

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Saturday February 13, 2016 at 10:00 a.m.
24302 Southland Drive, Hayward, CA 94545

Present:

Ian Duncan, President
Carl Knoll, Vice-President
Nancy Newlin, Secretary
Carol Ludlow, Treasurer
Elizabeth (Liz) Fleischer, Conference Chair
Regina Van Hecke, Legislative Chair - Telephone
Carlo Perez, Newsletter, Fundraising Chair
Debra Hollis, Professional Standards Chair
Maureen McCready, Publications Chair - Telephone
Tyler Gross, Public Relations Chair
Peter Luong, Fundraising Chair
Galen Hammond, Membership Chair
Vanessa Watson, Education Chair

The meeting is called to order at 10:20 ⁰⁰p.m. by President Ian Duncan.

Ian announces that the Board will recess its regular meeting and go into Closed Session to discuss a personnel matter.

The Board reconvenes in open session at 1:55 p.m., with no reportable action taken.

It is moved by Debbie Hollis, seconded by Galen Hammond to approve the Minutes of the October 15, 2015 and December 3, 2015. Motion carried: All yes. Abstain: Maureen McCready

The Website Committee reported on their plans to increase our presence in various media sites.

The Board sets the next board meeting as a telephonic meeting for February 25, 2016 at 7:00 p.m.

Respectfully submitted,

Nancy L. Newlin