

**CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS**

**Board Meeting  
Telephone Meeting**

**January 22, 2019 @ 6:00 pm**

**Officers Present:**

Nancy Newlin - President  
Connie Crockett - Vice-President  
Carol Ludlow - Treasurer  
Debra Hollis – Secretary

**Directors Present:**

Rob VanSteen - Events Chair  
Jim Wilroy - Legislation Chair  
Loretta Szudy – Professional Standards Chair  
Elizabeth Olvera – Membership Chair  
Angela Grijalva – Newsletter Chair  
Jeri Blatt – Public Relations Chair  
Lisa Castillo – Chapter Liaison Chair

**Absent:**

Carlo Perez - Education Chair  
Sofia Sanchez – Publications Chair

Guests: None

The meeting was called to order at 6:00 p.m. by President Nancy Newlin.

**Minutes:** Debra Hollis noted that Lisa Castillo requested a change to the minutes, to substitute her name in place of Elizabeth’s name, under the heading “Tier Sponsorship”

Jeri Blatt moved that we accept the minutes of the Board meeting of December 8, 2018, as corrected. Carol Ludlow seconded. The minutes, as corrected, were accepted.

**Legislative Day:** Jim Wilroy reported that CALDA’s Legislative Day will be held on Wednesday, January 30, 2019, in Sacramento. It will be held from 10:00 am to 2:00 pm. The plan is to meet in Matt Silverling’s office first and then go to the room he has reserved for us. Jim stated that he felt Matt Silverling is a good fit for CALDA and our needs.

Nancy Newlin expressed that she felt it was important to “put a face to CALDA”. Jim will provide further details in the next day or two.

**Proposal from Verifyle:** Carol Ludlow spoke about a program called Verifyle. She found out about this program from the tax group she belongs to. Verifyle is a secure email system. Through this system, there are many things one can do, securely. One can send sensitive documents to clients, relay information to

clients, have communication with clients, and store documents and client information. Verifyle has offered the following proposal to CALDA: For a cost of \$1350.00 per year, with a 3 year contract, all CALDA members can have access to this system. We will also be allowed to have 10 non-CALDA members, such as Tracey Booth. At the end of the 3 year contract, we will be allowed to re-negotiate. Carol suggested that this would be a great benefit to offer to our members, as part of their membership.

There was some discussion on this matter. There were questions from some Board members about how the system works, which Carol answered. After understanding everything that this system can offer to CALDA members, everyone agreed that it would benefit our members and offer another incentive to join CALDA. Connie Crockett stated that the creator of this system, Jack Smith, was also the creator of hotmail. After much discussion, Loretta Szudy made a motion to accept the proposal from Verifyle. Rob VanSteen seconded. All said “aye”. The motion carried.

During this discussion, Elizabeth Olvera suggested that we also look into google suite as a way to archive CALDA related documents, so that future Board members will have access to important information about CALDA, such as the history of CALDA. It was decided that Elizabeth would talk with Tracey, find out information on this, and bring it back to the Board at a future meeting.

**Location of 2019 Annual Conference:** Rob VanSteen reported that the conference will be held in Northern California this year. The Crowne Plaza in Foster City is the place being considering for the annual conference. The weekend of October 18-19<sup>th</sup> is the date that Rob and his committee are looking at. He and Carlo Perez are still working on what the curriculum will be. Rob will provide the Board with further information at a future Board meeting.

Rob reported that he and Carlo have Teleclasses scheduled twice a month, all year. There will also be a Family Law Seminar held in San Jose, an Estate Planning Seminar held in Napa and a Family Law Seminar held in Los Angeles this year. More information on these Seminars will be forthcoming.

**Memberclicks/Forums:** Tracey was not at the phone meeting so this matter was tabled for another meeting.

**Newsletter reminder/update:** During the beginning of the meeting, Angela Grijalva emailed the Board members a tentative publication schedule for review. Angela was very thorough in what her objective is for the remainder of her term as Newsletter Chair. Her goal is to put certain editorial policies in place to safeguard the association in the long term. She also believes that these editorial policies will help the incoming Newsletter Chair to be aware of his/her duties as Chairperson.

Angela stated that certain items, such as a letter from the President, Legislature updates, information on new members, event updates, minutes from the Board meetings, financial reports, Chapter news, and a report from the Professional Standards Chair on any action taken against a member are supposed to be included in Newsletters.

There was some discussion by the Board regarding these issues and their publication in the newsletters. Many Board members agreed that we should not report action taken against another CALDA member because it can become a privacy matter that could lead to legal issues.

Connie suggested that the minutes and financial reports should not be in the newsletter because newsletters are available to non-CALDA members. Non-members are not entitled to that information. However, in the interest of complete transparency to our members, she suggested a link on CALDA's website, directing members to where they can find those reports.

Jeri Blatt suggested getting advertising before publication of the newsletter, to offset the cost. She asked if LDA's can advertise in our newsletter and it was agreed that LDA's should be able to advertise.

Angela stated that the upcoming newsletter will be published and available on March 31, 2019. The deadline for Board members to provide Angela with their contribution to the newsletter will be March 1, 2019.

**Brochure update and translation possibilities:** Sofia was unable to attend the board meeting so this matter will be discussed at the next meeting.

**Update on video commercial:** Jeri Blatt and Connie Crockett reported on the progress of the video commercial that they've been working on. Jeri says that Connie is working on certain issues that have come up, but that she may have a finished product soon. Connie said that she had to get more equipment and hire another camera man. There will be more about this in future Board meetings.

**Mentorship Program:** Carol Ludlow made the suggestion that we start the Mentorship program again. She further suggested that we name it the "Tamara Parker Mentorship Program" in honor of long time CALDA member, Tamara Parker, who passed away recently. Tamara was on the CALDA board for many years, serving as President, Vice President, and Conference Chair. Mentorship was one of her pet projects. She helped many new LDAs and continued to do so after her retirement from the business and after being diagnosed with ALS.

There was discussion about this issue, with everyone agreeing that, while the CALDA forum can sometimes be helpful when you have questions, having a "real person" to call and talk to is much better. Angela suggested checking into giving MCLE credits to Mentors, as incentive to become a mentor. Nancy Newlin stated that she and Carol will have further discussion about this issue and will bring it up again at a future board meeting.

Lisa Castillo stated that questions that members ask on the forum often go unanswered. She wondered if the Directors could take responsibility for the forum and make it more useful to our members. Carol wondered if perhaps members could call Tracey Booth if they need an answer immediately. Tracey could then pair that member to someone who would be able to answer the question.

**Miscellaneous:** Nancy teased that there is "something new" being looked at and that there will be more reported on that in the near future.

Elizabeth Olvera reported that the Annulment Brochure workshop teleclass that she conducted was a big success. There were over 40 attendees. She suggested that for future classes, we put how to obtain the credits for the classes on the flyer. She feels that doing so would keep the instructor from wasting time answering questions about that at the beginning of the teleclass.

Carol will soon send out to the Board, a draft of proposed changes to the by-laws and we will have approximately one month to review them.

Jeri Blatt moved to adjourn the meeting at 7:35 pm, Lisa Castillo seconded, and the meeting was adjourned.

Respectfully submitted.

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