

CALIFORNIA ASSOCIATION OF LEGAL DOCUMENT ASSISTANTS

Tele-Conference Board Meeting of June 16, 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
Debra Hollis, Professional Standards Chair
Maureen McCready, Publications Chair
Galen Hammond, Membership Chair
Peter Luong, Newsletter Chair

Absent: Carl Knoll, Vice-President; Tyler Gross, Public Relations; Regina Van Hecke, Legislative Chair

The meeting is called to order at 7:04 p.m. by President Ian Duncan.

Ian announced that Tyler Gross, Public Relations Chair has resigned from the Board, effective June 15, 2016. He states that he has asked Peter Luong, to take oversight of the web site.

Debbie Hollis requests that the Board minutes of the February 13, 2016 meeting be corrected to reflect that the Board met at 10:20 a.m. and NOT 10:20 p.m.

It is moved by Carol Ludlow, seconded by Galen Hammond to approve the Minutes of February 13 and 25, 2016, with correction noted. Motion carried: All yes.

Carol Ludlow presents the quarterly treasurer's report and balance sheet. She states that the bottom line shows an increase over the budgeted amount. Brief discussion is held.

It is moved by Debbie Hollis, seconded by Galen Hammond to approve the Treasurer's Report as submitted. All yes.

Carol Ludlow also speaks to proposed Board member reimbursement at the rate for meetings attended. Brief discussion is held, with the Board concurring that this matter will be continued until the July 9, 2016 meeting.

Brief discussion is held regarding the need for numerous in person board meetings as set by the current By-laws. The Board concurs that that this matter can be tabled for the time being.

Maureen McCready speaks to the newly formed Task Force On Events, whose members included Galen Hammond, Debbie Hollis, Regina Van Hecke and Maureen. She states that the Task Force has been reviewing the Foster City Seminar presentations and the quality of the material presented. Discussion is held on the need to have material for new LDAs as well as advanced members and to the need to standardize material presented at any educational event.

Following discussion, it was agreed that proposed changes to the By Laws and the creation of an Event Coordinator position be placed on the July 9, 2016 Board agenda.

Ian Duncan states that he is preparing a Policy and Procedures Manuel, which will be presented at the July 9, 2016 Board meeting.

It was also agreed that the remaining Agenda items from this meeting will be continued to the July 9, 2016 meeting.

It is moved by Galen Hammond, seconded by Carol Ludlow to adjourn the meeting at 8:10 p.m., with the July 9, 2016 to be held in Sacramento, CA. Motion carried: All yes.

Respectfully submitted,

Nancy L. Newlin