

# CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

## **Board Meeting Telephone Board Meeting June 18, 2020**

### **Officers Present:**

Carol Ludlow – President  
Sofia Sanchez - Treasurer

### **Absent:**

Ian Duncan- Vice President  
Debbie Hollis - Secretary

### **Guest:**

Tracey Booth

### **Directors Present:**

Rob Van Steen – Events Chair  
Catherine Hertzog - Education Chair  
Elizabeth Olivera – Membership Chair  
Jeri Blatt – Public Relations Chair  
Michael Mendenhall – Publications Chair  
Lisa Castillo – Chapter Liaison Chair

### **Absent:**

Jim Wilroy

The meeting was called to order at 7:04 pm by President Carol Ludlow.

1. **Minutes:** Jeri made a motion to accept the minutes of the February 26, 2020 board meeting, as submitted and Cathy seconded. Motion carried.
2. **Treasurer's Report:** Sofia sent a printout of CALDA Profit & Loss statements January-March 2020 and January-May 2020 and CALDA Balance Sheet as of March 31, 2020. Bottom line looks good. It was noted that 27 people have signed up for the Probate Seminar to date. Jeri made a motion to approve the Treasurer's Report and Cathy seconded. The motion carried. Carol said the SBA Grant was deposited into our account – Grant, not a loan to be paid back.
3. **Update on Database:** Carol talked to Matt about an update and will send an update regarding discussion with Allison Merilie and Matt about the database. Everything is on hold due to the lockdown. Carol will keep us updated on when we can get going on it again.
4. **Calda Conference:** Conference October 23-24 is going to be by ZOOM this year as it is already too late to begin planning for a live conference. Tracey is going to an orientation mock conference event and will let us know how to put on an annual ZOOM conference. She's already attended a couple of classes. Cathy will send out to the general membership a notice inquiring which classes they would like to have presented at the conference. Tracey will also put the notice on the website Weekly Note. There are already some classes and presenters signed up. Chris Stefan is one. Some suggestions about possible speakers and classes but nothing set in stone yet. The price of the conference is still being discussed but it will be much less than a live conference since the only expenses foreseen would be for speakers and materials. Cathy/Carol will put out a message to the membership for their Education needs and announcing the conference will be virtual this year through ZOOM and suggested we rename our Education classes CALDA Academy.
5. **Task Force:** Elizabeth updated – next work group is set for June 30. Discussion is why Probate has to stay in for LDAs. Elizabeth and Ian will speak on behalf of CALDA. The consensus is

everything looks good for CAIDA helping the public directly. There have only been two complaints about LDAs and they are no longer CALDA members.

6. **Membership:** Elizabeth updated status. Every Wednesday at 6:00 pm Elizabeth gets in contact with members and non-members and the response has been very successful. Tracey and Elizabeth are champions in promoting this service and new membership signups have resulted from their efforts. Compliments to both of them!

7. **Friday evening Happy Hour:** Going very well. From 8-23 people show up on ZOOM and share good ideas as well as establishing good relationships. A possible program marketing LDA services and benefits to new attorneys and those who recently passed the bar was discussed.

8. **Video:** Tracey showed two possible, short but informative videos being considered for YouTube. Both were received very well but still need work. A script is still needed for the second video and a meeting will be held on July 2 at 7:00 pm to see the final video and either approve or go back to the drawing board.

Sofia made a motion to adjourn the meeting and Lisa seconded. Motion carried. Meeting adjourned at 8:04 pm.

**Next meeting July 2 at 7pm.**

Respectfully submitted by:

Jeri Blatt for Debbie Hollis