

Board Meeting Minutes

Wednesday, November 7, 2018

12:00 pm – 1:30 pm

Hunton Andrews Kurth LLP

Present: Cherie Heintz, Nancy Pugh, Kendall Ruby, Kim Brown, Michael Keatts, Anne Henkel, Martha Youngblood

Absent: Christina Bloom, Ellen Purcell, Ann Caudle

Upcoming Meetings: All

- Update – 2018 Meeting Schedule (15 minutes)
 - **October 25:** Christina/Ellen - The #metoo movement and what to and not to do as an employer (Amanda Weaver) - CCV Luncheon (34 attendees)
 - Any comments – good response from attendees
 - **November 14:** Kim/Martha - Diversity/Ellie Krug. Hunton Andrews Kurth
 - Time of Event: 5:30 – 7:30 p.m.
 - Invitation – Final invitation will go out on Monday
 - Drawing – Ellie bring book
 - RSVPs/Logistics/Menu
 - All details were discussed and confirmed
 - **November 28:** Anne - BP Gold Social - River City Roll
 - Invitation goes out on Thursday, November 8
 - Drawing for ALA Conference? Yes, to be added to invitation – Mary Ann Hartzell was the winner of the drawing
 - **December 6:** Nancy/Ellen - Holiday lunch @ the Jefferson. Contract signed
 - All plans are finalized – ready for invitation
 - Has menu been selected? Nancy will follow-up
 - Member of the year? Discussed and decided against this in 2018
 - Gift cards for members with 20 year anniversaries - approved
 - **December 12:** Anne - Platinum BP - Tacky Light Tour
 - Pick up at Libbie Mill at 6:00 p.m.
 - Invitation goes out next Friday
 - Max capacity is 39
 - Food/Beverage – Hunton Andrews Kurth to do the catering
- Update – 2019 Meeting Schedule
 - See attached report – updates were made

President's Report: Cherie

- Fidelity Bond Insurance - \$125.00 and Crime Policy
 - o Christina will read policy – update? No update
- Cherie will get D&O information - No update
- ALA Board Holiday Party – email to be sent for available dates

President-Elect: Kim

- Update? Inquired about Survey Monkey – the secretary is to send the survey after each program

Vice President – Membership: Ellen – no updates

- New members since last meeting
- 2019 Dues notices

Treasurer's Report: Christina – no update

- Treasurer's report

Business Partner Liaison: Anne Henkel

- Business Partner Update
 - o 2019 Commitments
 - Xenith - Platinum
 - Prime Legal - Gold
 - Seltek - Gold
 - Stone's Office Equipment
 - SunTrust
 - The Supply Room
 - ABA Retirement
 - Dominion Payroll Services - Gold
 - Mode 5
 - Proxios – possibly step up to Silver
 - Cobb
 - o Not yet committed
 - Groovin' Gourmet
 - Lawyers Staffing
 - IBS
 - o Website
 - BP Package will be posted

Secretary's Report: Kendall

- Board Meeting Minutes – October - approved
- Member Meeting Minutes – October - approved

Communications Officer: Michael – Newsletter Update

Immediate Past President/Bar Liaison Chair: Nancy – nothing to report

CLM Committee Chair: Christina – no update

Diversity Committee: Ann Caudle – no update

- Diversity committee meetings at ODBA and Hill Tucker Bar re memberships
 - o Ann and Ellen plan to visit and present plan

Need to Know

- Any new updates

	Date
Minutes Sent to Board	12/3/2018 & 1/14/2019
Minutes Approved	1/16/19
Minutes Sent to Regional Representatives	1/17/19
Minutes uploaded to StarChapter	1/17/19