Richmond
A Chapter of the Association of Legal Administrators

Board Meeting and 2023 Planning Session Minutes
August 9, 2022
Whiteford, Taylor & Preston

In Attendance: Christina Bloom, Christine Purgason, Kim Brown (not able to attend), Billie Jo Brooks (not able to attend), Dave Cummings, DeAnna Vanover (not able to attend), Michael Keatts, Kim King, Abby David-Hess, Michelle Andino

Meeting called to order at 11:00am.

President's Comments – Christina

- Discussion regarding maintaining website and calendar events and uploads member meeting details
- Dave needs to be added back to the board on the website

Newsletter
- Kim King using Constant Comment as product to create.
- Agree that newsletter and helpful reminders sent out once/month.
- Recognizing new members and business partners.

Business Partners
- Kim King presented list of prospective BPs. Sending list to Board to contact potential fits for the chapter.
- Christy and Kim King to put proposal.
- Email with vote from Board to go out.
- Consider price increase due to State retreat increase.
- Price increase evaluation needed. Evaluated $500 per.
- Proposed following increasing:
    - Platinum increases from 1 to 2 (not the same industry)
    - Gold increases from 3 to 5
    - Silver increases from 5 to 8
- Also need to evaluate increasing number of attendees allowed.
- Need to also have a beginning of the year kick off expectation etc. meeting.

Membership
- 8 new members in last month due to National dues promotion.
- 7 Richmond new members.
- 53 emails to perspective members.
- Kim presented list of individuals she contacted as perspective members.
- Creating a quick sheet and sample letter.

Treasurer Report

- Report and totals to be sent out.
- Member meeting discussion regarding guests. Do we resume charges for guests to chapter member meetings?
- Cannot charge through the website. Reliable is not linkable to StarChapter.

Community Events

- Donations for Love of Learning filled a banker's box.
- Michelle and Kim King will deliver to Mechanicsville.

Board Miscellaneous Topics

- Document repository:
    - Discussed where to keep historic documents pertaining to chapter. Per Michael at CLI we should use the Community Pages forum. The page updates on Board credentials and permissions upon annual certification.
- The chapter has access to an ALA Zoom account for use of 100 people.
- Calendar
    - Business Partner Appreciation Event September 16:
        - Need accurate RSVP- Christy will create file and send the invite (add their promo from site)
        - Dave will coordinate tickets
        - Tickets at Will Call
        - Name tags upstairs
        - Wear an ALA t-shirt
    - Sponsor Platinum- another email sent to Wendy for potential date of October 6 at Brambly Park.
    - Silver/Gold- Happy hour November or December.
    - January breakfast for sponsors to kick off year.

President's Award Discussion

- Reviewed the checklist to chart the chapter's progress and to highlight successes.

Preliminary 2023 Calendar

- Tentatively set the meeting schedule and topics for 2023.

2023 Richmond Chapter Planning Session Minutes

Discussed benefit of having virtual meetings a couple times a year in addition to in person.

- Benefit is saving in person cost and reallocate to cost to budget.
- Perfect for weather and vacation season.
- February, July, November is potential option.

Richmond Chapter ALA Member Meetings 2023 DRAFT

Member Meetings Speaker/Location

Month	*Target Date*	*Meeting Topic*	*Meeting Speaker*	*Coordinator*	*Time*	*Location*	*Notes*	*Category*
1-Jan	1/19	Succession Planning	Kathy Scourby	CP/DAC	12:00 PM	Hondos		LM
Feb	2/9	BP 101		CP	8:00 AM	Willow Oaks		BP
2-Feb	2/16	Stress Management	Judy Hissong	CP	12:00 PM	**Virtual**		LM
March	3/3-4	Statewide Retreat	Various	MK		The Main Norfolk		ALA
3-Mar	3/16	Real Estate Update	Brian Berkey	KK/DAC	12:00 PM	Hardshell		OM
Mar	3/30	BP Social		CP			Bowling?	BP
4-Apr	4/20	Performance Evaluation	SHRM	CP AH/DAC	12:00 PM	Coopers Hawk		HR
May	5/15-19	National Conference	Various					ALA
5-May	5/25	Event Planning/Catering	Caterers	MK/DAC	4:00 PM	McGuire Woods?	Catering Samples	LM
6-Jun	6/22	Admin/Paralegal Relationship	RPA	AH/DAC	12:00 PM	Nick's Roman Terrace		CM
7-Jul	7/20	Diversity Topic	Chastity Deckert	MK	12:00 PM	**Virtual**		LM/HR
8-Aug	8/17	Trust Accounting	VBA	AH/DAC	12:00 PM	Flemings Steakhouse		FM
9-Sep	9/21	BP Appreciation		CP				BP
Oct	10/5	Platinum BP Social		CP				BP
10-Oct	10/19	IT Topic	ILTA		12:00 PM	Boathouse		LI
11-Nov	11/16	Leadership Development	Debbie Foster	KK	12:00 PM	**Virtual**		HR
12-Dec	12/7	Holiday Luncheon		DAC	12:00 PM	Jefferson		BP

Board Meetings:

Scheduled for 2nd Tuesday of each month rotating the location between in-person and virtual

Board Meetings

Month	*Target Date*	*Meeting Topic*		*Host*	*Time*	*Location*
Jan	1/9/2023	Board Meeting			Noon	GAD
Feb	2/13/2023	Board Meeting			Noon	
Mar	3/7/2023	Board Meeting			Noon	
Apr	4/11/2023	Board Meeting			Noon	
May	5/9/2023	Board Meeting			Noon	
Jun	6/13/2023	Board Meeting			Noon	
Jul	7/11/2023	Board Meeting			Noon	
Aug	8/8/2023	Board Meeting			11 am - 4 pm	
Sep	9/12/2023	Board Meeting			Noon	
Oct	10/10/2023	Board Meeting			Noon	
Nov	11/14/2023	Board Meeting			Noon	
Dec	12/12/2023	Board Meeting			PM?	TBD?

BP Socials

Month	*Target Date*	*Meeting Topic*		*Coordinator*	*Time*	*Location*
Jan	1st Qtr	BP Intro Breakfast				Willow Oaks
Mar	2nd Qtr	Platinum BP Social				
Sep	3rd Qtr	BP Appreciation Social				
Dec	4th Qtr	Holiday social				Jefferson

BP apprec options:

Oyster Roast - Willow Oaks
Top Golf/Drive Shack
Squirrels baseball game/picnic
Bogie's minigolf/batting cages/picnic
Theater - Va Rep, Landmark, Pops, Symphony
Museum reception - VMFA, Civil War, VMHC, VMCA
Reception - Va House, Agecroft, River Run Estate
RVA Bowl
Winery - Brambly Park, James River
Happy Hour - Kabana, Lunch/Supper
Tacky Light tour

Meeting adjourned at 3:00PM
Respectfully Submitted,
Billie Jo Brooks, Board Secretary