

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

**Board Meeting
August 17, 2019
Courtyard Fairfield, Napa Valley Area
1350 Holiday Lane, Fairfield, CA 94534**

Officers Present: Directors Present:

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

Directors Present:

Rob VanSteen – Events Chair
Jeri Blatt – Public Relations Chair
Lisa Castillo – Chapter Liaison Chair
Dane Gambill – Legislative Chair

Absent:

Loretta Szudy – Professional Standards Chair
Elizabeth Olvera – Membership Chair
Carlo Perez - Education Chair
Angela Grijalva – Newsletter Chair
Sofia Sanchez – Publication Chair

Guests Present: None

The meeting was called to order at 10:10 a.m. by President Nancy Newlin. She announced prior to starting that the meeting would be recorded. Nancy then introduced our new Board Member, Dane Gambill as Legislative Chair, and welcomed him to the Board. The previous Legislative Chair, Mark Hancock received a good job offer and had to resign. He would like to still be involved in assisting with Legislative issues when he can.

Minutes: Carol Ludlow made a motion to approve the minutes of April 26, 2019 and the motion was seconded by Jeri Blatt. The motion carried.

As a side note, some Board members are not receiving emails sent through the board email, with the minutes, Agenda, Treasurer’s report and other things. Debbie will check with Tracey and get this resolved.

Treasurer’s report: The treasurer’s report was distributed by Treasurer, Carol Ludlow. She reported that we have \$67,109.77 in our combined savings/checking accounts. Carol stated that we did well at the LA Seminar, making a profit of \$4500.00. She said that the Napa Seminar made approximately \$3000.00 and the Santa Clara Seminar made \$1800.00. Carol had budgeted \$4500.00 in income for newsletter advertisers and since there were no advertisers in the newsletter to contribute to the income as proposed previously, the money made on the Seminars helped with that income. Nancy asked if we had our records audited and Carol stated that we had. She will ask our CPA, Debbie to do an audit prior to the October conference.

Dane asked if our bank accounts are interest bearing and Carol stated that they are, and that we don’t pay bank charges at Sacramento Savings Bank.

Lisa Castillo make a motion to accept the Treasurer’s report as submitted and Dane Gambill seconded. Motion carried.

Update of By-laws: There was some discussion about changes to the By-laws, specifically in the section addressing Proxies. Many members didn't like the way the Proxies were formatted at the last general meeting/election. It was stated that they were more like absentee ballots than proxies, which is not how they have been in the past. Connie proposed that we go back to the old format, modified by the changes discussed at this meeting. Everyone present agreed that the old way was better.

Any proposed changes to the by-laws must be submitted to the membership no less than 30 days prior to the general meeting. Carol will send the proposed changes to our attorney, Greg, for review. All proxies should be sent to the Secretary, not to the Nominations and Elections Chair.

Connie made a motion to approve the changes, with the inclusions presented at this meeting. Rob seconded and the motion carried.

Duties and update for annual Conference: There will be a board meeting at 6:00 pm on Thursday evening, October 17, 2019, which is the night prior to the conference. There are several things that we do at that board meeting to help Rob get ready for the conference.

Lisa asked what benefits there are in being a board member. Board members receive the conference and Seminars at no charge, and reimbursement for their hotel rooms for the conference, for working throughout the year, as well as working Thursday evening and at the conference.

All board members are asked to be at that meeting on time, so that everyone is present to help. There was discussion about changing a new design and a new size for the bags. Suggestions of things that may go into the bags were material for the AGM, snacks, pens and tablets, etc. Some duties for the conference were talked about. (Refer to the updated "To Do" list attached.)

Lisa suggested that Jeri give the job of class monitor to those board members that have not already been given a job.

Brochure update and translation possibilities: Sofia has completed the translation for the dissomaster and estate planning brochures. Some members stated that they use a translation on google when needed. Lisa pointed out that sometimes the translation isn't correct. She wondered if Sofia is using a "Court Certified" translator for translation of our brochures and questionnaires. Nancy would like to have one or 2 brochures and/or questionnaires translated into Spanish to present at the conference.

Update on video commercial: Connie presented an updated version of the video. She will send the Board the link to the new version of the video and is open to suggestion and ideas. Our members could use the final video on their individual websites. Connie would like to present the final video at the conference on Friday evening. She even has ideas for the next video, Part 2.

Review CALDA events: The Seminars in Napa, Santa Clara and Los Angeles all made money. Los Angeles was the Seminar that had the most attendees. There were also more new attendees than normal. Lisa received some feedback from attendees about the lack of chapters. It was pointed out that the chapter run by Galen Hammond and Loin Isenberg is not an "official" chapter, but instead, is a brown bag lunch with Judge Juhas. Lisa stated that she had several people who were interested in starting new chapters.

Some discussion was held about the possibility of having a brown bag with Judge Juhas by FaceTime or Skype. Many members out of the LA area have expressed the desire to attend, but it's too far to travel.

If anyone has thoughts or locations about events, submit them to Rob. He plans to present the calendar for the upcoming year, in November, to our members.

Update on Legislative Representative: Since Dane is new to this position, Carol has been kind enough to help fill him in on everything. He has already spoken to our lobbyist, Matt. Dane reported that our sunset clause was signed by Governor Newsom. He also told us that we will have to keep renewing the sunset clause. Dane stated that he is working with Dept. of Consumer Affairs on the contract revision. He would also like to meet Matt, as well as Representatives Gallagher and Chen. Next year Dane would like to work on getting LDAs on a statewide database. He will also work on setting up another Legislative Day for the upcoming year.

Mentor Program update: Elizabeth sent a brochure regarding the Mentor Program.

Advertising revenue for Newsletter: Jeri stated that Angela tried to get advertisers for the newsletter, but was unsuccessful. Lisa suggested that educational places be contacted to see if they would be a sponsor or take out an ad in the newsletter. She also stated that Tracey said she and Angela would do a newsletter. It was suggested and everyone agreed that we will revisit the issue of the newsletter at the next meeting. At that time, we will try to determine if we will continue to do a newsletter or instead, put the information in the Weekly Note.

Miscellaneous: Carol told the Board that Tracey has requested an increase in her fee. She has been with our association since 2011, which is when Carol and Marcel originally signed the first contract with her. Carol passed around a list of all of the duties that Tracey currently does for the association. Some board members expressed concern regarding what would happen to our association if something happened to Tracey. Carol will talk with her to see if the things she does are being backed up. Lisa, Carol and Dane will review the current contract as well as the duties she does that are not in the contract, and will report back to the Board. This issue will be addressed again in a telephone meeting to be scheduled soon.

Lisa stated that she has received feedback from several members, saying that they do not like the new forum. She believes, and the Board agreed, that board members should be monitoring the forum and responding to forum questions. Lisa also said that she believes our members need to be informed about how to get on the website to update their profiles.

The next in person Board meeting will be on Thursday, October 17th, at the Double Tree Hotel in Burlingame. There will be telephone meetings prior to that date, with details to follow.

Jeri made a motion to adjourn the meeting and Connie seconded. Motion carried. The meeting was adjourned at 2:45 pm.

Respectfully submitted by:

Debra Hollis
Secretary
California Association of Legal Document Assistants