July

Immediate Past President/Bar Liaison Chair: Nancy

CLM Committee Chair: Christina

Diversity Committee: Ann Caudle

- Planning is underway

Community Connections & Caring Chair:

- Possible Events
 - o Volunteer – Food Bank? Doorways?

Corporate Legal Administrators Committee Chair: