

**CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS**

Piccadilly Inn  
2305 W. Shaw Ave., Fresno, CA 93711  
Saturday, July 1, 2017 at 10:00 a.m.

Present:

Ian Duncan, President  
Connie Crockett, Vice-President - Telephone  
Nancy Newlin, Secretary  
Carol Ludlow, Treasurer  
Carlo Perez, Education Chair  
Debra Hollis, Professional, Standards Chair  
Jeannie Bruins, Legislative Chair  
Robin Schumacher, Conference Chair

Absent:

Elizabeth Fleischer, Events Chair  
Maureen McCready, Publications Chair - Telephone  
Cindy Elwell, Membership Chair  
Peter Luong, Public Relations – Chair

Guest: Tracey Booth, CALDA Administrator

The meeting was called to order at 10:30 a.m. by President Ian Duncan.

It was moved by Jeannie Bruins, seconded by Carol Ludlow to approve the Minutes of February 7, 2017 and May 3, 2017 as submitted. Motion carried: All yes.

Discuss was held regarding the need for an online class for Disso Master, the completion of the website up grade and the legal expenses with regard to potential theft of CALDA products, etc.

It was moved by Jeannie, seconded by Debbie Hollis to approve the Treasurer’s Report and the January – May, 2017 Profit and Loss Report. Motion carried: All yes.

Ian updates the Board on the recent activities of some former members of the Los Angeles CALDA Chapter. He stated that a new organization has been formed purporting to use CALDA materials and a similar logo as well advertising the ability to provide MCLE units to their new members. Upon further investigation, it was found that the organization “Calda Network” is not authorized by the State Bar to offer these units.

Carlo Perez stated that he had found websites of these members to be directly linking to CALDA materials on line. Lengthy discussion was held. Ian further states that the Executive Board requested CALDA’s attorney prepare and send a “cease and desist” letter to Vanessa Watson, Tyler Gross and Galen Hammond. He states that no response has been received from those members. Discussion was held with regard to the current membership of Galen Hammond which is set to renew in August 2017.

It was moved by Connie Crockett, seconded by Debbie Hollis that pursuant to Article 3, Section 3.01 of the CALDA Bylaws that the CALDA Board refuse and deny future membership in CALDA to Vanessa Watson and Tyler Gross. Motion carried: All yes.

Carol Ludlow announced that the Los Angeles Chapter's web site is not accessible to the CALDA Administrator nor is it being administered by a CALDA member. Discussion was held with regard to Chapter websites and the need to be accessible to the CALDA administrator/Executive Board members.

Brief discussion was held regarding pending revisions of the Chapter Guidelines with regard to all social media accounts and the need for the CALDA Administrator to have access to each of these sites.

It was moved by Connie, seconded Jeannie Bruins, that effective immediately the CALDA Administrator commence working with each Chapter President to administer all Chapter social media accounts, including but not limited to Face Book, pending further revisions of Chapter Guidelines under the CALDA By-laws. Additionally, any Chapter that doesn't have an identifiable social media coordinator shall be administered by the CALDA Corporation, pending installation of a Chapter president. Motion carried: All yes.

A recess was declared at 11:55 a.m. and the Board reconvened at 12:45 p.m. with all those previously present.

Discussion was held on the lack of publicity for the Mediation Seminar scheduled for July 14-15, 2017. Many suggestions were made as to adding additional classes, possibly cancelling the event or providing a media blitz. After much discussion it was determined that the Seminar would continue as planned and the Hon. Mark Juhas Family Law Judge of the Los Angeles Superior County would open the Seminar and Laura McGee, Mediator would provide the two day seminar. Carlo Perez and Nancy Newlin offer to attend the Seminar to represent CALDA along with Tracey Booth, the CALDA Administrator.

Robin Schumacher, the Conference Chair provided a list of classes that could be presented at the annual CALDA Conference, scheduled for October 13 – 14, 2017 in Fresno, CA Following discussion the Board expressed appreciation to Robin for the detailed planning that she is providing for the Conference.

Brief discussion is held with regard to the ongoing website up date. Tracey Booth states that she will notify the Board when the site is fully available.

Ian Duncan spoke to the need to continue with the Board Procedural Manual. Carlo Perez offered the services of the North Bay Chapter in assembling the manual prior to the Annual Conference.

Robin Schumacher stated that the Fresno Chapter is working on updating some of the brochures.

Jeannie Bruins stated that a new chapter has been formed in Sacramento. The Capital City Chapter has submitted an application to the Administrator for official formation pursuant to Article VI, Chapter Formation.

Ian Duncan spoke to a proposed "Want List" for possible legislation/consumer affairs updates. He also stated that next year when his term as President is completed, he and Carol Ludlow are considering work on special projects as freelance CALDA members, to be determined by the Board.

The meeting adjourns at 3:12 p.m. Respectfully submitted, Nancy L. Newlin