



**BOARD MEETING MINUTES**  
**March 11, 2014 Noon to 1:30 PM**  
**Austin Bar Association Longhorn Room**

1. **Members Present:** Joan McClendon, Shary Tutt, Karie Rivkin, Elaine Burr, Toni Beasley, Ann Jacobson, Linda Siegert, Summer Jurrells, Kelly Barker, James Cornell, Diane Dettmann, Diana Stangl, Christine Giles, Linda Wood  
  
**Members Not Present:** Elaine Nielsen, Amanda Koplos, Chrissie Eastin, Debbie Roan, Andrew Molnau, April Stanaland
2. **Approval of February's Board Meeting Minutes:** Approved
3. **Interim Email Decisions.** None.
4. **Treasurer's Report.** To be approved at April board meeting
5. **Upcoming Due Dates and Responsibilities**
  - a. March 31– Shary Tutt, Secretary, submit Minutes to RMT Communications Officer
  - b. March 31– April Stanaland, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
  - c. April 1– Karie Rivkin, President, submit Chapter highlights for ALA News to RMT Communications Officer
6. **Upcoming Educational Opportunities**
  - a. March 27, 2014 Spring Seminar Course Correction: Diversity & Inclusion Strategies Beyond Demographics by Liz Mikos with Nesso Strategies. Frost Bank Tower Community Room 401 Congress #1160.
  - b. May 18-21, 2014, Annual Conference & Exposition Toronto Convention Centre, Toronto, Canada
7. **Old Business**
  - a. **Changes to Newsletter and Website – Communications Committee.** The two committees are being merged into one Communications Committee.
  - b. **Future Committees and Early Transition for Committee Chairs.** This will occur at board retreat on March 20, 2014

- c. **Scholarships and stipends to 2014 Annual Conference.** These were approved at the February board meeting
  - d. **Business Partner guidelines/discussion.** Discussions are ongoing.
8. **New Business.** The Austin Chapter received the Gold Level Award.
9. **Committee Reports (ATTACHMENT A)**
- Communications Committee.** The goal is to get news and information to the chapter member in a timely manner and provide easier access to the information. They want to drive people to our website.
- Membership Committee.** As of the meeting we had 48 who have not renewed their membership. Of those 45 have renewed their ALA dues.
- Community Relations Committee.**
- Planning an event with Capital Area Food Bank on June 28, 2014.
- LLS Walk. The plaque the chapter received will be mailed to Clay Singleton's wife. Organizers have asked if we want to participate in the Legal Sector Challenge. It was decided that since we walk in honor of Clay Singleton, we would not be participating in that challenge for 2014. We will continue to participate as we have the past 2 years.
10. **Open Business**
- a. Toni Beasley suggested that we combine the PPAC and Visibility Committee into the Strategic Alliance Committee and work with LMA and ILTA on educational opportunities.
  - b. Karie Rivkin thanked Toni Beasley and Ann Jacobson for chairing the nominating committee and the work of the committee.
  - c. Offsite boxes. Shary Tutt will take on reviewing what we currently have in offsite storage. Possibly storing what we have in the Cloud rather than in physical files.
11. **Announcements & Adjourn** Meeting adjourned at 1:00 PM
12. **Next Board Meeting:** TBA by President Barker.

## ATTACHMENT A

### March 11, 2014 Board Meeting

#### COMMITTEE REPORTS

##### **Business Partner Relations Committee – James Cornell**

The Board Meet and Greet is scheduled for April 17 at 8:30 Am – 9:30 AM at 401 Congress Ave the 11<sup>th</sup> floor. The invite was provided to Kelly and he will be sending it out. Breakfast tacos, fruit and coffee will be provided.

The vendor expo and education session is set for August 28, 2014 at the W hotel. This new hotel is exciting and contemporary and we lend a new updated feel to the event. A theme is still to be established. There will be plenty of room for after meeting happy hour groups to meet.

##### **Community Relations Committee – Joan McClendon**

**Saturday, March 29, 2014, from 10:00 a.m. - 2:00 p.m. (need 8 to 10 volunteers)** - We are scheduling another Community Relations event on Saturday, March 29, 2014, at the Dress for Success Austin boutique, located at 701 Tillery Street, Ste. A-5, Box 11, Austin, Texas 78702. We will work from 10:00 a.m. - 2:00 p.m. as image consultants to coach clients, suiting them for their job interviews or new careers while providing encouragement. We will also assist with inventory maintenance, sorting through donations and boutique upkeep. We need 8 to 10 volunteers. This is for women only and if anyone would like to bring their daughter, she must be at least 16 years of age. Would also like to request that the Austin ALA make a \$500 contribution to Dress for Success (Austin) when we volunteer at the boutique on 3/29/14.

I'd like to send an email out to our Austin ALA group regarding the Dress for Success event and ask for donations to be brought to the Jan, Feb & March Austin ALA luncheons. Mia Johns, Program Manager, Dress for Success (Austin), has provided receipts that we can pass out to those who donate. We also have instructions from Dress for Success for donation guidelines. They accept all donations, but the most pressing needs are:

- Black Handbags
- Black Shoes – Size 9 and up
- Bras – Size 40 D and up
- Mascara
- Clothing – Size 16 and up

##### **Compensation & Benefits Committee – Andrew Molnau**

The compensation committee has nothing new to report except that a search is underway for a new chair.

## **Education & Program Committee – April Stanaland**

Spring Educational Seminar – Thursday, March 27, 2014 from 10:00 a.m. to 2:00 p.m. at Frost Bank Tower Community Room. Liz Mikos of Nesso Strategies will be presenting: “Course Correction: Diversity & Inclusion Strategies Beyond Demographics.” Flyer attached (may be updated if \$30 changes).

The Summer Educational Seminar and Expo will take place on August 28<sup>th</sup> at the W Hotel.

## **Membership Committee – Christine Giles**

- Chapter Renewals:
  - Not renewing: Shannon Athey-Briggs, Chris Gibson, David Henninger, Debra Nicklaus, Daniel Resendiz, Vanessa Steinauer, Rose Sullivan
  - Renewed but not paid           6
  - Renewed and paid               32
  - Don't know yet                   51
- New members since the last meeting!
  - Mike McDearmon, Pirkey Barber
  - Sherrie Marino, McLean & Howard
  - Julia Perkins, Fenimore Kay Harrison & Ford (application still in process)
- New member lunches:
  - Mike McDearmon: Karie and Kelly took him to lunch on February 21<sup>st</sup>.
  - The Membership Committee is working on lining up lunches for Sherrie Marino, Chassidy Deckard and Julia Perkins.
- Potentials:
  - Christiana Gunn, Coldwell Bowes. I know a paralegal at her firm so I am going to try to use that as an in to introduce myself.
  - Does anyone know if DLA Piper has hired a replacement for Ann Carter yet?

### **Newsletter Committee – Debbie Roan**

The last edition of Admin 360 will be delivered by the end of March. I also participated in a conference call of the Communications Committee transition group on March 4<sup>th</sup> during which we discussed ways to implement a new communications strategy for the chapter including ending the newsletter in its current form and driving more traffic to the chapter website using more timely and expedient methods.

### **Past Presidents Advisory Counsel – Ann Jacobsen**

The Nominating Committee, co-chaired by Ann Jacobson and Toni Beasley, has completed the nomination and election process for the Chapter's Officers for the 2014-2015 term. In addition to Ann and Toni, the Nominating Committee consisted of Chapter members Julie Smith, Donna Harmon, Theresa Tipton and Penny Arnold.

As Chair of the PPAC committee, Ann Jacobson coordinated a meeting via conference call with Kelly Barker, Karie Rivkin and Toni Beasley regarding succession planning for the upcoming 2014-2015 term. Topics discussed were the transition of committee chairs, flexibility in combining or sustaining existing committees, the timing of the nomination process for new Board Officers and the function of the Board Retreat where new Officers and Chairs are transitioned to a new term.

### **Website Committee – Amanda Koplos**

I finished rounding up, scanning and loading Board Meeting minutes onto the website from every month starting in April of 2003! The Board will need to consider whether we need to keep printed copies of these. I can organize them and get them ready to go to offsite storage. Everything I'm reading suggests that records like this for a non-profit need to be kept indefinitely and it might not be adequate storing them only on our website.

In addition, I participated in a participated in a conference call of the Communications Committee transition group on March 4<sup>th</sup> during which we discussed developing tools to communicate chapter news to members more frequently and more easily as well as improving the functionality of the website to enable members to register for events, pay dues and perform other tasks in a quicker and easier manner.