

MINUTES

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Board Meeting
Via Teleconference

Tuesday, December 12th, 2017 at 7:00 p.m.

Officers Present:

Nancy Newlin, President

Jeannie Bruins, Treasurer

Connie Crockett, Vice-President

Carol Ludlow, Secretary

Directors Present:

Rob Van Steen, Events Chair

Carlo Perez, Education Chair

Debra Hollis, Professional, Standards Chair

Angela Grijalva, Newsletter Chair

Public Relations Chair - Vacant

Cindy Elwell, Membership Chair

Robin Schumacher, Conference Chair

Jim Wilroy, Legislative Chair

Publications Chair – Vacant

Meeting called to order at: 7:02 pm

1. Review and approve the Minutes from meeting of November 4th, 2017.

It was moved by Jeannie moved and seconded by Debbie to accept the minutes from the meeting of November 4, 2017. Motion carried. All yes.

Connie asked about the dates of the new law work shop. Nancy talked to her county clerk and she will bring back all forms regarding this.

2. Approval of Treasurer's report.

Jeannie read through the Treasurer's report.

Discussion was held regarding Tracey's fee as it relates to membership fees.

Robin said that she felt that perhaps during down time Tracey could follow up on some leads

It was decided that we should ask her to track her time but discuss it outside the budget discussion.

It was moved by Carol and seconded by Robin to accept the Treasurer's report. Motion carried. All yes.

3. Discussion and approval of proposed Budget.

Jeannie explained budget items.

Discussion about legislative Day and the cost.

Nancy suggested that Jim get more information on Legislative Day and the budget be adjusted accordingly.

Jim, Jeannie and Nancy will conference call and bring it back to the board in the near future.

It was moved by Connie and seconded by Debbie to accept the budget as presented subject to modification. Motion carried. All yes.

4. Brochures. Robin presented a report on the brochures and a suggested arrangement with Tami and Richard.

5. Legislative Day. See previous item #3.

6. Proceeding with membership termination per Article 3.08 of Bylaws.

Debbie presented the issue surrounding the Henry Liene's complaint. Discussion followed regarding the need to terminate his membership per Article III, Section 3.08 of the Bylaws. Connie will present a report as to how we will proceed. Nancy suggested that we should get an opinion from Greg as to how we should proceed.

7. Set next Board meeting for February 10, 2018.

Meeting adjourned at: 8.23 pm

Respectfully submitted

Carol Ludlow, Secretary