Richmond
A Chapter of the Association of Legal Administrators

Board Meeting and 2020 Planning Session
Minutes

Hunton Andrews Kurth LLP
Conference Rm 20E

August 14, 2019
Noon-5:30 pm

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

Agenda:

- **Noon-12:30** – Lunch (your choice) and general conversation
- **12:30-12:45** – Updates from CLI (Cherie and Anne) and next steps
    - Update By-Laws – associate membership
    - Update Finance Protocols

- **12:45-1:30** – 2019 Programming review (Kim) and reports
    - August 21 – Economic Update – Jamie Walker – Cooper's Hawk – Anne Henkel – details confirmed
    - September 25 – BP Event at Urban Roost – Anne Henkel – details confirmed
    - October 22 – Gender Pay Gaps and Audits – Karen Elliott (need blurb for website) – Willow Oaks – Kendall Ruby – status update given
    - November 20 – Manners Matter: Your Secret Weapon for Business Success – Liz Bryant (need blurb for website) – Hunton Andrews Kurth – Cherie Heintz – status update given
    - December 12 – Holiday Luncheon – The Jefferson – Ellen Purcell – details confirmed
- **Secretary's Report**: Kendall
    - Member Meeting Minutes – July – motion – seconded – approved
    - Board Meeting Minutes – July – motion – seconded - approved

- **Treasurer's Report**: Christina
    - See attached report

- **Vice President – Membership:** Ellen
    - Fall membership event?
        - September 12 – The Graduate – 5:30 p.m.

- **Business Partner Liaison**: Anne Henkel
    - 2020 Sponsorship Letter to go out in September
    - Platinum Event – to be scheduled in November
    - BP Appreciation Event – September 25 – Urban Roost – 5:30 p.m.

- **Communications Officer:** Michael
    - Elevate Newsletter – Ad for Platinum

- **Community Connections and Caring Chair:** Nancy
    - Volunteer Event Report – Tuesday, August 6 – event went well
        - FeedMore – will set up on a regular basis

- **Immediate Past President:** Ann Caudle
    - Reminder to start considering board positions in January – new Board to be put in place in March

- **CLM Committee:** Christina
    - No report

- **Diversity Committee:** Ann Caudle
    - Candidate slated for membership retired; Melanie & Norma Lee to recruit others

2020 Planning – Beverages and snacks – SEE ATTACHED SUMMARY

- **1:30-4:30** – Goals for 2020 and program planning
- **4:30-5:30** – Other 2020 planning topics

Richmond Association of Legal Administrators
Bank Reconciliation Report - SunTrust Checking
Statement Ending 07/31/2019

These deposits cleared the bank during this period

Date	Ref	Received From	Deposit
Total			0.00

These withdrawals cleared the bank during this period

Date	Ref	Paid To	Withdrawal
06/27/2019	2433A	Norfolk Hilton The Main	55.12
06/27/2019	2434	Willow Oaks Country Club	175.00
07/08/2019	89	SunTrust	4.95
07/10/2019	90	SunTrust	34.90
07/11/2019	2435	Hunton & Williams	517.13
07/15/2019	91	Assoc of Legal Administrators	499.00
07/15/2019	92	American Airlines	495.01
07/16/2019	93	StarChapter	85.00
07/22/2019	94	USPS	55.00
07/25/2019	97	Doc Crow's	74.66
07/25/2019	98	Proof on Main	156.38
07/27/2019	101	Hyatt Regency	369.12
07/27/2019	95	Mussel & Burger Bar	59.03
07/27/2019	99	Coals Artisan Pizza	37.81
07/29/2019	104	American Airlines	30.00
07/29/2019	15	American Airlines	30.00
07/31/2019	102	Urban Roost	500.00
Total			3,178.11

These deposits had not cleared the bank as of 07/31/2019

Date	Ref	Received From	Uncleared Deposit
Total			$0.00

These withdrawals had not cleared the bank as of 07/31/2019

Date	Ref	Paid To	Uncleared Withdrawal
03/24/2017	2331	Kathy Seim	50.00
11/03/2017	10063	Max's on Broad	367.90
12/31/2017	10	John Sansom	50.00
07/23/2018	2393	Hirschler Fleischer	104.04
07/25/2019	2436	VCIC	125.00

These withdrawals had not cleared the bank as of 07/31/2019

Date	Ref	Paid To	Uncleared Withdrawal
07/25/2019	2437	Groovin Gourmet	465.14
07/25/2019	96	Yellow Checkered Cab	30.00
07/28/2019	100	Galazy Cab	50.00
Total			**$1,242.08**

07/01/2019 Statement Starting Balance	**$51,605.89**
Plus: 0 Deposit(s)	**$0.00**
Minus: 17 Withdrawal(s)	**- $3,178.11**
07/31/2019 Statement Ending Balance	**$48,427.78**
Plus: 0 Uncleared Deposit(s)	**$0.00**
Minus: 8 Uncleared Withdrawal(s)	**- $1,242.08**
07/31/2019 MoneyMinder Ending Balance	**$47,185.70**

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

36/E00/0175/0/71
1000171090029
07/31/2019

SUNTRUST

Account Statement

ALA RICHMOND CHAPTER
CHRISTINA BLOOM
4501 HIGHWOODS PKWY STE 210
GLEN ALLEN VA 23060-6153

Questions? Please call
1-800-786-8787

A business reserve account can help you weather cash flow variability due to seasonal changes, spikes in accounts receivable, unexpected expenses or growth opportunities. To learn more or open a SunTrust Business Money Market account, stop by your nearest branch, speak with your banker or visit suntrust.com/bmma

Account Summary

Account Type	Account Number	Statement Period
PRIMARY BUSINESS CHECKING	1000171090029	07/01/2019 - 07/31/2019

Description	Amount	Description	Amount
Beginning Balance	$51,605.89	Average Balance	$50,508.77
Deposits/Credits	$.00	Average Collected Balance	$50,508.77
Checks	$747.25	Number of Days in Statement Period	31
Withdrawals/Debits	$2,430.86		
Ending Balance	$48,427.78		

Overdraft Protection

Account Number	Protected By
1000171090029	Not enrolled

For more information about SunTrust's Overdraft Services, visit www.suntrust.com/overdraft.

Checks

Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
2433	55.12	07/18	2434	175.00	07/19	2435	517.13	07/16

Checks: 3

Withdrawals/ Debits

Date Paid	Amount	Serial #	Description
07/08	4.95		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
07/10	34.90		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
07/15	499.00		CHECK CARD PURCHASE TR DATE 07/11 ASSOCIATION OF LEGAL A CHICAGO IL
07/15	495.01		CHECK CARD PURCHASE TR DATE 07/12 AMERICAN 00173798056471 BELLEVUE WA
07/16	85.00		RECURRING CHECK CARD PURCHASE TR DATE 07/15 STARCHAPTER 866-7753205 MD
07/22	55.00		CHECK CARD PURCHASE TR DATE 07/19 USPS PO 5135820260 GLEN ALLEN VA
07/26	74.66		CHECK CARD PURCHASE TR DATE 07/25 TST* DOC CROW S SMOKEH LOUISVILLE KY
07/29	30.00		CHECK CARD PURCHASE TR DATE 07/25 AMERICAN 0010267822041 RICHMOND VA
07/29	369.12		CHECK CARD PURCHASE TR DATE 07/25 HYATT REGENCY LOUISVIL LOUISVILLE KY
07/29	156.38		CHECK CARD PURCHASE TR DATE 07/26 PROOF ON MAIN LOUISVILLE KY
07/29	59.03		CHECK CARD PURCHASE TR DATE 07/27 MUSSEL AND BURGER BAR LOUISVILLE KY
07/29	30.00		CHECK CARD PURCHASE TR DATE 07/27 AMERICAN 0010268107143 LOUISVILLE KY
07/29	37.81		CHECK CARD PURCHASE TR DATE 07/27 COAL'S ARTISAN PIZ SDF LOUISVILLE KY

Member FDIC

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SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

36/E00/0175/0/71
1000171090029
07/31/2019

SUNTRUST

Account Statement

Withdrawals/ Debits	Date Paid	Amount	Serial #	Description
	07/31	500.00		CHECK CARD PURCHASE TR DATE 07/29 URBAN ROOST RICHMOND VA

Withdrawals/Debits: 14

Balance Activity History

Date	Balance	Collected Balance	Date	Balance	Collected Balance
07/01	51,605.89	51,605.89	07/19	49,739.78	49,739.78
07/08	51,600.94	51,600.94	07/22	49,684.78	49,684.78
07/10	51,566.04	51,566.04	07/26	49,610.12	49,610.12
07/15	50,572.03	50,572.03	07/29	48,927.78	48,927.78
07/16	49,969.90	49,969.90	07/31	48,427.78	48,427.78
07/18	49,914.78	49,914.78			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

Member FDIC

Richmond
A Chapter of the Association of Legal Administrators
45 Years

Planning 2020 Updated 9.10.19

Member Meetings Member Meeting Budget = $1,500

Month	Target Date	Meeting Topic - Names To Be Finalized	Responsible Coordinator	Time	Location	Notes
January	1/23/2020	2020 Visions - A Look Into Richmond ALA	Kim Brown	Noon	Ruth's Chris	Overview of 2020 Planning with Roundtable Discussions
February	2/19/2020	Lawyer's Helping Lawyers	Ellen Purcell	Noon	DPS --Scott Byer	Include Discussion/Info about Staff
March	3/18/2020	Toxic Employees	Kendall Ruby	Noon	Cooper's Hawk	
April	4/23/2020	Author Event -- "Book" Your Calendar Now	Cherie Heintz	Noon	Hunton	
May	5/21/2020	Catering Extravaganza - "SAMPLE" Ways to Cut Food Costs	Michael Keatts/ Anne Henkel	5:30 PM	Virginia Credit Union - Boulders	
June	6/18/2020	Cannibas	Cherie Heintz/ Nancy Pugh	Noon	The Dominion Club?	
July	7/14/2020	JLL & Evolve - Space Planning Event with Tour of Spotts Fain	Kim Brown/ Anne Henkel	5:30 PM	Spotts Fain	
August	8/19/2020	Webite Construction -- Tangled Web - Small, Medium, Large - Panel	Kendall Ruby	Noon	Can Can?? Westwood???	Panel Discussion -- K Chatteron, Kristen Sweeney (Thompson McMullen), Large Firm - Hunton?
September	9/23/2020	Business Partner Event	2020 BP Chair	5:30 PM		
October	10/22/2020	Cultural Awareness in Hiring (Diversiry)	Nancy Pugh	8:30 AM	Willow Oaks	
November	11/17/2020	IT - Britt Lorish - Technology Tools (Include ILTA - Richmond Chapter)	Christina Bloom	Noon	Tazza Kitchen - Alversar	
December	12/10/2020	Holiday Luncheon	Ellen Purcell	Noon	The Jefferson	
Board Meetings						
	1/15/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	2/5/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	3/11/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	4/1/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	5/6/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	6/3/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	7/8/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	8/5/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	9/9/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	10/7/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	11/4/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked
	12/3/2020	Board Meeting	Cherie Heintz	Noon	Hunton Andrews Kurth	Booked