

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Saturday December 10, 2016 at 10:00 a.m.
24302 Southland Drive, Hayward, CA 94545

Present:

Ian Duncan, President
Carol Ludlow, Treasurer
Connie Crockett, Vice-President - Telephone
Nancy Newlin, Secretary
Elizabeth Fleischer, Events Chair
Vanessa Watson, Education Chair - Telephone
Debra Hollis, Professional, Standards Chair
Maureen McCready, Publications Chair - Telephone
Cindy Elwell, Membership Chair
Jeannie Bruins, Legislative Chair
Robin Schumacher, Conference Chair – Telephone

Absent: Carlo Perez, Newsletter Chair
Peter Luong, Public Relations Chair

Guest: Tracey Booth, CALDA Administrator
Tyler Gross - Telephone

The meeting was called to order at 10:10 a.m. by President Ian Duncan. Ian Duncan welcomes Jennie Bruins, Robin Schumacher and Cindy Elwell to the Board

It was moved by Carol Ludlow, seconded by Maureen McCready to approve the July 9, August 18 and August 24, 2016 Minutes. Motion carried: All yes. Abstain: Jeannie Bruins.

It was moved by Jeannie Bruins, seconded by Cindy Elwell to approve the Treasurer's Report as submitted: Motion carried: All yes.

Carol Ludlow announces that the Finance Committee will meet to prepare a budget for 2017 prior to the January 2017 Board meeting.

Ian Duncan announced that the meeting will continue out of order of the Agenda, putting the agenda item regarding Vanessa Watson next. Based on advice from counsel, Ian stated that there would be a time limit for each speaker in order to hear from all those who wish to speak.

Presentations took place including that of Vanessa Watson. General discussion ensued.

Ian Duncan asked Vanessa Watson to excuse herself from the telephone line. General discussion continued. Director Watson rejoined the meeting and submitted her resignation and then disconnected from the meeting via telephone.

It was moved by Connie Crocket, seconded by Nancy Newlin to accept the resignation of Director Vanessa Watson from the CALDA Board of Directors, with regret, effective December 10, 2016. Motion carried: All yes.

Carol Ludlow presented information regarding the purchase of Director's Errors and Omissions Insurance. Tracey Booth spoke to coverage provided by other professional organizations and stated that CALDA should have a million dollar minimum.

Jeannie Bruin stated that she has never served on a Board that did not have Director's coverage. Discussion was held.

It was moved by Jeannie Bruins, seconded by Debbie Hollis to authorize the Treasurer and Administrator to work together to purchase Director's insurance, in a annual premium amount not to exceed \$1,500.00. Motion carried: All yes.

Peter Luong, Public Relations Chair is now present.

Ian Duncan stated that it appears that an organization is being advertised in Orange County using CALDA materials under the name of LACE. Further, that this organization is a non-chapter and has not been authorized by CALDA. Following discussion, it was determined that Connie Crocket will communicate with Susan Volpe, in Orange County, regarding this matter and advise her that this advertising must cease until and unless she applies to CALDA for chapter status and approval to organize. Connie stated that she will report back to the board at the next meeting.

Carol spoke to the need to review the CALDA Membership Administrator's duties. She stated that the proposed addition of coordination of the 2017 events, working with the Conference Chair for the annual conference, website updates and consolidating various administration duties has increased the time that the Administrator would be spending for CALDA. She also stated that Tracey is providing the services of a bookkeeper as well.

Tracey Booth stated that membership in CALDA has increased 60% during 2016. She stated that she continues to receive most of the many requests from prospective members. Discussion was held regarding the need to coordinate the information flow between the Conference Chair, Newsletter Chair and Seminar Coordinator. Also discussed was the need to update the website.

Discussion was held regarding the need to coordinate the flow of information between the Conference Chair, Newsletter Chair and Seminar Coordinator and possible assistance in bundling events at different venues to reduce the costs of the events.

It was moved by Carol Ludlow, seconded by Jeannie Bruin to approve a contract with Tracey Booth, as the CALDA Membership Administrator, with duties to include coordination of CALDA events, for 2016-2017, with each of the Chairman, and to provide bookkeeping services to coordinate with the elected Treasurer. Further, to develop a growth and retention plan that could be implemented by the Board with a report to the Board at each Board meeting, at a cost of \$4,000.00 per month, effective January 1, 2017, with a thirty (30) day written termination clause by either party, and authorize the President to sign. Motion carried.

Ian Duncan stated that Liz Fleischer has consented to be the Event Coordinator and will work with Tracey Booth to facilitate the upcoming seminars.

Robin Schumacher announced that she has been researching locations for the 2017 Conference. She stated that since it has been a number of years since the Conference has been held in the central part of the state, she is recommending Fresno as the site for the 2017 CALDA Conference. She spoke to the need keep the Conference cost affordable to all members, especially for new members.

Ian Duncan requested that cost figures be provided for possible consideration for a Conference in Orange County as well as Fresno. Discussion was held, with Robin Schumacher agreeing to bring back a report at the next Board meeting.

Discussion was held on the need to update the CALDA website. Peter Luong stated that it could cost an estimated \$250.00 per page to redo the website. Discussion was held and a determination was made that Peter Luong, Tracey Booth, Regina Van Hecke and Jennie Bruin, will form a Task Force to provide information and recommendations regarding the website/data base provider at the April 2017 Board meeting.

Ian updated the Board regarding a previous direction to explore the purchase of NOLO Press Occidental. Following discussion, Ian Duncan requested that Cindy Elwell and Carol Ludlow work with him to explore the possibility of buying certain aspects of NOLO Press Occidental and report back to the Board at the next Board meeting.

Ian Duncan stated that there is a real need for a Policies and Procedures Manual for each Chair position and the need to have it available in a PDF format. He requests that each Chair provide a written description of their position and submit it to Ian Duncan not later than January 31, 2017.

Maureen McCready spoke to the Education/Curriculum Task Force committee's recommendation to have standardized materials, power point, etc. to support CALDA events, Conference, Seminars, etc. and to the need to have the materials protected. She spoke in support of a check list for each event.

Maureen McCready stated that the updating of the Brochures and Questionnaires has not taken place, due to time constraints on all those involved.

Robin Schumacher offered to assist Maureen McCready and suggested that the Fresno Chapter of CALDA could provide valuable service. Maureen suggested that a priority list of Brochures and/or Questionnaires be prepared for the next meeting for Board consideration.

Discussion was held regarding membership statistics. Cindy Elwell spoke to the value of a membership and spoke in support of a mentor program. Tracey Booth and Jeannie Bruin spoke to the need to show the value of a CALDA membership. Peter Luong suggests that a significantly higher rate should be charged to non-member LDAs when attending CALDA events. Further, that the cost of the event could be included should the non-member join at that time.

Ian Duncan stated that in light of action taken earlier today, he requests that the Contract with Tracey Booth be revisited to include the following:

Coordination of the Education Tele classes;
Issuance of MCLE certificates to those attending the class;

Following discussion, a majority of the Board concurs that these items be included in the contract with Tracey Booth, with all other provisions of the contract to remain as stated.

Peter Luong suggested that staff members of current CALDA members receive a discount for their first conference.

Ian Duncan suggested that the Board look at additional Legislation proposals to be considered at a future Board meeting.

Liz Fleischer recommended that CALDA's flow charts for Dissolutions and CALDA Setting The Standard plaques be available at each event during 2017.

The meeting adjourns at 2:50 p.m.

Respectfully submitted:

Nancy L. Newlin