

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

**Board Meeting
Telephone Board Meeting
February 26, 2020 @ 7:00 pm**

Officers Present:

Carol Ludlow - President
Sofia Sanchez - Treasurer
Debra Hollis - Secretary

Directors Present:

Rob Van Steen – Events Chair
Catherine Hertzog – Education Chair
Elizabeth Olvera – Membership Chair
Jeri Blatt – Public Relations Chair
Michael Mendenhall – Publications Chair
Jim Wilroy – Professional Designations Chair
Lisa Castillo – Chapter Liaison Chair

Absent:

Ian Duncan – Vice President
Loretta Szudy – Professional Standards Chair

Guest:

Tracey Booth

The meeting was called to order at 7:06 pm. by President Carol Ludlow.

1. **Minutes:** Jeri made a motion to accept the minutes from the January 18, 2020 board meeting, as submitted and Rob seconded. Lisa, Sofia and Elizabeth abstained because they were not in attendance at the last meeting. Motion carried.

2. **Treasurer's Report:** The Treasurer's Report was given by Sofia. One piece of good news is that the association made more money from January to date, this year, than it did for the same time frame last year. The main reason is because of membership dues. Jim made a motion to approve the Treasurer's Report and Lisa seconded. The motion carried.

3. **Resignation of Dane Gambill:** Carol announced that Dane Gambill has resigned from the Board, effective immediately.

4. Update on Feb. 4th meeting of ATILS Task Force:

Jim reported that the task force was made up of attorneys and non-attorneys. He says they want to do something positive and that there was no negativity at all at the meeting. The first person called to speak was Ian Duncan, who, according to Jim, did a fantastic job. Those on the task force were very impressed by Ian and stated that they now knew what LDAs do.

Jim said that the task force seemed to understand that we serve an “underserved market”. Jim stated that the meeting “couldn’t have gone better” for CALDA. They are supposed to come up with a report and preliminary recommendation at the next meeting.

Carol stated that she received an invitation from a Judge on the task force, saying that they want a CALDA member on the committee. Elizabeth Olvera stated that she would like to be considered for the position on the committee and will submit her bio to Carol. It was agreed that Ian should also be on the committee.

Ian called Marty Amato to ask if it would be appropriate to submit 3 – 4 names of CALDA members to serve on the task force and was told that yes, it is appropriate.

5. Discuss CALDA video: Jeri asked what the Board thought of the new script she sent for the video. Some board members liked it, some had minor corrections and some hadn't had a chance to read it. There was some discussion as to what might improve certain areas of the video. Overall there were concerns about how often it referred to attorneys.

Jeri had spoken to Ian about the script. Ian felt that there was too much about attorneys. He also felt that having Chris as our spokesperson was not beneficial to CALDA. Jeri will let Chris know that we are going to move in a different direction with the video.

Tracey stated that there is a website where we can do videos, using characters, instead of live people. She said we would pay month to month. Jeri asked if Tracey can send that link to her. Jeri and Tracey will try it and will keep the Board informed.

6. Budget: Carol said to submit suggestions regarding the budget to Sofia.

Jeri made a motion to adjourn the meeting and Jim seconded. The meeting was adjourned at 7:52 pm.

Respectfully submitted by:

Debra I. Hollis
Secretary
California Association of Legal Document Assistants
(CALDA)