Richmond

A Chapter of the Association of Legal Administrators

Board Meeting

Minutes

Gersi Restaurant
December 17, 2019
6:00-8:00 pm

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

Agenda:

- **President's Comments** – Cherie
  - November 20 Luncheon – Final cost - $725.49, includes $100.00 for parking and $625.49 for buffet lunch ($21.34 per person x 34 guests)
  - Nominating Committee Volunteers – Kathy Scourby, Michelle Andino, other TBD
  - Chapter Bylaws Review
    - Remove Committees
    - Add Vice President – Business Partner Liaison

- **Secretary's Report/Approvals** – Kendall Ruby
  - Member Meeting Minutes – November – Approved
  - Member Meeting Minutes – December – Approved

- **Treasurer's Report** – Christina Bloom
  - Report Attached
  - Bank Balance – November 30, 2019 - $42,111.56

- **2019/ 1st Quarter 2020 Programming and Events Review** – Kim/All
  - **December 12** – Holiday Luncheon – The Jefferson – Ellen Purcell
  - **January 23** – 2020 Visions – A Look into Richmond ALA – Ruth's Chris – Kim Brown
  - **February 19** – Lawyers Helping Lawyers – DPS – Ellen Purcell
  - **March 18** – Toxic Employees – Can Can – Kendall Ruby
  - **April 23** – Martin Clark (confirmed) – Hunton – Cherie Heintz
    - Joint Program with LMA

- **Business Partner Liaison** – Anne Henkel
    - Platinum Social – Sur la Table – Select a date. DeAnn mentioned these dates worked for her.
        - 3/18, 3/19, 3/25, 3/26
        - Decided upon March 25th
    - 2020 Business Partners
        - Six Bronze – not committed
        - Two Silvers – to fill
    - Groovin' Goumet's partial in-kind Bronze sponsorship:
        - $ 375 (In-kind) and $1,175 (Cash payment)= $1,500
        - Approved

- **Membership** – Ellen Purcell
    - 2020 Invoices have gone out

- **Communications Officer** – Michael Keatts
    - Spring Retreat – Update

- **Community Connections and Caring Chair** – Nancy Pugh
    - Next event
        - March 31st – FeedMore – 1:00 – 4:00 p.m.
            - Six Volunteers Needed

- **Due to abbreviated agenda we will not discuss the CLM or Diversity Committees**
- **Gift Exchange**
- **New Business**
    - Motion to invite Past Presidents to December Board Meetings - Approved

Richmond Association of Legal Administrators FY 2019

Bank Account: SunTrust Checking

Reconciliation 11-30-2019

Reconciled Date: 12/17/2019

Bank Statement Ending Date: 11/30/2019

Bank Statement Ending Balance: $42,111.56

✔ **These deposits cleared the bank during the period ending 11/30/2019.**

Date	Reference	Details	Deposit
11/26/2019	Deposit	Seltek	$40.00
		Total	**$40.00**

✔ **These withdrawals cleared the bank during the period ending 11/30/2019.**

Date	Reference	Details	Withdrawal
10/01/2019	2439	Ellen Purcell	-$85.98
10/17/2019	2441	Kendall Ruby	-$59.28
11/08/2019	2442	Bowman & Brooke	-$191.31
11/14/2019	117	Hotel Green	-$1,185.34
11/14/2019	120	SunTrust	-$39.85
11/14/2019	121	Amazon	-$47.37
11/15/2019	118	Amazon	-$73.71
11/18/2019	119	StarChapter	-$85.00
11/20/2019	2444	Willow Oaks Country Club	-$1,145.11
11/20/2019	2445	Hunton & Williams	-$69.01
		Total	**-$2,981.96**

⊘ **These deposits had not cleared the bank as of 11/30/2019.**

Date	Reference	Details	Deposit
There are no transactions to display.			

⊘ **These withdrawals had not cleared the bank as of 11/30/2019.**

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
11/20/2019	2446	Hirschler Fleischer	-$314.32
		Total	**-$966.26**

Statement Opening Balance	**$45,053.52**
Plus: 1 cleared deposit(s)	$40.00
Minus: 10 cleared withdrawal(s)	-$2,981.96
Bank Statement Ending Balance	**$42,111.56**
Plus: 0 uncleared deposit(s)	$0.00
Minus: 7 uncleared withdrawal(s)	-$966.26
MoneyMinder ending balance	**$41,145.30**

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

36/E00/0175/0/71
1000171090029
11/30/2019

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

Important: Fee Changes.
SunTrust Bank completed an annual review of treasury and payment services pricing. As of January 1, 2020, fees will change for some treasury and payment services, including changes to the billing methodology for Cash Vault services. Visit www.suntrust.com/2020pricingchanges for a full list of impacted services. SunTrust has reviewed all service descriptions and definitions for Deposit and Treasury Management fees for accuracy. Details of the changes can be found at www.suntrust.com/2020ServiceCodes.

Account Summary

Account Type	Account Number	Statement Period
PRIMARY BUSINESS CHECKING	1000171090029	11/01/2019 - 11/30/2019

Description	Amount	Description	Amount
Beginning Balance	$45,053.52	Average Balance	$43,828.15
Deposits/Credits	$40.00	Average Collected Balance	$43,828.15
Checks	$1,550.69	Number of Days in Statement Period	30
Withdrawals/Debits	$1,431.27		
Ending Balance	$42,111.56		

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
11/26	40.00		*ELECTRONIC/ACH CREDIT* MERCHANT BANKCD DEPOSIT 496329462881

Deposits/Credits: 1 Total Items Deposited: 0

Checks

Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
2439	85.98	11/14	2442	191.31	11/15	2445	69.01	11/25
*2441	59.28	11/12	*2444	1,145.11	11/25			

Checks: 5
* Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Withdrawals/ Debits

Date Paid	Amount	Serial #	Description
11/06	4.95		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
11/12	34.90		*ELECTRONIC/ACH DEBIT* SUNTRUST MERCHNTFEE 825310070883
11/14	47.37		POINT OF SALE DEBIT TR DATE 11/13 AMAZON.COM*AH56903T3 SEATTLE WA 00000101
11/14	1,185.34		CHECK CARD PURCHASE TR DATE 11/14 TST* HOTEL GREENE RICHMOND VA
11/15	73.71		POINT OF SALE DEBIT TR DATE 11/13 AMAZON.COM*BG2R90UE3 SEATTLE WA 00000000
11/18	85.00		RECURRING CHECK CARD PURCHASE TR DATE 11/15 STARCHAPTER 866-7753205 MD

Withdrawals/Debits: 6

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SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

36/E00/0175/0/71
1000171090029
11/30/2019

SUNTRUST

Account Statement

Balance Activity History

Date	Balance	Collected Balance	Date	Balance	Collected Balance
11/01	45,053.52	45,053.52	11/15	43,370.68	43,370.68
11/06	45,048.57	45,048.57	11/18	43,285.68	43,285.68
11/12	44,954.39	44,954.39	11/25	42,071.56	42,071.56
11/14	43,635.70	43,635.70	11/26	42,111.56	42,111.56

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

SUNTRUST BANK
PO BOX 4418, MAIL CODE 1948
ATLANTA, GEORGIA 30302

12/N09/071
1000171090029

Account Analysis Statement

ALA RICHMOND CHAPTER
CHRISTINA BLOOM
4501 HIGHWOODS PKWY STE 210
GLEN ALLEN VA 23060-6153

Settlement Cycle:
Charge Monthly

ACCOUNT INFORMATION

Account Type	Account Number	Statement Period	Center/Officer
PRIMARY BUSINESS	1000171090029	November 2019	4431825/014249

SUNTRUST AND BB&T HAVE MERGED TO BECOME TRUIST. FOR NOW, WE'LL CONTINUE TO USE THE SUNTRUST NAME; KEEP BANKING AS YOU ALWAYS HAVE. FIND OUT MORE AT A SUNTRUST BRANCH, SUNTRUST.COM/TRUIST OR 800.SUNTRUST.

SERVICE DETAIL

SERVICES PROVIDED FOR PERIOD	VOLUME	UNIT PRICE	SERVICE CHARGES
ONLINE CASH MANAGER			
OCM ACCOUNT MAINTENANCE	1	.0000	.00
OCM REPORTED ITEMS	12	.0000	.00
			.00

Account Analysis Service Fee **0.00**

The Account Analysis Service Fee will be reflected on your next Deposit Statement.

If you have any questions please contact your Relationship Manager or call us at 1-800-752-2515.