

**CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS**

**Board Meeting**

Courtyard Fairfield, 1350 Holiday Lane, Fairfield, CA 94534

**Saturday, December 8, 2018**

**Present:**

Nancy Newlin, President  
Connie Crockett, Vice-President  
Carol Ludlow, Treasurer  
Rob VanSteen, Events Chair  
Jim Wilroy, Legislation Chair  
Carlo Perez, Education Chair  
Elizabeth Olvera, Membership Chair  
Jeri Blatt, Public Relations Chair  
Lisa Castillo, Chapter Liaison Chair  
Sofia Sanchez, Publications Chair

**Absent:**

Debra Hollis, Secretary  
Loretta Szudy, Professional Standards Chair  
Angela Grijalva, Newsletter Chair

Guests: Tracey Booth, CALDA Administrator

The meeting was called to order at 10:21 a.m. by President Nancy Newlin.

**Treasurer's Report:** The Treasurer's report ending November 30, 2018 and the proposed 2018/2019 Budget were reviewed. Jeri Blatt moved to approve the reports, Jim Wilroy seconded the motion. The following further discussion occurred concerning the budget:

Wild Apricot: Tracey asked the board to consider using Wild Apricot as a new host, replacing Member Clicks. The price is 1/3 less, will allow unlimited administrators so each chair can access it, and it will put CALDA up as a link with keywords to automatically start the SEO process. Wild Apricot added in forums. Tracey suggested if the directory cannot be improved that we look for an app to replace it. The directory could be improved through an app in place of the web page to make it more searchable for consumers. This will also allow CALDA to accept monthly payments for dues. Later, Lisa Castillo moved that we authorize a contract with Wild Apricot with the ability to amend the proposed budget. The motion was seconded by Rob Van

Steen and unanimously approved.

Tier Sponsorship: Tracey created a proposed 5 Star Sponsorship program for an additional non-member income stream targeted at non LDAs, non-students, NNA, Nolo Press, Pennbrook Insurance, etc. Lisa suggested fine tuning the program by creating Gold, Platinum, etc. tiers, similar to the Solano Hispanic Chamber, incorporating Tracey's suggested levels. All present agreed this would be good program to put together, using both Tracey's and Lisa's ideas.

Newsletter: Tracey suggested that we hire Harold Maurer to create the CALDA newsletter using materials provided by the newsletter chair, resulting in a professional looking newsletter that can be printed for placement in public law centers etc. The initial cost for 4 publications will be \$2400 (includes a set up fee) and \$1800 per year thereafter. The goal is to have great content, consistent publication and advertising, with a professional layout for re-printing. Carol pointed out that two sponsorships described above would cover this cost. All present agreed to this expense. **It was further agreed there should be a newsletter committee and a topic for discussion with Angela.**

Chapter Liaison, Lisa Castillo: **Lisa suggested there be an Eblast introducing the board, and the new positions created on the board.** There was discussion as to her budgeted travel expenses and that this can be increased as necessary as the chair in this position is encouraged to connect with all chapters. Carol reiterated to the board that they are entitled to a travel expense of \$500 per fiscal year from October 1 to September 30, and that expenses must be paid first before reimbursement, with receipts provided.

Membership Chair, Elizabeth Olvera: Discussion regarding no funds included in the budget for this chair. **Elizabeth shall create a budget** and include membership incentives, i.e. gift cards, CALDA logos, list of vendors, to include in membership packets. Targets to include past members and people that have a vested interest in LDAs. Elizabeth will work with past membership chair, Cindy Elwell, and Tracey, on membership, Elizabeth suggested mixers among different associations.

The proposed budget was submitted, with changes in technology and the addition of the membership suggestions. Jim Wilroy moved to accept the proposed budget as amended, Carlo seconded the motion, all approved the budget accepted with proposed changes.

**Minutes of the 10/18/18 Board Meeting**: Jim Wilroy moved that we accept the minutes of the October 18, 2018 board meeting. Carlo seconded. It was noted that Lisa, Elizabeth and Sofia were not on the board at that time, and Jeri was also not present, all 4 abstained. It was determined that the minutes will be accepted (as opposed to approved) by those who were present at said meeting.

**Closed Session:** From 11:46 a.m until 12:32 p.m. the Board went into closed session concerning a former member's request for renewal of their membership. This request was unanimously denied.

**Legislative Chair, Jim Wilroy:** Jim has been working with the Dept. Of Consumer Affairs (DCA) regarding changes to the LDA contract DCA was mandated to create in 2000. Said changes are in conjunction with AB 285 regarding venue for client disputes and since LDAs are no longer required to register in any county where they do business unless they have a physical office, the contract should be amended to reflect that. Also the contract needs to show information about the LDA's primary County of registration to include that county clerk's address, phone number, and website URL, if any. Note that this information now must also be included in the separate document "Notice to Consumer. He confirmed the changes will require a DCA hearing. **Jim will submit his version of the revised LDA contract to Tracey to put on the CALDA website.** Jim is in discussions with Gallagher's office re: sunset clause (1/1/2021) and revision of requirements for LDA registration to include JD's. **Tracey suggested he review Utah "form picker" rule and Washington State Limited Legal Technicians and Nevada State requirements for LDA similar statutes.**

Jim suggests CALDA consider hiring a lobbyist by the name of Matt Siverling who will have access to committee members in addition to legislators. He confirmed that Legislative Day for CALDA board members to attend will occur from 10-4 during one of the last two weeks of January. Jim suggests that we give Matt \$500 as a show of our appreciation for the work he has done for CALDA. He suggests he task various board members who attend, as to what they are going to talk about during meetings with legislators and staff. **Jim will inform the board when the Legislative Day will be scheduled.** There was discussion about a state wide LDA registration data base through DCA and **it was agreed to get Matt's opinion.**

**Publications Chair, Sofia Sanchez:** Re brochure update: Sofia will contact Tammy Billup who has been working on these updates, to determine status, her contract, etc. Chris Steffan has been reviewing the brochures for \$150.

**Events and Education Chair, Rob Van Steen and Carlo Perez:** They have created an education schedule that includes two monthly tele-classes from January through September with one class each month to emphasize a CALDA brochure. There will be a seminar in April, June and July (Napa, San Jose and LA) with conference to be held in Foster City in Northern California. **Connie will locate proposed guidelines for tele-classes.** Tracey will post recorded tele-classes for state bar review/quality. From now on, they will have the venue provide audio.

Carlo reported on his attendance at the Immigration Conference, also attended by Lisa AND SOFIA?? Carlo will try to start a partnership with this group based on common ground. At

future functions it was agreed **Carlo should have a CALDA tablecloth, signage** and that we should have CALDA cards printed up. **An ad hoc immigration sub-committee was formed consisting of Carlo, Elizabeth, Lisa and Sofia:**

Miscellaneous:

An ad hoc bylaw amendment committee consisting of Connie and Carol will begin review the bylaws for revision.

Elizabeth suggested putting CALDA data in a cloud on-line and create separate access codes for board members, etc. Further discussion ensued re ICE binders (in case of emergency) that would contain all passwords to access everything with a back -up to the current president. **It was suggested that the Board have CALDA cards and that the next agenda include discussion of institutional knowledge so new boards can easily access data.**

**Tracey will send Soar Company information for further review as an additional revenue stream.**

Meeting concluded and adjourned at 3:26 p.m.

Respectfully submitted,

Connie Crockett  
(On behalf of Debra Hollis, Secretary)