Richmond
A Chapter of the Association of Legal Administrators

Board Meeting

Minutes

Hirschler
September 11, 2019
Noon-1:30 pm

RSVPs: Kim Brown, Cherie Heintz, Michael Keatts, Ellen Purcell, Kendall Ruby

Declined: Christina Bloom, Anne Henkel, Nancy Pugh

Other: Ann Caudle (resigned)

Agenda:

- **Noon-12:20** – Lunch
- **President's Comments** – Cherie
- **Secretary's Report/Approvals** – Kendall
    - August – Member Meeting – motion – seconded – approved
    - August – Board Meeting – motion – seconded - approved
- **Treasurer's Report** – Christina
    - No Report submitted

- **2019 Programming and Events Review** – Kim/All

    - **August 21** – Economic Update – Jamie Walker – Cooper's Hawk – Final report
        - Venue – restrictive
    - **September 12** – Membership Event – Ellen Purcell
        - Details confirmed
    - **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

- **Membership** – Ellen
    - Recruitment and Recruits discussed
- **Business Partner Liaison** – Anne Henkel (not attending)
    - Review and discussion of Business Partner Renewal Packet
- **Communications Officer** – Michael
    - Spring retreat

    - Location: Williamsburg Lodge
    - Brochure to business partners by Monday, Sept. 16th
- **Community Connections and Caring Chair** – Nancy
    - Soles for Souls – will need 5 – 6 volunteers
    - Housing Families First – collect at December meeting
- **CLM Committee** – Christina (not attending)
    - No report
- **Diversity Committee** – New committee chair needed
    - No report
- **2020 Programming –** Any updates
    - January Meeting **–** Ruth's Chris approved
    - Board meeting location booked for 2020 – Hunton Andrews Kurth