

# CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

## **Board Meeting Telephone Board Meeting July 2, 2020**

### **Officers Present:**

Carol Ludlow – President

### **Officers Absent:**

Ian Duncan – Vice President

Sofia Sanchez – Treasurer

Debbie Hollis – Treasurer

### **Directors Present:**

Catherine Herzog – Education Chair

Loretta Szudy – Professional Standards Chair

Rob Van Steen – Events Chair

Elizabeth Olivera – Membership

Jeri Blatt – Public Relations Chair

Jim Wilroy – Legislative Chair

### **Directors Absent:**

Lisa Castillo – Chapter Liaison

Michael Mendenhall – Publication Chair

### **Guests:**

Tracey Booth – Administrator

Nancy Newlin- Past President

The meeting was called to order at 7:09 pm by President Carol Ludlow.

As there were only two items on the Agenda there were no minutes read from the last meeting of June 18, 2020 or a Treasurer's Report.

**Miscellaneous Discussion before and after meeting:** Tracey gave a report on the feedback she received from the Probate Boot Camp presentation by Jenny Barei held on June 27-28. Many excellent reviews – they loved seeing the actual forms and learning the step by step procedure in filling them out. As a follow up, it was suggested a Trust Boot Camp should be presented. Most members use Fore Trust. Also, Unlawful Detainer should be considered for future Educational classes.

CALDA's member count is now at 387!

Attorneys and LDAs cannot go in partnership with each other.

**First Item on the Agenda:** Tracey attended a Virtual Conference to get ideas on how CALDA should proceed with our upcoming virtual conference to be held October 23-24. Some of the things she shared from this mock conference:

- The future of annual conferences, as we know them, are gone. We have to take the situation we have now and make it the best that we can. We can't replicate the face to face conferences but we can make it better.
- We have a recording of the Probate Boot Camp presentation that we can use as an example and that we can also sell to the membership.

- Why are we having this conference and ideas to think about.
  - o Education – MCLE credits
  - o Relationship Building – how do we replicate at a Virtual Conference and learn from each other? Attendees can stay afterwards and meet in smaller groups to network. Tracey showed us an example of a Breakout Room.
  - o Vendors – we can send out vendor and sponsor brochures beforehand to members.
  - o Fun – Surprise and Delight games, such as Bingo or Zoom Treasure Hunt, which is a game to get people out of their chair and moving.
  - o How do we recognize outgoing board members and welcome new ones?
  - o Elections – each aspiring board member to record a video and tell who they are and why they would like to join the board. Elections are done ahead of time electronically and results can be announced at a Happy Hour.
  - o How many weekends and how many classes at one session to be determined.

Board to send their thoughts on these ideas/suggestions - all input appreciated! A list of classes will be sent to the membership for feedback.

**Second Item on Agenda:** Video – Tracey played the two videos with wording which needs editing and corrections but otherwise was well received. Tracey to send videos to Jeri and Carol for editing.

Rob made a motion to adjourn the meeting and Loretta seconded. Motion carried. The meeting adjourned at 8:07 pm.

Respectfully submitted by:

Jeri Blatt for Debbie Hollis