

**CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS**

**Board Meeting  
April 26, 2019  
Elks Lodge  
2840 Soscol Ave, Napa, CA 94558**

**Officers Present:**

Nancy Newlin - President  
Connie Crockett - Vice-President  
Carol Ludlow - Treasurer  
Debra Hollis – Secretary

**Directors Present:**

Rob VanSteen - Events Chair  
Mark Hancock - Legislation Chair  
Loretta Szudy – Professional Standards Chair  
Elizabeth Olvera – Membership Chair  
Angela Grijalva – Newsletter Chair  
Jeri Blatt – Public Relations Chair  
Lisa Castillo – Chapter Liaison Chair  
Sofia Sanchez – Publication Chair

**Absent:**

Carlo Perez - Education Chair

Guests: Carla Sprugasci

The meeting was called to order at 6:50 p.m. by President Nancy Newlin.

**Minutes:** Jeri Blatt made a motion to approve the minutes of January 22, 2019 and the motion was seconded by Sofia Sanchez. After some discussion, Jeri amended her motion that the minutes of the 1/22/19 Board meeting be approved subject to Board member Angela Grijalva's submission of a revision of said minutes, to be discussed as old business at the next Board meeting. Sofia Sanchez and Mark Hancock abstained. All other Board members present approved. The motion carried.

**Treasurer's report:** The treasurer's report was distributed and following discussion, a motion was made by Debra Hollis to accept the Treasurer's Report and Lisa Castillo seconded. The motion carried.

The Board took a recess for dinner at 7:10 pm. The meeting was called back to order at 7:45 pm.

**Update of By-laws:** Carol sent the Board proposed changes to the By-laws prior to the meeting. There was some discussion regarding certain areas of proposed changes, including the section on Proxies. There was further discussion about clarifying the section of the By-laws referring to whether complaints against members should be reported by the Professional Standards Chairperson for publication in the Newsletter. Mark Hancock pointed out that because CALDA is not a regulatory body,

we have no authority to discipline members or publish findings regarding complaints against members in the newsletter. Angela asked for a Point of Clarity. Mark stated that the Bar Association has the authority to discipline their members. Therefore the Bar Association has the authority to publish complaints against their members. CALDA does not have that authority.

Lisa Castillo asked why any of the Board members want to cause a potential legal issue for the Association by publishing the names of members with complaints filed against them. Angela pointed out that the reason for publication would be accountability, to which Lisa replied that the accountability is with the thirteen Board members.

It was decided that the Board would read and review the proposed changes and submit any questions or suggestions to Carol. This matter will be on the Agenda for discussion at the July 2019 Board meeting.

Each Chair has been asked to create a “Procedural Manual” for their respective position. These Procedural Manuals will be passed to the next person who becomes that Chairperson. The idea of this is that it could make the next Board member’s job a little easier because they would have procedures to guide them. The Procedural Manuals are to be approved by the Board.

Lisa Castillo suggested that we provide Tracey Booth with copies of all Procedural Manuals. Angela Grijalva wondered if we might be able to create a “Board Page” on Verifyle where we could put archives, Procedural Manuals, and other important things, so that the members could all have access to them. It was further suggested that the Chairs may want to review Rob VanSteen’s Procedural Manual for reference.

The By-law Committee will give the Board a deadline and desired format for creation of the Procedural Manuals. It is important that this be completed soon, so that the By-laws can be voted on at the next Annual General Meeting held in October.

**Update on Verifyle:** Carol reported that there is no update on this subject. Angela stated that she had heard from a couple of members who had some problems with Verifyle and had to get technical support.

**Annual Conference update:** The annual Conference will be held in Burlingame October 17, 2019 and October 18, 2019. Carol announced that all Board members will get their Conference free **only** if they help get everything ready on the Thursday before the Conference, as well as work at the Conference on Friday and/or Saturday.

Rob will give out jobs to the Board. Carlo is lining up speakers. Our guest at the Board meeting, Carla Sprugasci, retired head clerk at Santa Clara County Superior Court, offered to conduct a class at the Conference about the Court staff. Mark Hancock offered to do a class on Non-Profit Corporations. Jeri Blatt suggested a class on Judges Challenge. Elizabeth Olvera stated that we should try to get new and different speakers than our “usual” so that the classes and the conference would have a different perspective.

Connie Crockett suggested reaching out to the Bar Association and to the Bench for possible instructors for some of the classes. Many agree that pairing an LDA with an attorney or Judge one good way to teach the classes. Lisa reminded the Board that Rob had done a survey asking the membership what classes they might like to see at the Conference. She suggested doing that survey again.

**Brochure update and translation possibilities:** Sofia Sanchez reported that the Estate Planning brochure has already been translated to Spanish. She indicated that the next brochure that will be translated and updated will be Family Law. Carla offered to assist Sofia with the update for Family Law. Sofia stated that she has an attorney who is reviewing and approving the Spanish brochures. It was suggested that Attorney Chris Stefan might be willing to assist in the review and approval process. Sofia will have more information at the next Board meeting.

It was brought to the Board's attention that both Sacramento County and Santa Clara County Courts have excellent "road maps" to assist customers in choosing their documents.

**Update on video commercial:** Connie reported that she is getting closer in finishing the video. She has local actors in her area assisting by portraying some of the people in the video. She has hired a local videographer to help. She will send the Board the link from YouTube so we can review the video. More information will be coming at the next board meeting.

**Upcoming CALDA events:** Rob reported that there will be a Family Law Boot Camp on June 8, 2019. It will be held at the Santa Clara Biltmore in Santa Clara, CA. There will be an Estate Planning workshop in July in Southern California. More information on the CALDA website. Angela expressed that she would like to do an event in her area sometime. She will discuss this with Rob and Carlo.

**Update on Legislative Representative:** Mark Hancock spoke to our lobbyist, Matt Silverling about the "sunset clause" for Legal Document Assistants that will be expiring soon. Mark stated that was on the consent calendar for the week of April 29<sup>th</sup>. Matt indicated that it is a "routine extender" and that there is no need for anyone to testify. If the Assembly consents to the bill, it will go to the Senate. Elizabeth asked when we would work on removing it altogether instead of extending it. Mark will discuss removal with Matt. He will keep the Board informed on this issue.

**Mentor Program update:** Elizabeth reported that she obtained information about this program from former Membership Chair, Cindy Elwell. Elizabeth will create a flyer and will be working on the specifics of the mentorship program. She will be reaching out to match members up with mentors. Lisa stated that this mentor program must focus only on CALDA members.

**Advertising revenue for Newsletter:** CALDA paid \$600 for the most recent newsletter. Carol stated that we need to get advertisers for the newsletter or we will need to rethink what to do. Elizabeth pointed out that even if we don't get advertisers, we still need to put out a newsletter to the membership because it's our "bridge" to our members. Angela will talk with Tracey about vendor ads and then bring this issue back to the Board.

Angela informed the Board that June 1<sup>st</sup> is the deadline for submission of articles to go into the July edition of the newsletter. Lisa stated that it would be nice to have a reminder sent and Angela said she would do so.

**Miscellaneous:** There was discussion on how to make the CALDA members in Southern California feel more a part of CALDA. Lisa stated that we need more of a presence in the Los Angeles area. Loretta stated that there hasn't been many events scheduled for that area recently. Nancy stated that there was something scheduled there recently, but was cancelled due to "lack of interest". Angela stated that she felt we need to "acknowledge" the feelings of the Southern California members. Debra mentioned that

some existing Board members have tried to find members in the Los Angeles area to run for Board positions during the elections. However, she stated that it has been difficult to find anyone from that area that is interested in running in Board elections. The Board agreed that we do need to work on uniting the Southern California members with the other members and make them feel wanted.

Rob informed the Board that the Escrow Association of Northern California will be having their conference on July 12<sup>th</sup> and July 13<sup>th</sup> this year. He feels that CALDA should have a booth there. Rob will pursue this and get information.

The next Board meeting will be on Saturday, August 17<sup>th</sup>, at the Courtyard Fairfield Napa Valley, 1350 Holiday Lane in Fairfield, CA 94534

The meeting was adjourned at 9:56 pm

Respectfully submitted by:

Debra Hollis  
Secretary  
California Association of Legal Document Assistants  
(CALDA)