

MINUTES

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Board Meeting

Saturday, February 10, 2018 at 10:00am

24301 Southland Drive, Suite 612

Hayward, California 94545

Officers Present:

Nancy Newlin, President

Jeannie Bruins, Treasurer

Connie Crockett, Vice-President

Carol Ludlow, Secretary

Directors Present:

Rob Van Steen, Events Chair

Carlo Perez, Education Chair

Debra Hollis, Professional, Standards Chair

Angela Grijalva, Newsletter Chair (10:35)

Public Relations Chair - Vacant

Cindy Elwell, Membership Chair

Conference Chair – Vacant

Jim Wilroy, Legislative Chair

Publications Chair – Vacant

Guest: Heidi Paine

Meeting called to order at: 10:15 A.M.

1. Jim moved & Cindy seconded to accept Carol's resignation as secretary. It carried unanimously.
2. Jim moved & Carlo seconded to accept Jeannie's resignation as treasurer. It carried unanimously
3. Nancy appointed Carol Ludlow to be treasurer and Jeannie as secretary. It was/ moved by Cindy, seconded by Debbie and carried unanimously to accept the president's appointments.

Financial Report: Carol gave a review of the financial report thru January. Cindy questioned why there was a negative entry in the report, and then commented on the budget and the impact the seminars have on it. Carol responded that she would check on that and report back. Discussion moved the probate and family law boot camps. Carol also noted she allocated \$1000 for legislative activities and programs. Brochures and other line items were also discussed. Rob commented on locations for seminars. November meetings will be set aside for annual calendar planning. In the meantime, Rob and Carlo will plan seminars. Probate boot camp will be June 15 in No CA. It was moved by Cindy; seconded by Jim; carried unanimously to

accept the treasurers report. It was moved by Debbie; seconded by Cindy; carried unanimously to approve the budget.

Carol will provide monthly financial reports to the board by the tenth of each following month.

4. Review and approve the Minutes from meeting of December 12, 2017.

It was moved by Jeannie and seconded by Rob; carried unanimously to approve the minutes from the meeting of December 12, 2017.

5. Conference Logistics Update – Connie

Connie distributed a detailed memo on webinar/telephone guidelines and reviewed each item in the memo. It was suggested that links should be accessed before the participant joins the call. Discussion followed about using GoToMeeting versus Free Conference Call. It is necessary for the phone numbers of participants to be recorded. Angela suggested using Zoom. A subcommittee of Carlo and Cindy was formed, with input from Angela and Nancy's assistant, Heidi, to research platforms and report to the board.

Recessed to Session at 10:20AM

The closed session was closed at 10:30AM and open session resumed. It was reported that during the closed session the membership for Henry Lienen was terminated under Article 3 of Section 3.08 of the bylaws.

Angela questioned how we address other members who break the law or are not compliant with the bylaws and code of ethics. After discussion, it was decided that Cindy (Membership Chair) would draft an educational memo identifying five areas of compliance for board input and then to Angela for final edits to be published in the newsletter as an educational article.

6. Legislative Day & Lobbyist

Jim distributed a white paper on establishing a legislative day and considering hiring a lobbyist. He had several conversations with Matt Siverling, who is a second generation lobbyist, referred to CALDA by Ian Duncan, He would be willing to work with CALDA to provide information and assistance in setting up a legislative day, without filing as our lobbyist. Angela offered as an option, lobbyist Lexie Howard, who she worked with on SB 638. Angela also introduced San Diego Senator Ben Hueso as an ally. Connie noted that price would be a consideration. Assemblyman Gallagher's office has been helpful and has offered to reserve a conference room for the meetings, and Matt would take the lead on getting the appointments. It was moved by Jeannie; seconded by Debbie; carried unanimously that we hire Matt to help plan a legislative day and pay him \$500 for his efforts.

Carol reported on a change to B&P Code 6400 ethics and the question of the need for LDAs to have ethics training, similar to attorneys. A proposed update of the B&P Code 6400 and 6070 would clarify that LDAs do not need ethics classes similar to attorneys. This would be a legislative fix, not a new bill. Other discussion took place regarding a statewide database of LDAs, working with the Department of Consumer Affairs. Nancy reported that an employee of the State Bar called to find out what LDAs do. Nancy had a very productive conversation with her, including the importance of establishing a database to track LDA

registrations. Angela reported that discussions are taking place to establish a Limited License Technician, which would allow LLT's to represent clients in court on a limited scope. Carol noted that the question has come up before about whether or not LLTs would replace LDAs. Carlo noted that Judge Juhas stated that LLTs are far from happening in California due to the problems in Washington State with LLTs. Jim noted the value of our activity would help public relations for LDAs as well. Jeannie stated that pursuing changing LDA terms to 4 years could be concurrent with establishing a statewide database, preferring to stay with the Department of Consumer Affairs (DCA). Carol replied that has been a past goal as well, but we need to gauge our requests, taking them a step at a time.

7. LDA Contract

Jim reported that there are still a few differences between Ian and Connie's versions of an updated LDA contract. Jim spoke with Chris Castrillo (deputy director at the Office of Board and Bureau Services at the California Department of Consumer Affairs) who said DCA couldn't find the current contract. He suggested we give DCA what we want in an updated contract. Jim would then send it to Julia Bishop at DCA, who wants to get this completed.

8. Paralegal Schools

Heidi reported on paralegal schools. She discovered many across the US but CA requires an additional certification. She chose Brandman's online program, because their classes also track toward a college degree. She reviewed many with different costs and tracks, some including degree paths. She presented the need and possibility of classes that would lead to an LDA without having to meet all the criteria for a paralegal. Carol has taught at DeAnza College and has spoken to them about LDA courses. Nancy questioned whether CALDA could lend their support to Brandman to develop an LDA program. Angela offered her connection with American River College as well. She has already made inroads with the professor who heads the paralegal program. Jeannie noted that her son recently became an LDA through an online program that provided the ability for him to fast track the coursework and get his certification in a matter of weeks.

9. Probate Boot Camp

Rob reported that the probate boot camp will be June 15-16 in the Bay Area. He will research venues. Other seminars could include family law, restraining orders, spousal property petitions and Heggstad Petitions. Carol stated we need a one-day family law focus in Northern California in April. Carlo will check on a location in Napa. Further suggestions included presentations by the president of the County Records Association and a representative from the State Bar Association.

10. Brochures Update

We have a contract with Tammy Billups to do the brochures. Robin will continue to work with Tammy on this project.

11. Review of Amendments of Bylaws.

Section 3.11 – Reinstatement of Membership after Termination. Recommendation is to make the timeframe one year before reinstatement is allowed (3.09, sub Section 4).

Curriculum –Article VI, Section; 6.01 Article XI addresses curriculum tracks for various subjects. Tracey has the master course catalogue. She will put it online and then Rob will use the tracks to establish curriculum and instructors.

Section 9.05 Vacancies – clean up language on appointees filling remaining term vs serving until the next annual election.

Publications Committee Chair will include the Brochures Chair.

Advisory Board – do we need one? It was suggested to delete this board.

Work will continue on the bylaws and Rob will present it to the board.

12. Advertising

Discussion followed about the best way to get out the info about LDAs. This was initially in response to someone doing LDA work without the proper credentials. Further research on advertising versus social media and other platforms was discussed.

13. Membership Drive

Cindy suggested offering a free download for people on How to Run an LDA Business, which would capture their email address, and then market CALDA to them. Connie suggested educating the legal profession, the Bar and the Bench. Angela is a member of the ad hoc committee of Rouge Paralegals and suggested we publish with them. Nancy requested Angela get the information to Connie and work with her.

14. Newsletter

The January newsletter was not published. Angela stated she was waiting for interview responses, but could publish it without that information. Nancy requested publication dates for the quarterly newsletter. Angela agreed she could have a draft to Nancy by March 1 with updates, to include the new board slate. The June edition would publicize the family law seminar, the November issue would give the conference report and then the January issue would provide further updates.

15. Disso Master

Disso Master was sold to CALDA members with the understanding that training would be included. People who bought it need training. Carlo offered to get the training from Jonathon Watson, Solano County Law Librarian.

16. Conference

The Bay Area Chapter evaluated the conference and wrote a multiple page critique and sent it to Nancy. Subsequent to that, the Bay Area Chapter sent the critique to the executive board. As a result of the

negative tone of the critique, Robin Schumacher, the conference chair, resigned from the board the next day. Nancy reviewed the complaints noted in the critique. Angela spoke about the importance of getting value from the conference. Connie spoke to the importance of supporting CALDA. She read her response letter to the Bay Area Chapter. Jeannie made comments and suggested we consider what we can take away from this. She suggested having a representative from each chapter participate in a conference committee. Nancy commented that it was a good start; and would make it a requirement for each chapter to provide a committee member. Tracey is working on a Southern California venue. Nancy and Connie will confer and provide input to the board. Further discussion followed and Carlo will participate too.

17. Membership

Cindy gave a membership report. As of the end of January, the membership is 259 members, as compared to 297 at the end of January 2017. Carol questioned how those numbers related because the revenue received for membership does not indicate a reduction of 40 members. Cindy will look into it with Carol.

Cindy would like to institute a mentor program that would include any member who has five years of membership or more. She distributed a sample mentor brochure. Angela asked if this could extend to student interns, using Connie's experience with a college intern as an example. Angela will provide a written recommendation to Nancy for student involvement. Angela asked how we recruit members. A membership drive was suggested. Rob asked about Craig's List and/or Thumbtack, to reach out to those who are advertising incorrectly. Nancy inquired about having Heidi reach out to a sample of 10 people who are on Craig's List and see if she is able to recruit any of them. It was suggested that Tracy reach out to all the County Recorders to get lists of the LDAs.

There was no further business. The meeting adjourned at 3:30PM.

The next board meeting will be in Napa on April 27, 2018 at 7:00 PM. The venue is to be determined. The family law seminar will follow at the same location on April 28.

Respectfully submitted
Jeannie Bruins, Secretary