Richmond

A Chapter of the Association of Legal Administrators

Board Meeting

Minutes

Hunton Andrews Kurth

October 2, 2019

Noon-1:30 pm

RSVPs: Kim Brown, Cherie Heintz, Ellen Purcell, Kendall Ruby, Anne Henkel, Sandra Corcoran (guest)

Declined: Christina Bloom, Michael Keatts, Nancy Pugh

Agenda:

- **Noon-12:20** – Lunch
- **President's Comments** – Cherie
  - Welcome Sandra Corcoran
  - Amendment to Chapter Bylaws – Deadline 12/31/19
    - Cherie to assess proper procedure and implement

- **Secretary's Report/Approvals** – Kendall
  - Board Member Meeting Minutes – September – motion for approval – seconded – approved

- **Treasurer's Report** – Christina (not attending, will send report to be shared with group)
  - See attached report.

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

  - **September 12** – Membership Event – Ellen Purcell
    - The Graduate – Board participation only

  - **September 25** – BP Event at Urban Roost – Anne Henkel
    - Great attendance; good venue; successful event

  - **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
    - Details confirmed

- **Chapter Resource Team** - Sandra Corcoran
  - Chapter compliance

- Board succession planning
  - Discussion Items
    - Consider 1 year terms
    - All Board members present one recruit to Board
    - Invite recruits to Board Meeting
    - Chapter could use help with Star Chapter

- **Membership** – Ellen
  - Two New Members
    - Hays Falconburg
    - Tara Anglin

- **Business Partner Liaison** – Anne Henkel
  - 2020 packets
    - Packets have been sent
  - Platinum BP Event
    - November 13th
    - Hotel Greene

- **Communications Officer** – Michael (not attending)
  - Spring retreat – Brochure to members – October 16

- **Community Connections and Caring Chair** – Nancy (not attending)

- **CLM Committee** – Christina (not attending)

- **Diversity Committee** – New committee chair needed

- **2020 Programming** –
  - Discussion regarding updates
  - Updated calendar is being prepared and will be distributed

Presented for
Oct. 2, 2019
Board Meeting

Discussion Points

To Date Balances	
9/30 Balance	43,213.54
Fidelity Bond	125.00
Last board meeting	85.98
Current Balance	43,002.56
Budgeted Expenses	8,900.00
Estimated YE BAL	34,102.56

Notes:

Fidelity Bond paid.
1st Draft Budget will be brought to the next board meeting for discsussion.
Credit Card processing is in the works with Steve Harler at Reliable Payments.

Richmond Association of Legal Administrators FY 2019

Bank Account: SunTrust Checking

Reconciliation 09-30-2019

Reconciled Date: 10/01/2019

Bank Statement Ending Date: 09/30/2019

Bank Statement Ending Balance: $43,865.48

✔ **These deposits cleared the bank during the period ending 09/30/2019.**

Date	Reference	Details	Deposit
09/23/2019	Deposit		$35.00
09/23/2019	Deposit		$95.00
09/23/2019	Deposit		$1,177.35
		Total	**$1,307.35**

✔ **These withdrawals cleared the bank during the period ending 09/30/2019.**

Date	Reference	Details	Withdrawal
09/06/2019	108	SunTrust	-$4.95
09/09/2019	109	The Graduate	-$500.00
09/10/2019	110	SunTrust	-$34.90
09/16/2019	111	The Graduate	-$323.28
09/16/2019	112	StarChapter	-$85.00
09/23/2019	113	The Graduate	-$215.67
09/27/2019	114	Urban Roost	-$1,752.70
		Total	**-$2,916.50**

⊘ **These deposits had not cleared the bank as of 09/30/2019.**

Date	Reference	Details	Deposit
There are no transactions to display.			

⊘ **These withdrawals had not cleared the bank as of 09/30/2019.**

Date	Reference	Details	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	96	Yellow Checkered Cab	-$30.00
07/28/2019	100	Galazy Cab	-$50.00
		Total	**-$651.94**

Statement Opening Balance	**$45,474.63**
Plus: 3 cleared deposit(s)	$1,307.35

Minus: 7 cleared withdrawal(s)	-$2,916.50
Bank Statement Ending Balance	**$43,865.48**
Plus: 0 uncleared deposit(s)	$0.00
Minus: 6 uncleared withdrawal(s)	-$651.94
MoneyMinder ending balance	**$43,213.54**

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

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66/E00/0175/0/71
1000171090029
09/30/2019

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

Account Summary

Account Type	Account Number	Statement Period
PRIMARY BUSINESS CHECKING	1000171090029	09/01/2019 - 09/30/2019

Description	Amount	Description	Amount
Beginning Balance	$45,474.63	Average Balance	$44,932.68
Deposits/Credits	$1,307.35	Average Collected Balance	$44,904.45
Checks	$.00	Number of Days in Statement Period	30
Withdrawals/Debits	$2,916.50		
Ending Balance	$43,865.48		

Overdraft Protection

Account Number	Protected By
1000171090029	Not enrolled

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

Deposits/ Credits

Date	Amount	Serial #	Description
09/23	35.00		DEPOSIT
09/23	95.00		DEPOSIT
09/23	1,177.35		DEPOSIT

Deposits/Credits: 3 Total Items Deposited: 13

Withdrawals/ Debits

Date Paid	Amount	Serial #	Description
09/06	4.95		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
09/09	500.00		CHECK CARD PURCHASE TR DATE 09/06 GRADUATE RICHMOND RICHMOND VA
09/10	34.90		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
09/16	323.28		CHECK CARD PURCHASE TR DATE 09/12 GRADUATE RICHMOND RICHMOND VA
09/16	85.00		RECURRING CHECK CARD PURCHASE TR DATE 09/15 STARCHAPTER 866-7753205 MD
09/23	215.67		CHECK CARD PURCHASE TR DATE 09/20 GRADUATE RICHMOND RICHMOND VA
09/27	1,752.70		CHECK CARD PURCHASE TR DATE 09/25 URBAN ROOST RICHMOND VA

Withdrawals/Debits: 7

Balance Activity History

Date	Balance	Collected Balance	Date	Balance	Collected Balance
09/01	45,474.63	45,474.63	09/16	44,526.50	44,526.50
09/06	45,469.68	45,469.68	09/23	45,618.18	44,771.18
09/09	44,969.68	44,969.68	09/24	45,618.18	45,618.18
09/10	44,934.78	44,934.78	09/27	43,865.48	43,865.48

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 Association of Legal Administrators FY 2019

Bank Account: **SunTrust Checking**

Reconciliation 08-31-2019

Reconciled Date: 10/01/2019

Bank Statement Ending Date: 08/31/2019

Bank Statement Ending Balance: $45,474.63

✔ **These deposits cleared the bank during the period ending 08/31/2019.**

Date	Reference	Details	Deposit
08/02/2019	Deposit		$1,000.00
		Total	**$1,000.00**

✔ **These withdrawals cleared the bank during the period ending 08/31/2019.**

Date	Reference	Details	Withdrawal
07/25/2019	2436	VCIC	-$125.00
07/25/2019	2437	Groovin Gourmet	-$465.14
08/01/2019	103	Tang and Biscuit	-$1,012.22
08/06/2019	104	SunTrust	-$4.95
08/08/2019	2438	Cherie Heinz	-$1,648.09
08/12/2019	105	SunTrust	-$34.90
08/16/2019	106	StarChapter	-$85.00
08/22/2019	107	Coopers Hawk	-$577.85
		Total	**-$3,953.15**

⊘ **These deposits had not cleared the bank as of 08/31/2019.**

Date	Reference	Details	Deposit
There are no transactions to display.			

⊘ **These withdrawals had not cleared the bank as of 08/31/2019.**

Date	Reference	Details	Withdrawal
03/24/2017	2331	Kathy Selm	-$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	96	Yellow Checkered Cab	-$30.00
07/28/2019	100	Galazy Cab	-$50.00
		Total	**-$651.94**

Statement Opening Balance	**$48,427.78**
Plus: 1 cleared deposit(s)	$1,000.00
Minus: 8 cleared withdrawal(s)	-$3,953.15

Bank Statement Ending Balance	**$45,474.63**
Plus: 0 uncleared deposit(s)	$0.00
Minus: 6 uncleared withdrawal(s)	-$651.94
MoneyMinder ending balance	**$44,822.69**

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

36/E00/0175/0/71
1000171090029
08/31/2019

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

Account Summary

Account Type	Account Number	Statement Period
PRIMARY BUSINESS CHECKING	1000171090029	08/01/2019 - 08/31/2019

Description	Amount	Description	Amount
Beginning Balance	$48,427.78	Average Balance	$47,096.19
Deposits/Credits	$1,000.00	Average Collected Balance	$47,038.13
Checks	$2,238.23	Number of Days in Statement Period	31
Withdrawals/Debits	$1,714.92		
Ending Balance	$45,474.63		

Overdraft Protection

Account Number	Protected By
1000171090029	Not enrolled

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

Deposits/ Credits

Date	Amount	Serial #	Description
08/02	1,000.00		DEPOSIT

Deposits/Credits: 1

Total Items Deposited: 5

Checks

Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
2436	125.00	08/16	2437	465.14	08/05	2438	1,648.09	08/19

Checks: 3

Withdrawals/ Debits

Date Paid	Amount	Serial #	Description
08/05	1,012.22		CHECK CARD PURCHASE TR DATE 08/01 TANGANDBISCUITRVA 1 RICHMOND VA
08/06	4.95		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
08/12	34.90		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
08/16	85.00		RECURRING CHECK CARD PURCHASE TR DATE 08/15 STARCHAPTER 866-7753205 MD
08/22	577.85		CHECK CARD PURCHASE TR DATE 08/21 COOPERS HAWK RICHMOND RICHMOND VA

Withdrawals/Debits: 5

Balance Activity History

Date	Balance	Collected Balance	Date	Balance	Collected Balance
08/01	48,427.78	48,427.78	08/12	47,910.57	47,910.57
08/02	49,427.78	48,827.78	08/16	47,700.57	47,700.57
08/05	47,950.42	47,950.42	08/19	46,052.48	46,052.48
08/06	47,945.47	47,945.47	08/22	45,474.63	45,474.63

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Member FDIC