

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

6360 Fountain Square Drive,
Citrus Heights, CA 95621.

Saturday, November 4, 2017 at 10:00 am.

Present:

Nancy Newlin, President
Connie Crockett, Vice-President
Jeannie Bruins, Treasurer
Carol Ludlow, Secretary
Robin Schumacher, Conference Chair
Carlo Perez, Education Chair
Rob VanSteen, Events Chair
Jim Wilroy, Legislation Chair
Angela Grijalva, Newsletter Chair
Public Relations, Chair - Vacant
Publications Chair - Vacant

Absent: Cindy Elwell, Membership Chair
Debbie Hollis, Professional Standards Chair

Guests: Tracey Booth, CALDA Administrator
Ian Duncan, Past President & Nominations & Elections Chair

The meeting was called to order at 10.35.a.m. by President Nancy Newlin.

Nancy asked all board members to introduce themselves for the benefit of new board members.

Ian Duncan reported that he and a former board member had each received an order to appear before Alameda County Probate Court to show why they were not guilty of the unauthorized practice of law (UPL) in the preparation of recent Heggstad Petitions. Attorney, Richard Lubetzky, appeared on behalf of the former board member and the matter was dismissed. Ian is ordered to appear before the Court in December 2017. Ian suggested that we reach out to the Courts, District Attorneys and professional associations to education them as to what LDA's are permitted to do. It was decided that CALDA would send a letter, which would be followed by a letter from the local chapter.

Angela will assist Ian with a spread sheet of parties who should receive letters.

Nancy reported the dates and locations of the Annual New Law Workshop to be held in Sacramento for the County Recorders and Superior Court Clerks & Elections representatives.

Nancy appointed a task force consisting of Ian and Robin to work on member materials, which includes updating the brochures.

Nancy appointed a task force consisting of Connie and Carlo to work on LDA best practices materials.

Tracey will work with Ian on his library collection.

The Board recessed for lunch at 12:00 pm and reconvened at 12:35 pm.

The CALDA Mission Statement was read and reaffirmed that we would pursue education of all of our members in the coming year.

Nancy formally resigned her position as secretary, effective October 13, 2017; Jeannie formally resigned her position as Legislation Chair, effective October 13, 2017. Nancy appointed Carol Ludlow to complete the vacant, unexpired term of Secretary.

It was moved by Angela and seconded by Robin to accept all the resignations and appointments. Motion carried. All yes.

The minutes from the Board Meeting of October 12, 2017, were reviewed.

It was moved by Robin and seconded by Connie to accept the minutes as submitted. Motion carried. All yes.

Jeannie requested that the Treasurer's Report be tabled until the next meeting to allow for completion of the transition between the outgoing and income Treasurer. Jeannie and Carol will work on the budget for discussion with the Finance Committee and subsequent presentation to the Board in a teleconference meeting before the next board meeting.

Tracey will set up a training (twice) on website in December and will coordinate with Carlo.

Carlo has corrected the errors in the MCLE Certificates and will work with Tracey to distribute to the appropriate Chapter members.

Robin reported on the positives and negatives of the recent 2017 conference. She also reported that at the end of the Conference it cleared approximately \$4,000.

Carol reported on an issue with former web provider, Abilla, formerly known as A vectra. She stated that the Contract does not expire until May 2018.

Tracey reported that there have been constant problems with Abilla and she will compile a list of these issues. She will also prepare a

draft letter to Abilla, for the President's review and signature regarding their potential breach of contract resulting from these constant problems.

Discussion was held regarding the locations of 2018 Seminars and the following tentatively schedule of classes: probate bootcamp in spring both in the north and south; family law summer seminar in LA; teleconference classes to start November and December on UPL and Trusts. It was suggested that Dennis Fox be approached to teach on the program Foretrust. Carlo offered to contact Dennis Fox and B.J. Fadem for UPL class.

Carol and Connie reported on communications with Assemblyman Gallagher's Office in an attempt to "fix" the confusion surrounding language in B & P code 6402.2.

Connie presented a letter she has drafted to update the membership on this ambiguity should any County Clerk deny renewal of an LDA registration.

Ian suggested that he take a copy of the letter to the New Law workshop. Carol will report to the Board as soon as she hears from Katja Townsend, Assemblyman Gallagher's Aide on this matter.

Connie reported that there has been no response from the Department of Consumer Affairs since the last communication in February 2017 regarding the update to the contract to conform to the legislative update. Jim and Carol will take over this issue. Connie will forward all relevant communications and documents to Jim.

Connie presented the chapter guidelines as prepared by Greg Chilina, CALDA's corporate attorney. Nancy appointed an Ad hoc committee, consisting of Rob, Robin and Carol to review the guidelines.

Nancy appointed an Ad Hoc committee to review possible bylaw amendments. This committee consists of the same members of the Ad Hoc Committee appointed to review the chapter guidelines.

An Ad Hoc committee was formed consisting of Robin and Carol to review the necessity of an Advisory Board.

Nancy requested that Angela contact the other Board Chairs for information and updates for the next quarterly Newsletter.

It was moved by Jeannie and seconded by Jim to adjourn the meeting at 3:00 pm, with the next Board meeting scheduled for February 10, 2018 in Hayward, CA. Motion carried. All yes.

Respectfully submitted.

Carol Ludlow, Secretary