Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
Minutes

Monday, December 3, 2018
4:00 pm – 7:30 pm
Hunton Andrews Kurth LLP

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

Absent:

Upcoming Meetings: All

- Update – 2018/19 Meeting Schedule
  - **December 6:** Nancy/Ellen - Holiday lunch @ the Jefferson. Contract signed
    - 54 registered guests
  - **December 12:** Anne - Platinum BP - Tacky Light Tour
    - All plans finalized
  - **January 24**: Cherie – Technology – Hard Shell
    - Speaker confirmed
  - **May 2019** – Nancy – Unconscious Bias – Lewis Ginter
    - Speaker confirmed – SunTrust – HR trainer
- CPE confirmed – send info to Michael for website – bring to meetings

Vice President – Membership: Ellen

- Motion: Richmond Chapter past presidents are eligible for lifetime membership status and are able to remain a local member by paying only local dues
  - Seconded and APPROVED
- 2019 Dues notices have been sent to members

Treasurer's Report: Christina

- Treasurer's report - $37K in the bank (includes $13.5K of 2019 sponsorships)
- Budget discussion – Christina to bring budget/spend to next board meeting

Business Partner Liaison: Anne Henkel

- Business Partner Update
  - 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
        - Lawyers Staffing
    - Not yet committed
        - Groovin' Gourmet
        - IBS
        - Special Counsel – Kim Brown to follow-up
        - Eastern Data
        - EnTrust
        - Konica Minolta
    - Not renewing
        - OneDigital
        - UPS
        - AppleOne

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