

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Tele-Conference Board Meeting of February 25, 2016

Present :

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

Absent: Vanessa Watson, Education Chair

The meeting is called to order at 7:00 p.m. by President Ian Duncan.

Carol Ludlow speaks to possible Board member reimbursement at the rate of \$75.00/per meeting attended. Brief discussion is held, with the Board concurring that this matter will be continued until the next Board meeting.

It is moved by Debbie Hollis, seconded by Carl Knoll to approve the Treasurer's Report as submitted. All yes.

Tyler Gross speaks to the website committee's work and suggestions for Facebook blasts, brochures and flyers. He also announces that a contract has been signed with Sarka-Jonae Miller for a website administration.

Carlo Perez speaks to the need to keep our newsletter up to date and requests that each Board member submit items for inclusion in same.

Ian Duncan announces that Carlo Perez and Peter Luong will change Chair positions, so that Carlo will be the Newsletter Chair and Peter will assume the Fundraising Chair.

Peter Luong to the need to create a CALDA Yelp Page and encourages every member to post positive comments on the page.

Galen Hammond state that he is working with Tracey to gather information regarding why we may be losing members and how we can retain members who are not as active in CALDA.

Carlo Perez speaks to the need to promote local chapters.

Ian provides an update on the proposed Legislative Days and meeting with our lobbyist.

Liz Fleischer speaks to the upcoming annual Conference and possible dates for same.

It is moved by Debbie Hollis, seconded by Regina Van Hecke to adjourn the meeting at 8:16 p.m. Motion carried: All yes.

Respectfully submitted,

Nancy L. Newlin