Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
September 13, 2022
McGuire Woods

In Attendance: Christina Bloom (remote), Dave Cummings, DeAnna Vanover, Christine Purgason, Abby Davis-Hess (remote), Michelle Andino (remote). (not present – Kim Brown, Michael Keatts and Kim King)

Meeting called to order at 12:00pm.

President's Comments – Christina Bloom

- Calendar of Events
  - BP event this Friday at The Diamond
  - 2023 Meeting Schedule
    - Next Board meeting be prepared to discuss the status of assigned meetings
- President's Award
  - Christina met with Ellie to discuss requirements:
    - Keep documentation in your files
    - No backup documentation required

Past President – Kim Brown

- Reminder to send 2023 BP packets in October

Communications & CLM Education Chair – Abby Davis-Hess

- StarChapter Upgrade
  - Basic layout of the design decided
  - Overlaying design on the website
  - Will review before making live
  - Using stock photos
- Social Media
  - Continuing to post
- CLM
  - Posting information regarding CLM

Secretary's Report/Approvals – Billie Jo Brooks

- Board Meeting Minutes – Moved and seconded to approve July and August minutes
- Member Meeting Minutes – Moved and seconded to approve August minutes
- Survey results discussed and included in the member meeting minutes

Treasurer's Report – DeAnna Vanover

- Financial Update: Treasury Balance
- Followup with business partners who have a balance for the 50th Anniversary sponsorship
- CLI Attendance reimbursement
- Ordered new checks
- Star Chapter
    - Website redesign fee
    - Website Hosting Fee should be included in the Star Chapter Fee
- Reliable credit card payment estimated at $150 per month; additional cost in July due to 50th anniversary
- Cost Considerations FY2023:
    - Virtual meetings
    - Combine BP Events
    - Increasing Fees for Business Partners with an increase in BP meeting tickets
    - Apply for CLI Scholarship instead of paying for two Board members attending CLI
    - Using a credit card for rewards
    - Increasing membership cost
    - Combined Gold and Silver Business Partner reception event 2023
- Waiting for notification on tax exempt status
- Budget discussion during the October 2022 Board meeting or schedule a separate meeting

2022/2023 Programming and Events – All

- Member events:
    - September – BP Appreciation – Richmond Squirrels
    - October – Cyber Security Panel – Willow Oaks
    - November – Practice Management – Boathouse – Beth Thompson
    - December – Holiday Luncheon – The Jefferson
    - January – Succession Planning – Kathy Scourby
    - February – BP 101 – 9am at Willow Oaks
    - Move the Caterer Event to April
    - Move Performance Evaluation presentation to May 25.

Business Partner Liaison – Christine Purgason

- 2022 Business Partner - Update
- Prospects
- BP Socials (Gold/Silver)
    - Happy Hour BP Social – Nov 3, 2022 at Casa Del Barco 4:30pm to 6:30pm
    - Move BP Social from March 30 to early May
- Consider changes to number of BP meeting tickets 2023
- Christine confirming with Wendy Inge regarding event at Brambly Park for Platinum Business Partner Social

Membership – Christina Bloom / Kim King

- No report

Community Outreach and Caring Chair – Michelle Andino

- Create policy for gift giving
- Feed more for December member meeting

Virginia Statewide Retreat Chair – Michael Keatts

- No report

Meeting adjourned.