

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Teleconference Meeting
Thursday, August 18, 2016 at 7:00 p.m.

Present:

Ian Duncan, President
Nancy Newlin, Secretary
Carol Ludlow, Treasurer
Elizabeth (Liz) Fleischer, Conference Chair
Carlo Perez, Newsletter, Fundraising Chair
Galen Hammond, Membership Chair
Vanessa Watson, Education Chair
Regina Van Hecke, Legislative Chair
Maureen McCready, Publications Chair

Absent:

Carl Knoll, Vice-President
Debra Hollis, Professional Standards Chair
Peter Luong, Newsletter Chair

Guest:

Robin Schumacher

The meeting is called to order at 7:00 p.m. by President Ian Duncan.

Ian states that there is a vacant position on the Board of Directors and speaks in support of filling it at this time.

Lengthy discuss was held with a majority of the Board concurring that that vacancy not be filled at this time. Further, that with the annual Conference scheduled for October 2016, the vacancy could be filled at the election by the CALDA membership.

Ian announces that Marcel Neumann, Past President, will not be available to conduct the annual election. Discuss was held with Robin Schumacher volunteering to work with Marcel to coordinate the election process.

Carol presents that Profit and Loss Statement and the Balance Sheet and recommends that \$2,800.00 be moved from the

Legislative Budget to the Curriculum budget. Discussion was held on the positive cash flow from the Mediation Class and the seminars.

Carol also announces that in planning for the future, she has asked Cindy Elwell and Carlo Perez to comprise the new Budget Committee to work with her as CALDA moves forward. Brief discussion in support of this Committee is held.

It is moved by Galen Hammond, seconded by Carlo Perez to approve the Treasurer's recommendations and report. Motion carried: All yes.

Ian states that he and Carol met with Lois Isenberg and Susan Volpe to discuss the proposed Education Plan for CALDA. Discussion was held regarding the work for hire contract and itemization of the proposed work to be scheduled.

Maureen speaks to the need for some specific language that should be included in the contract and offers to prepare a contract for the Board to review. Following a brief discussion, it was agreed that Maureen will submit a draft contract at a later meeting for Board review.

Agenda items, Event Task Force Update, proposed By-Law changes and the 2017 Event schedule will be continued to the next Board meeting.

Liz updates the Board on the 2016 Conference details.

Carlo Perez announces that the North Bay Chapter will be splitting into two chapters, the Solano Chapter (based in Fairfield) and the new North Bay Chapter (based in Marin County), effective September 20, 2016.

It is agreed that this Telephonic Board meeting will recess until August 24, 2016 at 7:00 p.m.

Teleconference Meeting – Continued from August 18, 2016
Wednesday, August 24, 2016 at 7:00 p.m.

Present:

Ian Duncan, President
Nancy Newlin, Secretary
Carol Ludlow, Treasurer
Elizabeth (Liz) Fleischer, Conference Chair
Carlo Perez, Newsletter, Fundraising Chair
Galen Hammond, Membership Chair
Maureen McCready, Publications Chair
Vanessa Watson, Education Chair
Regina Van Hecke, Legislative Chair
Debra Hollis, Professional Standards Chair

Absent:

Carl Knoll, Vice-President
Peter Luong, Newsletter Chair

Guest:

Robin Schumacher

The meeting is reconvened from Thursday, August 18, 2016 at 7:00 p.m. by President Ian Duncan.

Maureen states that the Event Task Force has no update at this time.

Ian requests that the CALDA membership be given 30 day notice of any proposed changes to the By-laws prior to the annual Conference which is set for October 14, 2016.

He speaks to the proposed changes as follows: See attached.

Ian speaks to the 2017 Event Schedule. Discussion was held as follows:

Introduction to Mediation	Jan 2017	Bay area
Advanced Mediation	April 2017	Southern CA
Estate Planning	May 2017	Bay area
Estate Planning	July 2017	Southern CA

Carol offers to work with Tracey to prepare a Certificate of Mediation for all those who attend the seminar.

Liz speaks to the 2016 CALDA Conference schedule. Discussion was held regarding the need to upgrade the proposed classes and the need for publicity of the new schedule.

Debbie reminds the Board of the Scholarship Committee and the offers to announce the availability of the scholarship on the forums.

Regina states that the web site could use some improvements.

Maureen speaks to the proposed contract with Susan Volpe as an independent contractor to provide materials for ongoing education to CALDA's members. Further, that all of the materials provided shall remain the property of CALDA and that a monthly progress update shall be provided to the Education Committee.

It is moved by Carol, seconded by Vanessa to approve a contract with Susan Volpe, as an Independent Contractor to provide educational materials for CALDA pursuant to the contract and authorize the President to sign same. Motion carried: All yes.

Discussion was held regarding the possible sale of NOLO by Ed Sherman. Following the discussion, Ian is authorized to open negotiations with Ed Sherman and report back to the Board with additional information.

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Nancy L. Newlin